

Monday March 16, 2020

RE: COVID-19 PREPARATION & RESPONSE PLAN

We are continuing to monitor developments related to the outbreak of the virus and the potential implications for Rochon Building Corp, our clients and overall project schedules.

Rochon has prepared a COVID-19 management plan & response plan in order to protect the wellbeing of our employees, site staff, visitors and clients.

The following prevention and response steps are in effect:

- Project Management, Coordinators and Estimating staff will be working remotely for the next 6 weeks or until further notice
- We are limiting site meetings with subtrades to avoid group gatherings.
- We are requesting client meetings be held via video or teleconference for the next 6-8 weeks
- Employees or subtrades who are feeling ill cannot come to the workplace or site and must self-quarantine for a period of two weeks.
- Any employees or subtrades who have travelled recently or in the near future must self-quarantine for a two-week period prior to returning to the office or site.
- We are limiting all unscheduled visitors in our office and site unless necessary, i.e. no client or trade meetings.
- We are requesting all employees and visitors in the office / site to exercise good hygiene by:
  - o Regular washing of hands and the use of hand sanitizer
  - o Regular cleaning of surfaces
  - o Proper etiquette when sneezing or coughing
  - o Social distancing amongst others around them
  - o Avoid physical contact (handshakes)

At this time Rochon Building Corporation will continue to operate within our normal business hours with all staff fully engaged in their daily duties. While at this time, we do not anticipate this to affect our service levels, we are committed to doing our part to impede the spread of this virus. We ask for your patience and understanding over the next few weeks as this situation continues to unfold.

Thank you for your understanding.

Rochon Building Corporation

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