

CBN Covid 19 Management Plan Update 3 (March 16, 2020)

CBN Ottawa Facilities will be open with restrictions on Tuesday March 16th, 2020

Although many organizations have asked all their staff to work from home, our manufacturing and certain other critical tasks cannot be done from home and so we are not mandating that all staff stay home at this time.

Today our Prime Minister suggested that those who can, should stay at home. Nevertheless, many workers who are important to the country's ability to carry on are still being asked to report for work with appropriate risk mitigation in place. Several years ago, CBN was recognized by Government of Canada officials as part of the country's critical infrastructure. This recognition was based on our role as the sole source of the banknotes and many important documents and systems that this country and many others depend on.

We are striving to meet these important obligations to our customers and implement the risk mitigations required while we do so.

For those reasons, we are recommending that those staff who can work from home do so. If you could otherwise work from home but do not have a suitable place to do so, you may come to work provided that you are not in a high risk category as noted below.

Plant workers and others who have jobs that are not portable should come to work as usual provided:

- i. that they have not been advised to stay home by their manager; and
- ii. they are not in a high risk category.

You are in a high risk category if:

- a. you are showing signs of illness; or
- b. you have travelled internationally to an area with a high concentration of Covid 19 cases; or
- c. you have knowingly come in contact with a person infected with Covid 19; or
- d. you have a serious underlying medical condition such as a compromised immune system, heart disease, lung disease, kidney disease, cancer or diabetes.

There is evidence that the risk to people who become infected with Covid 19 rises with age which is often linked with increased health issues. Therefore, if you are over the age of 65 and cannot work from home you may choose to self-isolate rather than come to work.

Those who do come to work should be prepared to answer questions regarding their risk profile and be subjected to having their temperature taken on arrival. Reception desks staffed by CBN Health and Safety personnel or their designates will be set up inside the East Door at Richmond

Road, inside the Loretta entrance at Gladstone and inside the front entrance of Auriga. Until further notice these are the only entrances that will be authorized for use so please enter and leave by those doors. Anyone feeling ill at work must immediately inform their manager.

While at work we require people to respect the procedural advice they receive from their managers and notices posted in the facilities designed to maintain social distance. We must all also continue to follow the previously issued guidance to keep our hands away from our faces and to wash our hands regularly with soap and water.

Intensified cleaning of regularly touched surfaces will continue. Any lapses in that area that you observe should be pointed out to management. The offerings in the Cafeterias at Richmond Road and Gladstone will soon be restricted to a very limited menu requiring the minimum interaction at the counter. All menu items will be provided without charge. People using the cafeterias will be asked to sit at least two metres apart.

Everyone who continues to work at home or who comes to work as usual will be paid as usual.

Those who are:

- ill,
- high risk,
- required by their manager to be out of the workplace because their roles have been temporarily suspended,
- over 65 and choose to self-isolate but are unable to work at home,
- self- isolating for 14 days following business travel; or
- self-isolating for 14 days following personal international travel and returned to Canada between Friday March 13th 2020 and Monday March 16th 2020 inclusive,

will be entitled to sick leave pay without the need for a doctor's note unless specifically required by HR. People in these categories without adequate sick leave entitlement may take any unused vacation.

I can assure you we are dealing with an unprecedented situation that has our full attention. Achieving the goals of keeping all of us healthy, protecting the good jobs we have and meeting the needs of our Government customers requires a special effort from each of us.

Thank you all again for your support.

I will continue to issue updates as new information becomes available. These will be distributed through the blast emails and postings in the facilities. A separate note regarding Holland Cross staff will be forthcoming for that group. We are in the process of establishing a URL that you

will be able to access through the www.cbnco.com website to stay up to date on the latest company response to his crisis. Details will follow tomorrow.

As previously noted, all business travel is cancelled unless approved in writing by me, Craig Bascombe or Ian Shaw.

If you have questions, please address them to your manager who will escalate them to the proper authority as needed.

Gord McKechnie

Senior VP Corporate Affairs and Crisis Manager.