



April 2, 2020

To: All SRG Employees/Contractors

From: Blair Ross, President & COO

Re: Coronavirus (COVID-19) Pandemic Update

Just want to reach out to you as a reminder of a few things during these times we find ourselves in. More and more reports show this may be going for the next few months.

In order to temper the rise of infection rates across Canada, our federal and provincial governments continue to reinforce physical distancing orders and to encourage correct respiratory hygiene, hand hygiene, and other healthy practices for all Canadians. These practices are absolutely imperative for those of us who continue our work to provide essential services to our community.

For those of us who must continue our work outside of our homes, please ensure you are following the advice of public health authorities and **avoid any unnecessary physical contact**. Keep a distance of 2 metres between you, your coworkers, and the public whenever possible; and limit any contact closer than 2 metres to the shortest time possible.

And remember:

- **Hand Washing** – Please regularly wash your hands with soap and warm water for at least 20 seconds, or use an alcohol-based hand-sanitizer. Be sure to clean your hands after sneezing or coughing and after touching surfaces others may have touched.
- **Coughing and Sneezing** – Please cough or sneeze into a tissue or your upper sleeve, and not your hands. Dispose of used tissues immediately
- **Stay at Home When Sick** – If you become ill or develop any COVID-19 symptoms, please inform your direct supervisor/manager immediately and **stay home to self-isolate** and/or seek medical advice as needed.

The latest Public Health Agency of Canada facts and updates on the COVID-19 outbreak can be found here: <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>. As usual, SRG will update our policies and procedures in accordance with any new developments.

Thank you for your continued work. Our clients appreciate the commitment we are demonstrating in playing our important role during this crisis.

Stay well everyone!

END OF MEMO