

Subject: COVID-19 Coronavirus

Date: March 16, 2020

Distribution: All valued clients and colleagues of the MCW Group of Companies

The Public Health Agency of Canada (PHAC) has assessed the health risk associated with COVID-19 as low for the general population in Canada. This being said, the situation is evolving quickly and the public health risk is being continually reassessed as new information becomes available.

The guiding principles we have put in place to deal with this reality are:

1. Keeping all of our employees, their families, our clients, contractors, and colleagues, safe, healthy, and informed.
2. Doing our part to slow community spread of the virus.
3. Continuing to serve our clients with the highest standards.

To date none of our staff or offices have been affected by COVID-19. We have plans in place to help protect them and to minimize any disruption to the services we provide to you, our valued clients.

Our offices are equipped with robust remote working capabilities. These systems continue to be tested and enhanced as necessary to ensure that operations interruptions can be avoided should any of our office locations be forced to vacate or temporarily shut down.

We will be handling most of our meetings via "Skype for Business" or other means available to the group, or as chosen by our clients on any particular project. Given the uncertainty of upcoming events, we will reach out to individual clients in the event of required adjustments or timing to the delivery of our work. MCW is uniquely positioned across Canada with 14 different offices.



This geographic footprint provides us the flexibility to resource projects close to their source thereby minimizing air travel for our clients and our staff. Also with this geographic diversity, we can move project work among our office locations to minimize disruption to project workflow in the unlikely event of a community outbreak of COVID-19 Coronavirus in any of our office locations. Business travel will be limited and evaluated on an individual basis. All travel to areas designated by the Canadian Government with travel advisories will be discouraged and in all instances, we will enforce 14-day quarantine periods for anyone (staff and subcontractors) returning from International Travel.

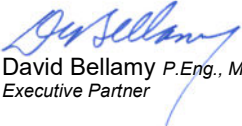
Please be assured MCW Management will continue to monitor and act in the best interests of our staff and clients and will follow the changing Government of Canada recommendations as it relates to travel and gatherings during this time.

We are reminding staff and visitors about the importance of regular handwashing and good hygiene.

Stay healthy. It is everyone's responsibility.

Please let us know if you have any questions.

On behalf of the Partners of the MCW Group of Companies


David Bellamy P.Eng., MBA
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