



## COVID-19 UPDATE

Clearly, we as a country, and world, are facing a health crisis. We want you to personally know that you are not alone, and that we at LTL are your partners as we engage in battling and recovering from this health issue.

At LTL, the health and well-being of our employees, customers and partners continue to be our top priority as we continue to monitor the situation as it develops with respect to COVID-19.

At this time, while our sales, engineering and manufacturing teams remain fully operational, we are encouraging customers and service partners to use email or tele/videoconferencing rather than visit our facility in person, as our offices are not accepting visitors.

Our company is working full time and is available to talk through any questions or concerns you might have. Many of our team members are working from home. Until further notice, all client meetings and interviews will be conducted by phone or tele/videoconference.

We will continue to monitor the situation and update our travel and customer visit policies as necessary with a view to being prudent and cautious.

### Quick Facts

LTL has a contingency policy and procedures in place to ensure our workforce is protected, and that we are able to provide continued on-going services during this health crisis.

- LTL continues to monitor the COVID-19 pandemic situation closely and will continue to implement additional measures as more information becomes available.
- All customer rubber gloves entering the facility for retest are being washed/sanitized as part of our standard practice.
- LTL has implemented a cleaning/disinfecting schedule for all common areas and workstations.
- Employee lunches and breaks have been staggered so there are fewer people at lunch at one time in one area.
- Common areas such as lunch areas are cleaned between the staggered lunches and breaks.
- Employees are attempting to maintain a minimum of 6-8 feet of separation between each employee's workstation.
- All employees are required to wash their hands thoroughly each time they leave and return to their workstations.
- Entry to the facilities from the outside have been limited to two entrances in order to better control access to our facility.
- Anyone entering LTL facility is required to wash their hands with soap and water, or use hand sanitizer prior to entering.
- All delivery personnel have limited access to an isolated receiving counter. All delivery items are to be dropped off. An LTL employee will receive the package following established guidelines – maintaining a distance of 6' to 8', and washing hands.
- All delivery drivers are required to open their truck door prior to parking, and must remain outside the building, preferably in the cab of their vehicle, if possible.
- Visitors from outside the organization will be asked to reschedule, or meet via phone, or video/teleconference.
- LTL has imposed a non-essential travel ban on all its employees, both domestically and internationally.
- Strong protocols following Health Canada recommendations have been implemented for all employees who have traveled outside Canada, including self-isolation.
- Employees are being asked to state whether they have been travelling internationally over the last 14 days, or have been in an airport or any event or gathering of 50 people or more, or whether they have been in contact with someone who has travelled internationally, or the other listed situations.
- Employees have been asked to inquire with family members, friends, or others, they may come into contact with, as to whether they have travelled abroad in the last 14 days.
- All essential LTL employees who are able to work from home may or may not do so based on the LTL staggered employee work plan; however, LTL IT group is working to provide additional remote user access.
- LTL business continuity plan has been reviewed and plans and safeguards will be implemented as required.

We will continue to monitor the situation closely and will provide updates as they occur.