

April 28, 2020

## Almita's Message to Clients Regarding COVID-19

This communication is intended to keep you informed as to what is happening at Almita relative to the COVID-19 Virus. Any specific questions can be sent to [info@almita.com](mailto:info@almita.com).



**At Almita Safety is Paramount! We consider the safety of our employees, contractors, neighbours, clients and the general public to be of prime importance.**

First and foremost, safety is paramount – it is the first of our core values, and a shared value with our customers, vendors and partners. Therefore, **we want you to know that we have taken the following steps** to address COVID-19:

- **Almita's Leadership Team is actively monitoring the situation** and its potential effects on our employees, operations and projects. Our team is meeting daily to review updates, status reports, enact action plans, and respond to arising project issues.
- **Our Health and Safety Group is conducting regular monitoring** of the CDC, Health Canada and World Health Organization websites. The HSE team is also monitoring Provincial and State construction safety guidelines pertaining to COVID-19 and also using Construction Associations for support to ensure that Almita is following local best practices.
- **We've implemented and shared with our employees several preventative measures** - handwashing, social distancing, cough etiquette, stay home if you're sick, work from home if possible.
- **We have asked any employee not feeling well to stay at home** and contact their local health authority for further guidance.
- **All business travel not directly related to the execution of a project is cancelled; directives have also been issued relative to personal travel**, which are consistent with government and health authorities' recommendations. Employees who have traveled outside of Canada for business or personal reasons, have had family members who have done so, and/or who have been in proximity to anyone suspected of having or confirmed with the virus within the last 14 days, are being instructed to self-isolate at home for the next 14 days. For necessary business travel, we are reviewing the need, transportation method and safety of the destination prior to approval. In particular, we are avoiding travel to metropolitan centers and Covid-19 hot spots.

- **Our permanent office/shop locations across Canada have increased restrictions on access.** During this period no outside visitors will be allowed. Plans are also in the works to secure all project sites, camps and other accommodations. Almita employees are available for virtual meetings via telephone, conference line or Microsoft TEAMS.
- **We are communicating to our suppliers and sub-contractors** that they must also comply with preventative measures similar to those mentioned above.

**Do you, as a client or contact of ours, have COVID-19 related policies or directives you'd like to share with us?** If so, please forward them to [info@almita.com](mailto:info@almita.com) and we'll ensure that they're relayed appropriately within our company.

**At Almita we have activated our business continuity plan!**

- Our Leadership Team is meeting daily to respond to emerging challenges to our business.
- Our current plan is to continue to serve our ongoing clients and projects while respecting the safety principles and concerns set out above. We will discuss specific project challenges with our clients on a regular basis.
- We are still estimating projects and submitting quotes and accepting new work as long as we can execute that work safely and responsibly.
- We are monitoring our supply chain to ensure that we have access to the necessary materials for our projects with various backup plans in place.
- Almita has manufacturing, installation crews and partners based across North America to serve project needs and provide backup options for our ongoing operations.

- We will adjust our operations regionally based on local guidelines and recommendations. Almita will be a leader in the virus response and strongly supports all initiatives to protect the health and safety of our employees and the communities in which we work and live.

This is a fluid situation and the information is changing daily. If you have an ongoing or potential project with us, please discuss it with your project manager or email us at [info@almita.com](mailto:info@almita.com) to confirm our ongoing ability to meet the needs of your project.