

March 20, 2020

To All Employees in the Lynden Door Family of Companies,

We previously communicated our commitment to the safety and wellness of our people, and adjustments to our operating procedures in order to mitigate potential risks of exposure to the 2019 Novel Coronavirus (COVID-19). We would like to thank you for your commitment and participation in leadership's directives to provide a safe workplace and for supporting each other during this challenging time.

First and foremost, we want to maintain a safe workplace by making decisions that protect the health of our employees. We also want to continue to operate our business, sustaining jobs and income for our employees and product to our customers.

Leadership would like to answer the question of compensation should an employee be required to stay home per the Center for Disease Control and Prevention (CDC) guidelines. It is of the utmost importance to contact the HR manager to discuss your individual situation if you or someone you have had contact with is showing symptoms of COVID-19 to help us protect our employees and their families. **Reporting early will allow us to support you and your family by looking at all the options concerning compensation and navigating any health concerns.**

*In situations where an employee is required to be away from work and telecommuting is not feasible, the Company will be compensating any employee, **who meets the criteria below with up to 2 weeks of pay, at their base rate of pay, while they are away from work.** A plan to return to work will be put in place based on your situation, meeting the recognized guidelines.*

**Staying away from work is required if you meet any of the following criteria:**

- Close contact** (being within 6 feet) with a person with **symptoms and/or suspected** COVID-19 infection
- Living with** a person with **symptoms and/or suspected** COVID-19 infection
- Air travel** (seated within 6 feet) with a person with **symptoms and/or suspected** COVID-19 infection
- Experiencing symptoms consistent with** COVID-19, without test results or medical directive to self-isolate, recognizing the current strain on the health care systems.

Health coverage in place prior to the exposure or suspected exposure will remain in place. Details will be provided by your HR department. We are committed to providing options that go beyond what is required and that can go into effect immediately.

Additional benefits may be available through federal, state and provincial governments, depending on the specific scenario and geography. Decisions on these benefits are changing daily and updated information will be communicated as they are made available.

In conclusion, we want to stress the importance of communicating information and concerns to the HR manager as rapidly as possible either by self-reporting or through your Director, Manager or Supervisor who will then contact the HR manager. Be assured we will make every effort to respect confidentiality while providing a safe workplace for all employees.

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Sincerely,  
Ted, John, Ian, Kevin and Dave