



TORONTO
1124 Midway Blvd.,
Mississauga, ON
L5T 2C1

SANTA ANA
2730 S Main St,
Santa Ana, CA
92707

SANTA CLARA
3261 Edward Ave,
Santa Clara, CA
95054

CHICAGO
770 Creel Dr,
Wood Dale, IL
60191

COVID-19 OUTBREAK UPDATE

March 16, 2020

To All Associates,

With the growing concerns around COVID-19 ("coronavirus"), Matrix is implementing preventative measures to help protect our staff members, customers and suppliers. Effective immediately, we are implementing the following:

What is Matrix' policy regarding travel?

- All business air travel should be postponed until further notice.
- Any business meetings should be conducted via tele- or video-conference, using Microsoft Teams.
- Customer and Supplier visits must be approved at VP level and should be kept to a minimum. Your VP's are: Bob Berg, Shane Stewart, Jeff Cassell, Halil Tugal and Jim Cuthbertson.
- Effective Monday, March 16, any employee who has travelled outside the country, will be required to remain at home in self-isolation for 14-days. Please contact Donna Muoio or Sharon Nilson to discuss this policy.

What if I am showing signs of illness?

- Employees that are showing signs of illness should notify their Supervisor, and stay at home.
- The Canadian Government now allows employees to apply for Employment Insurance while remaining in isolation or quarantine during the 14-day period. Please contact Donna for details.
- Some other options include, using up "sick days" and "paid-vacation time".
- For those Associates residing in Santa Clara, Orange County or Chicago, Employment Insurance may also be available, please contact Sharon for details.

Social Practices

- Employees are advised to practice "social distancing" and avoid handshakes.
- Please refer to the posters in the Washrooms regarding proper hygiene and hand-washing.

The health and safety of all our Matrix, Perfect Point and ACF Associates is super important. We are going through some challenging times, so let's do what we can for everyone's benefit.

Thank you,

Kieran (and the Management Team)