



## MEMORANDUM

**TO:** Our Valued Clients and Suppliers

**FROM:** Pace Technologies Inc. – Safety Committee

**DATE:** March 16, 2020

**RE:** COVID-19 Response Update

Dear sir or madam,

The safety of our employees, contractors and customers has been and continues to be our highest priority. We're currently monitoring reports daily and assessing all conditions and/or any current health risks, both internally within our company, and externally (provincially and worldwide) that may have the potential to disrupt our services and operations.

We're cautiously optimistic and happy to report that the current internal status for Pace Technologies Inc. is positive and healthy. With all personnel and support in place, we're able to continue serving our clients at full capacity.

### SELF-ISOLATION

In line with Alberta Health Services and the Public Health Agency of Canada, we have instructed employees to communicate with Pace management, secure a remote work arrangement (if required) and self-isolate for a period of at least 14 days if:

- They have recently returned from one of the high-risk areas including:
  - o China
  - o Hong Kong
  - o Iran
  - o Italy
  - o Japan
  - o Singapore
  - o South Korea
  - o France
  - o Germany
  - o Spain
- they have knowingly had any close contact with anyone returning from these high-risk areas
- they exhibit symptoms, including a cough, runny nose, fever or sore throat
- they have knowingly had any close contact with anyone exhibiting these symptoms

At this time, such a situation and action has not come to fruition.

### TRAVEL RESTRICTIONS & ADDITIONAL PRECAUTIONS

In addition, the following recommended precautions have been requested of all employees:

- Avoidance of all cruise ship travel
- Avoidance of non-essential travel outside of Canada
- Exercise social distancing in the community
- Practice frequent hand hygiene by using alcohol-based hand sanitizer or soap and water for a minimum of 20 seconds

- Covering mouth with a flexed elbow or tissue when coughing or sneezing, throwing away the tissue immediately and practicing hand hygiene
- Discontinued shaking of hands, fist pumps, and so on
- Ceasing to share office supplies such as pens
- Regular disinfecting of work area and items including computer, phone, and desktop
- Holding virtual meetings or conference calls in lieu of in-person meetings
- Maintain a distance of 2 meters from others

We remain dynamic in our response to this evolving COVID-19 outbreak and will continue to closely monitor our staff and operating environment. Any significant changes which may impact services to our valued clients will be communicated as soon as possible.

If you have any questions or concerns about the above information, please contact Brad Croft, Safety Manager ([bcroft@pacetechnologies.com](mailto:bcroft@pacetechnologies.com)).

Best Regards,

**Safety Committee - Pace Technologies Inc.**