

Employee Update

October 23, 2020

COVID-19 Response Update

Good afternoon,

I'm writing to share an update on the COVID-19 response at our Annacis Division. Since my last update yesterday, October 22, we have been informed that one more employee has tested positive. This is a total of 4 employees from "B" Shift at Annacis. At the same time we have received notice of the first 5 negative tests from employees on this shift.

I just want to reiterate to everyone the actions that we took upon discovering these cases early in the week:

- We have followed up to determine all of the affected workers' recent work locations, activities and contacts and put together a timeline of the situation.
- Out of an abundance of caution, we have asked all employees who have come into contact with the affected workers to get COVID tests.
- We have also shut down the entire crew that the workers were part of until they have been tested and/or reach the 14 day quarantine period from when they were exposed.
- Affected employees will not return to work until they have been cleared by medical officials to do so.

As stated in yesterday's update, the following new protocols were put into place at our Annacis Division immediately and we have placed some additional protocols as of today:

- We have closed down the lunchroom and employee change room for the next two weeks or until we are comfortable with the situation.
- Employees are requested to take breaks in your personal vehicles or outside.
- Washrooms remain open, but please observe social distancing and maximum occupancy rules.





- Employees will stay within their facility 'bubbles' and will not work at different sites for a minimum of two weeks or until further notice, to limit the possibility of exposure. This will include all of our operations across the Company.
- Contractors, suppliers, salespeople and other visitors are currently not allowed on site unless given specific permission from the Management of each Operation.
- We have also reduced the number of employees permitted in the washroom at any time to one. This is to eliminate any potential situations where employees will be outside of the Social Distancing space allowed.
- We have asked that all employees refrain from car-pooling as this increases the potential for transmissions.

We have also begun to enhance our protocols at all of our Operations as we get a better understanding of the current situation.

If you are experiencing any symptoms, please stay home and notify your supervisor.

Coastland has worked extensively over the past several months to develop and adhere to robust health and safety measures across our locations. We continue enhanced sanitation and deep cleaning protocols, daily symptom screening of employees, regular hand washing or sanitation, maintaining a distance of two metres from others and wearing a mask when distance cannot be maintained.

This recent incident serves as a reminder that we must continue to work together to keep ourselves and each other safe. We must all continue to carefully follow our COVID-19 protocols to protect the health and safety of our colleagues and families.

We will continue to provide updates as we have them.

If you have any questions or concerns, please speak to your supervisor or any member of our Management Team.

Thank you all for doing your part to keep our team safe and healthy.

Doug Pauze

