

To: Our Valued Customers and Stakeholders

From: Senior Management

Wednesday April 8th, 2020

Hughes Decorr recognizes that this is a worrisome time, however, we are closely monitoring the impact of COVID-19 and taking every measure to protect our employees, customers, suppliers, and community. Understanding the details related to the transfer of this virus is of utmost importance, especially related to the products that we manufacture. We are continuously updating our policies as per guidelines issued by the Centre of Disease Control and Prevention as well as the Public Health Agency of Canada. In readiness, we have invoked an internal policy in the form of a Business Continuity Plan which is highlighted in the following:

- ✓ Anyone entering our facility has a forehead-oriented body temperature reading taken via non-contact infrared digital temperature meter.
- ✓ All entrance ways in our facilities have been fitted with sanitization stations where individuals are required to sanitize their hands.
- ✓ All visitors are also required to fill out a questionnaire pertaining to the virus.
- ✓ We are restricting employees from any non-essential travel as well as travelling abroad.
- ✓ All office staff are encouraged to work from home, we have ensured that these employees have the necessities to maintain full productivity from their remote work space.
- ✓ Each and every facility has been educated on and is currently practicing safe distancing.
- ✓ We are mitigating any disruption to production lead times by utilizing our various manufacturing and co-packing facilities, in case one experiences unforeseen disruption.
- ✓ In the situation in which a supplier is compromised, multiple backups are in line. All suppliers are also required to produce a Business Continuity Plan in response to the current situation.
- ✓ We offer all of our employees continuing educational seminars on the issue at hand.

To our customers that have been deemed as non-essential by our Federal and Provincial Government, we want you to know that our communication with you will be maintained as this ever-changing situation unfolds. In addition, Hughes Decorr has taken decisive measures to focus its support on customers that offer essential products or services. In doing so, we hope to positively impact the current situation. The communities we share are maintained with the timely supply of water, food, and health products, which as we understand require the supply of packaging. Hughes Decorr will continue to develop additional solutions in support of our employees, customers, suppliers, and community.

In order to reduce risk, Hughes Decorr encourages all to be mindful of their health and adhere to the recommendations put forth by the Public Health Agency of Canada. Attached to this document is material that we have distributed amongst our employees and offices, feel free to utilize this info as it may help protect your business and loved ones. Our goal is to provide confidence, assurance, and consistency. We thank you for your continual support and understanding.

Regards,

Hughes Decorr Design & Display
Senior Management Team

