



Gemini
Machine Works Inc.

AlwaysON
LIVE & TRANSPARENT
Work-In-Progress Tracking

March 24, 2020

The wellbeing of Gemini's employees, our customers, and our vendors is always our top priority. To that end, we are doing what we can to minimize the risk of infection and the spread of the COVID 19 virus. We are doing this by encouraging employees to practice good hygiene and take sick leave immediately if they show signs of illness.

We are also committed to our business and our customers. GEMINI MACHINE WORKS INC.'s schedule remains unchanged at this time.

We have been closely monitoring the ever-changing situation surrounding COVID-19, and are responding to new information as it arises. This information helps us prepare for all possible scenarios while keeping our employees safe and continuing to support our customers and deliver the products you need.

Following guidance provided by the CDC, WHO and Alberta Health Services, we have implemented the following precautions to help minimize any impact to our employees, vendors, and customers:

- Any employee who experiences symptoms associated with the COVID 19 virus is required to self-quarantine for 14 days.
- We have a process to assess our employees' fitness to return to work, risk of exposure after all personal travel and self-quarantine period.
- Gemini has restricted all non-essential travel for all employees.
- We have staggered the start and finish times of all shifts as well as coffee and lunch breaks in order to minimize the number of employees together at any point in time.
- Although we are restricting visitors, the common areas (reception, bathrooms, and lunchrooms) are being cleaned and sanitized much more frequently than before.

We are continually monitoring developments and will update you if anything changes.

We look forward to safely serving your needs through these challenging times.

Thank you for your continued support.

Sincerely,

Mike Walchuk
VP Business & Product Development

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