



## INTERNAL MEMORANDUM

March 13, 2020

**TO:** All Richardson International Employees

**FROM:** Curt Vossen, President & Chief Executive Officer

**RE:** Coronavirus Update

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Richardson continues to monitor developments related to the coronavirus (COVID-19) and is taking measures to limit the spread of the disease in our workplaces. As an agricultural company and food manufacturer, we have an obligation to continue to operate our facilities to service customers around the world while being mindful of the health and wellbeing of our employees. Therefore, Richardson will continue to operate its head office, agribusiness locations, plants and terminals to the best of our ability.

### **Precautionary Measures – Employees and the Workplace**

Effective immediately, all non-essential domestic and out of country travel is suspended. This includes conferences, training, customer meetings and events. If you have planned travel that may be considered “essential”, please discuss with your Manager.

Routine customer or location visits that do not require out-of-country travel can proceed per usual. However, please exercise discretion and consider conference calls and web meetings where appropriate.

We continue to ask that any employees who have travelled in the past 14 days to any the countries listed by the [Government of Canada website for Travel Health Notices](#) as Warning Level 3 list OR the Alert Level 2 immediately advise their Manager and Human Resources Manager. (For employees outside Canada, please refer to the appropriate government health organization for travel advisories relevant to your geography.) We also ask that employees who have plans to travel to these countries, for any reason including personal travel, immediately advise their Manager or Human Resources Manager.

Further, employees should advise their Manager and Human Resources Manager if a member of the employee’s household has travelled to a country on the Warning Level 3 OR Alert Level 2 lists, has been knowingly exposed to the COVID-19 in their respective workplace or school, or has been diagnosed with COVID-19. In these cases, the employee will be instructed to stay away from work for at least 14 days.

Certain Canadian jurisdictions have also instituted 14 day self-quarantine measures for all travel outside the country, including travel from the United States. We will adhere to the requirements issued

by the local government applicable for each Richardson location. At this time, Alberta and British Columbia are recommending 14 day self-isolation following all out-of-country travel.

Richardson's policy requires that a self-quarantine period will be unpaid but vacation, flex days or other paid time off may be used. Individuals may also be eligible for government employment insurance benefits. Please discuss any questions regarding this policy with your HR Manager.

As a result, Richardson is discouraging employees who have vacation plans to travel outside their own country. It is our expectation that employees take all reasonable precautions to stay healthy and come to work.

Certain jurisdictions have also announced school closures. We are reviewing this situation and will issue additional communications shortly. In the meantime, if you are impacted by a school closure, please contact your Manager or HR Manager.

In order to prevent exposure to others in the workplace, employees should not come to work if they are sick or have flu-like symptoms. Employees should advise their manager of any absence consistent with their location's practices for notification of absences. A doctor's note may be required to support health-related absences, consistent with current practice. The standard sick and/or short term disability policy for your workgroup will apply.

We continue to encourage employees to practice common sense steps to prevent the spread of respiratory illnesses:

- Avoid close contact with sick people.
- While sick, limit your contact with others as much as possible.
- Cover your nose and mouth when you cough or sneeze.
- Avoid touching your eyes, nose and mouth as this is how germs spread.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizers.

Richardson is committed to providing a safe work environment and expects employees to continue to attend work on a regular basis unless they are ill or subject to a quarantine for travel reasons or possible exposure through members of their household.

### **Additional Measures – Customers, Contractors, Visitors and Suppliers**

We have also taken steps to expand precautionary measures to visitors, contractors and temporary workers. Management at all Richardson facilities has implemented procedures to limit non-essential visitors, contractors and temporary workers. For visitors, contractors or temporary workers who must come on site, management is completing a risk assessment.

The Food Safety & Quality Assurance team is also providing additional support to our food processing facilities.



**For additional information:**

The Executive Team will continue to monitor the spread of the virus and discuss appropriate precautions. If the situation in any of the geographies where Richardson operates advances to more serious levels, additional preventative measures may be taken.

We recognize this situation may be challenging for you and your family. As a reminder, our Employee & Family Assistance Program is available for assistance. This confidential service is available 24/7.

Please contact your Human Resources Manager if you have any questions. A list of Richardson's Human Resources Managers and their contact information follows:

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