



March 18, 2020

To our valued customers,

Given the evolving nature of the Coronavirus (COVID-19), we wanted to share the steps we are taking to protect our teams and customers, limit the spread of the virus and service your building and construction supply needs.

First, we are continuing to follow the guidelines set forth by the Public Health Agency of Canada at all locations. We are focused on the health, safety and well-being of our customers, employees, communities, and other key stakeholders. Out of an abundance of caution, we have proactively taken several steps.

Recently we have:

- Implemented routine cleaning and sanitation measures, including wiping down of surfaces with recommended cleaning products throughout the day at all locations
- Established protocols and displayed signage at all locations in order to reduce unnecessary person-to-person contact
- Curtailed all but the most essential business travel
- Cancelled larger group meetings and conference participation including our own ProShow
- Enabled any employees who can work from home to do so
- Asked employees who are ill or may have come into contact with someone who has recently been diagnosed with COVID-19, to contact their medical provider and stay home — whether or not they have symptoms

For the time being, in an effort to work together to fight further spread of the virus, we kindly ask you to:

- Communicate with us via phone, email or text as much as possible in order to limit traffic in our facilities. We will gladly prepare and stage your order for pick up or work with you on a bid or other service need remotely and according to your schedule
- Avoid sending more than one person to our facility at a time
- Not enter our facility if you are ill

As we are all aware, the situation is unprecedented and evolving as we speak. We will do our utmost to keep you informed of any changes we may need to make due to local developments or new guidance. We are focused on ensuring we are well-prepared to provide the products and services you need when you need them. Business continuity is a top priority for our team, and we are fully dedicated and committed to serving all our customers. We are open for business and ready to serve your needs. We are closely monitoring for potential disruption and our teams on the ground will keep you updated on further developments.

If you have any questions or concerns, please reach out to your primary point of contact. We appreciate and value your business and your partnership, particularly during these uncertain times.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tim Urquhart'.

Tim Urquhart
President
Slegg Building Materials