

Summary of CWA Local 13000 - COVID-19 Policy/Protocols:

Following discussions with James Gardler, President, the Company will be following the below protocols as it relates to COVID-19:

As a result of the City and State mandate to have only essential services working we have allowed our staff to remain home over the next 2 weeks with pay.

We have advised them to be available during these 2 weeks in the event there are questions that need to be answered or work that we could have them do from home. Also in the event that we do need someone to come in to perform work in the office we will ensure there is adequate sanitizer and cleaning products available in the office and we will attempt when possible to avoid having more than one person report to the office at the same time to abide by social distancing over the next 2 weeks.

We will re-evaluate this situation after the 2 weeks depending on what course of action the city and state take regarding COVID-19 and will communicate that to you and the staff at that time. If you wish to discuss further let me know and we can set some time aside to talk.

The Company stated they are committed to continuing dialogue as any matter(s) arise and the environment/circumstances change.