

## Our COVID-19 Response - A Message from our President & CEO

The coronavirus (COVID-19) pandemic is having an unprecedented impact on people and organizations around the world. At Associated Engineering, the health and safety of our staff, clients, and communities are our top priority. This is why we have implemented measures to safeguard our staff and clients and to do our part to limit the spread of COVID-19. While these protocols will evolve with changes in the transmission of COVID-19, we want to share these protocols with you.

**Work-Related Travel:** We have cancelled all non-essential travel inside and outside of Canada. We have also suspended attendance at all conferences, tradeshow, and industry events.

To maintain communications, we are encouraging online meetings and teleconferencing, instead of face-to-face meetings.

**Workplace:** Currently, all of our 21 offices are open. We remain committed to delivering your projects.

We are encouraging all staff and visitors to our offices to practice good hygiene, cough etiquette, and social distancing.

Building management for some of our offices have informed us that they may shut down buildings on short notice to curb the spread of COVID-19. If this arises, we will be forced to close those offices. Should this occur, our staff will advise their clients immediately, and discuss impacts to your projects, if any.

**Working Remotely:** We have made accommodations for staff to work remotely. We have the systems and tools in place to continue to advance your projects.

**Self-Isolation / Quarantine:** We require all staff returning to Canada from abroad to self-quarantine for 14 days. If staff are feeling ill, we require them to self-isolate and to contact their Provincial or Territorial Health Authority.

We understand that the COVID-19 pandemic has placed significant stress on our staff and clients. We continue to actively monitor events and new information regarding this pandemic and to implement measures that may be required to ensure the health and safety of our staff and clients.

If you have any concerns or questions, please feel free to contact me ([jobkem@ae.ca](mailto:jobkem@ae.ca)) or our Chief Operating Officer, Lance Kubrak ([kubrakl@ae.ca](mailto:kubrakl@ae.ca)). You can count on our continued support and service during these uncertain times.

Yours truly,

Martin Jobke, P.Eng.  
President & CEO