

Good afternoon,

As the situation regarding COVID-19 has been upgraded by the World Health Organization (WHO) to pandemic status, we recognize our responsibility to respond to the matter with workplace guidelines for the safety of our people and to uphold the continuity of our business.

Effective immediately, we are suspending all non-essential business travel until further notice. Any employee business travel must be approved by Senior Leadership and considered necessary.

We are also asking that employees with upcoming planned travel, or who have recently traveled, to please take all precautions as recommended by government health authorities to reduce the risk of contraction and spread of COVID-19.

At this time, we ask that anyone experiencing symptoms or who has been in contact with someone experiencing symptoms associated with COVID-19 to please stay home to help reduce any potential risk of spreading illness.

Consistent with recommendations by government health authorities we are limiting large meetings or social office gatherings. We have also made the decision to postpone all-employee meetings with Jeff scheduled for locations across ISC. We recommend alternatives to in-person meetings where possible.

Employees are urged to please take the basic personal protective measures as recommended by government health authorities to help prevent the spread of infection:

- * wash your hands often with soap and water for at least 20 seconds;
- * avoid touching your eyes, nose or mouth, especially with unwashed hands;
- * avoid close contact with people who are sick; and
- * practice social distancing, avoid touching and shaking hands.

The situation is affecting each ISC location differently. Action plans are being assessed and implemented on a location by location basis. We will monitor developments in each community where we operate to determine appropriate measures based on government recommendations and public health concerns.

The health and safety of our people remains a priority and we take this matter seriously. We appreciate your support and diligence in helping ISC do our part to limit the spread of COVID-19.

We will continue to provide updates with further developments or guidelines as necessary. If you have questions, please direct them to your manager or contact Pam Haubrich <<mailto:Pam.Haubrich@isc.ca>>, Director, Governance.