



National Steel Car Limited

INTERDEPARTMENTAL CORRESPONDENCE

November 9, 2020

To: All Employees	From: Gregory J. Aziz Title: Chairman & CEO
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We have become aware that one member of our Manufacturing team has tested positive for Covid-19. Thanks to our strict Covid-19 policy at National, we are certain that this is an isolated case. However, out of an abundance of caution we have shut down the afternoon shift on P1 completely until members of that shift, who potentially could have been in contact with this individual, are tested and certified Covid-19 free. We expect this testing to take 3-4 days with Health Canada Hamilton. If all goes as expected, we will resume second shift production on P1 Monday, November 16th, 2020.

We are following the necessary steps outlined by Health Canada to ensure your health and safety. We have instituted the following additional measures:

- Enhanced cleaning protocols for our facilities, with a focus on high traffic and contact areas;
- Increased hand sanitization stations throughout the facility;
- Posted hand washing instructions throughout the facility; and
- Suspended non-essential visitor access to our facility.

By way of a reminder:

- Please ensure that you follow prevention guidelines previously communicated (and posted around our facility).
- If you have symptoms that feel worse than a common cold, for example fever and difficulty breathing, and you have travelled to an infected area within 14 days of symptom onset, do not come into work. Call Telehealth Ontario at 1-800-797-0000 or contact your local public health unit and advise your manager and your Human Resources representative of your situation.

As always, we will keep everyone advised as events unfold. The health and safety of National's employees has always been, and will continue to be, our foremost priority. Thank you for your cooperation.

Gregory J. Aziz