



ECRC ~ SIMEC

1201-275 rue Slater Street
Ottawa ON K1P 5H9

A message to our Stakeholders,

ECRC believes that Health and Safety is of paramount importance and is committed to conducting its business in a way that protects the health and safety of its employees, others involved in its activities, its members and the general public as well as minimizing its losses.

ECRC has implemented and maintains a comprehensive Loss Control Program that provides for the health and safety of our personnel as well as minimizing the loss of its resources. This program promotes an environment in which proper loss control becomes a daily activity and concern. The program creates awareness and assists in the protection of ECRC's personnel and resources, ensuring they remain in a state of readiness.

We currently have a senior management team that is regularly monitoring the Pandemic situation and have a COVID-19 amendment to our existing Pandemic Response Plan that is specifically designed to thoroughly inform our employees and all involved in our activities. This plan is continuously updated to have the most up to date information and measures.

As everyone is preparing and implementing protective measures against the COVID-19, we are doing the same. Here are our measures as of today:

- We have a dedicated management team monitoring all reliable resources for the COVID-19 progression, recommendations and preventions daily.
- We keep current our Pandemic Response Plan COVID-19 amendment and ensure all employees are informed and understand its content. The plan delivers all preventative measures, travel restrictions and expectations that our employees will follow.
- We are taking extra precautions in our Response Centers such as:
 - Limiting visitors
 - Posted hand washing, sanitizing and cough etiquette signage
 - Practicing social distancing and limited contact (no hand shaking, etc.)
 - Utilizing alternative means to having meetings such as video conferencing
 - Making readily available, items like hand sanitizer and tissues
 - Increased cleaning and sanitizing of premises and main touch points.
- We have cancelled attendance to any gatherings or events with more than 10 attendees to prevent close contact between people and propagation of the virus.
- We have cancelled all international, domestic and intra-office travel; all necessary local travel requires senior management approval.

Rest assured that we are always evolving our plan so that we can stay on top of the situation and maintain our response readiness.

The team at ECRC-SIMEC