



March 20, 2020

URGENT RESPONSE REQUIRED RE: COVID-19 Business Continuity Planning

Dear Terrapure Business Partner:

Terrapure always acts to ensure the health and well-being of our employees, customers and vendors, as well as the continuity of our business and our ability to provide service to customers.

As part of our response to the current COVID-19 situation, we are taking proactive measures to ensure our ability to maintain our operations and manage risks.

A critical part of our ability to carry out service is our interaction with suppliers and vendors. As part of our comprehensive business continuity planning, we are requesting all companies that do business with Terrapure or on our behalf to:

- Provide details regarding procedures your company has in place to ensure business continuity in the event of operational disruptions, ideally including specific plans related to your locations/operations that do business with Terrapure
- Advise of measures your company has in place to ensure employees who show symptoms of or may have been exposed to COVID-19 do not come into the workplace or report for duty at your location or any Terrapure location. If you have a specific employee screening process, please provide details
- Advise how you will notify Terrapure if you suspect one of your employees has been exposed to COVID-19 and has had contact with anyone at Terrapure
- Advise how your company is restricting business and personal travel
- Provide us with a specific contact name, mobile phone number and email address for someone at your company with whom we can discuss all COVID-19-related matters

Should you have any questions or wish to discuss this situation further, please don't hesitate to contact us.

Terrapure Environmental