**April 8, 2020**

**Company Response to COVID-19 Threat**

To our customers:

The outbreak of the COVID-19 virus and the changes to public safety guidelines being issued by governmental health organizations are both rapidly evolving.

Black & McDonald is working hard to ensure the health and safety of our employees, our customers and the general public while at the same time delivering the services you have come to rely on.

Actions being taken to date include:

* Daily meetings of B&M’s COVID-19 Crisis Management Team and Senior Management Team
* Daily monitoring of federal and provincial government and health agency communications and quick adoption of directives
* Implementation of a daily screening process of employees, subcontractors and visitors through a Fit for Duty Screening Questionnaire and Temperature Screening
* Development of various COVID-19 Policy and Guidance Documents, including; Managing a Confirmed COVID-19 Case Management Guidance and Checklists, COVID-19 Supervisor Toolkit, Telecommuting/Work From Home Guidance, Site Safety Instruction Guidelines with Fleet Safety Protocols, Face Mask and Respirator Safe Use Guidelines, and more!
* Daily meetings of B&M’s Critical PPE Management Committee to monitor and support the business in procuring critical PPE items to protect our staff
* Launch of a dedicated COVID-19 resource website for employees and public: [www.blackandmcdonaldhealth.com](http://www.blackandmcdonaldhealth.com)
* Daily COVID-19 updates on all Black & McDonald social media platforms
* Daily updates to all our staff through internal platforms
* Regular communications with our customers and suppliers

We are communicating with our suppliers and sub-contractors and have asked them to apply similar guidance to their employees visiting our offices or work sites.

An effective response to the COVID-19 pandemic is going to require unity of purpose and collaboration from all governments, institutions, companies and individual citizens.

Black & McDonald is committed to work in the best interests for all and to do its part in mitigating the pandemic.

Should you have any questions or concerns, please get in touch with your regular contact at Black & McDonald or send an email with your enquiry to info@blackandmcdonald.com and we will respond promptly.

Yours truly,

Ian & Bruce McDonald Local Regional VP