

DATE: March 26, 2020

SUBJECT: COVID-19: CRC Communications is open and here to help

Dear Customers,

The recent announcement by the Provincial Government classifies CRC Communications as a provider of product and service for the continued function of essential services. This meets the requirements of an essential workplace, and we continue to be open for business.

We have adopted these measures to ensure our staff and customers remain protected and safe:

- Alternate staffing on-site and working remotely. This practice meets the Public Health Canada's "Social Distance" guideline.
- Encouraging customers that attend our location to pick-up only by pre-arranging orders via email or phone and when inside to observe the 2 metre separation.
- Wiping down of common public area surfaces every hour during the office hours.

In communicating with our supply chain, there is still access to all products we offer as many suppliers have also been deemed essential, minimizing the disruption in supply.

On-site service will be coordinated with your company's representative to preserve a safe work area for both our team and yours.

If you have any specific concerns please contact your CRC Associate and we will answer all of your concerns to your satisfaction.

Kind regards,

The CRC Communications Team