



terrapure®
Environmental Solutions

RE: COVID-19 Business Continuity Planning

Terrapure always acts to ensure the health and well-being of our employees, the continuity of our business and our ability to provide service to customers. A key part of our ability to carry out service is our interaction with suppliers and vendors.

We are monitoring the development of the current COVID-19 outbreak and are taking proactive measures to manage the associated risks. This includes communication with our employees on good hygiene practices, what to do if they are unwell, procedures for employees who may be exposed to the virus and restrictions on non-business-critical travel.

In addition, we are undertaking comprehensive business continuity planning in the event of a potential outbreak in our operating regions. As part of this, we are requesting all companies that do business with Terrapure or on our behalf to take measures to:

- Ensure employees understand appropriate ways to help prevent the spread of viruses and respiratory diseases, including documented training and communications
- Restrict unnecessary business travel, particularly to recognized COVID-19 affected areas
- Develop or confirm procedures to ensure business continuity in the event of operational disruptions
- Ensure employees who may have been exposed to COVID-19 do not come into the workplace or report for duty at a customer location, including a Terrapure location
- Restrict employees who have travelled to a country with an active COVID-19 travel health advisory issued by the Canadian Public Health Authority from travel to all Terrapure locations or Terrapure customer locations for work being performed on our behalf (i.e. as a sub-contractor)
- Advise us immediately if you suspect one of your employees has been exposed to COVID-19 and has had contact with anyone at Terrapure by email at prepared@terrapurenv.com

As we continue to monitor the situation and develop more concrete response plans, we may follow up with you for more information on the actions your organization is taking to ensure the health and well-being of your employees and your continued ability to provide service to Terrapure.

Should you have any questions or wish to discuss this situation further, please don't hesitate to contact us. Additionally, please visit the Public Health Agency of Canada's website for more information and resources: <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>.