

March 25<sup>th</sup>, 2020

To Our Valued Customers

**Re: COVID-19 Communication**

Martin Geomatic Consultants Ltd. (MGCL) highest priority is the health and safety of our employees, our valued customers and partners, our communities, and all those connected to our business.

Together, we are facing a truly unprecedented situation. The global Corona virus pandemic is affecting all of our families, our businesses, our communities, and our way of life. During this time, I wanted to reach out and update you on how we're approaching the situation at MGCL.

We have successfully implemented the following:

- 1- Our doors will be open during regular business hours, however, we will be requiring that all walk in customers practise social distancing and we will be restricting access to clients and customers to front desk and conference rooms only.
- 2- Increasing sanitization of all high touch surfaces in our office including customer touch points such as reception areas and front doors.
- 3- Social distancing:
  - I. Employees are required to maintain at least 2 meters distance between others.
  - II. Meetings are to be held via web and/or teleconference where practical. If in-person meetings are required, meeting rooms are to be at half capacity with a minimum 1 – 2 meters of spacing between attendees.
- 4- All of our office employees have been strongly encouraged to work from home where practical. With our highly experienced team of professionals and the use of video conferencing, this shift has been relatively smooth and we will continue to deliver the highest levels of performance, availability, and security.
- 5- Employees with any cold or flu like symptoms are not to come into work and to stay home and self isolate for 14 days or per the World Health organization prescribed protocol.
- 6- If any clients wish to drop off or pickup any plans, payments, or correspondence and do not wish to enter the office, we have a drop off box in front of our front door for use. Please call our front office (403-329-0050) and make arrangements for any items placed in it and we would be happy to accommodate your wishes.

We have evaluated our business contingency plans, and expect there will be minimal disruption for our customers as we move forward.

In the upcoming weeks, we will continue to monitor the situation to ensure that you receive the incomparable value and service you have come to expect from MGCL

MGCL believes we all have a role in mitigating the potential impact of COVID-19, and we look forward to cooperating with you to support our respective employees, communities and operations through this challenge

Sincerely,



Ed Martin  
President  
Martin Geomatic Consultants Ltd.