

DELIVERED BY EMAIL
Tuesday, March 24, 2020

ATTENTION : To all members of the QUSAC / GBH team

SUBJECT : Continued operations during the COVID-19 epidemic

Dear team member,

This is just a quick note to thank you for your extra effort in getting the job done during this difficult and uncertain times. Since the start of the pandemic Your management team has worked hard to develop and implement the necessary procedures and protocols to assure that we create the safest workplace for our business unit teams.

We are a family company that provides products and services to medium and large multinational companies. In this time of crisis, we have continued to supply their needs. Your individual commitment is the reason that we can rise to our customers expectations. Your commitment is the reason our friends, families and neighbors will continue to get their favorite caffeinated beverages and coffee's during this difficult time. When times are tough, it's always reassuring to know you can count on the little comforts like your energy drink or a comforting cup of coffee. Know that each and everyone of you will have played a part to make that happen.

Many people we know will suffer hardships. Some will lose jobs and worse, some will lose family and friends to COVID-19. This is a hard truth to face but our actions and attitude can make a difference to our close relationships. Physical distancing when we are outside the workplace will make our workplace safer. Together, we all must take steps to reduce and eliminate our risk both in the workplace and outside the workplace. By all being vigilant, at all times with the protocols and procedures implemented we can get through this pandemic intact. By being vigilant we can keep running and supplying our customers. By being vigilant we can preserve our jobs. Most importantly, by being vigilant we can stay healthy together.

I'm counting on each of you to frequently wash your hands. Respect the two-meter distance from one another. Make sure that you keep your hands away from your face. You can avoid this virus if you all follow the rules. Avoid taking breaks at the same time, avoid eating at the same time and avoid smoking at the same time.

The reality is many businesses will close and many people will lose their jobs but that does not have to be our future. We acted fast and swiftly from the start. We have taken every measure to reduce risk to our team. If you do your part when outside the workplace, listen to our recommendations and follow our protocols then you will not miss a single day of work. When we get over this pandemic we will look back and be proud of what we accomplished together.

During this crisis, Nathalie Aurora and Peter Booth are available to answer all your questions and concerns. Also note that you can access valuable information anytime on our COVID-19 web page at www.vamcorp.ca. This information will be updated daily.

Today we will be distributing Personal Safety Kits to each employee. Each kit will include 100 pairs of vinyl gloves, N95 mask, Ziplock bag. All items will be stored in a free lunch box cooler. Each bag will have an identifying tag with your name and a number. The same number will be marked on your mask as a unique identification. N95 masks are very hard to acquire during this time and you will need to guard and take care of the mask. If you damage the mask you will need to present the damaged mask to you supervisor to obtain a replacement.

In the Personal Safety Kits, we will include instruction on how to sanitize your mask after use to prepare for re-use. We will also include instruction on how to remove vinyl gloves and how to wear a N95 masks.

We will get through this tough time as a team and we will become stronger for it.

Once again, thank you for your commitment in this troubling time.

Yours truly,

J. Brent Fleming
Président & CEO