

March 24, 2020

Subject: COVID-19 Update

Dear All Stakeholders, Tri-Community Members, Employees:

Please know that CKP has taken proactive steps to protect employees, environment, suppliers, visitors and the community where we live as a result of the Coronavirus (COVID-19) pandemic.

CKP has and continues to implement prudent risk management activities while ensuring we continue to conduct business with minimal disruption to our customers. It is important during this time of uncertainty that we all do our part to try and reduce the impact and we all take the necessary actions as suggested by the government and public health authorities.

While continuing to operate, the health and safety of our employees is of the utmost importance and as such we have implemented the following measures:

- Daily communication to employees via email and/or media board
- Increased communication on safety practices
- All employees asked to practice physical distancing (2 meter separation)
- All non-essential meetings are cancelled indefinitely
- All on site meeting reduced attendance to essential participants or transitioned to conference calls
- All employees with offices are to self-isolate while on site
- All operations employees to be vigilant about self-distancing
- Request that all employees be vigilant about hand washing and cleaning
- All visitors and vendors are prohibited from site
- All truck drivers, contractors, suppliers are to complete a questionnaire on travel and symptoms prior to being allowed entry to site
- All truck drivers asked to remain in trucks, if possible, otherwise practice self-distancing and hand washing
- All international and domestic business travel cancelled
- Review of inventory and risk to supply chain
- All new hires are to complete a Health Assessment Questionnaire prior to being allowed entry to site
- All temporary labourers / tradespersons are to complete a Health Assessment Questionnaire prior to being allowed entry to site
- Procedures set in place for handling paper documents



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CKP's leadership team is actively monitoring this situation on a continuous basis and will adjust or implement new protocol and procedures as required.

CKP remains committed to its employees, community and customers through these challenging and uncertain times. These times require all of us to be even more caring, thoughtful, resilient and vigilant.

Best Regards,

Andre Murphy  
General Manager

Ann Evans  
Chief Financial & Operating Officer