



## Graham Kelly

Vice-président, Opérations, Avions Global et site de Toronto  
Vice President, Operations, Global Aircraft and Toronto Site

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*To all Toronto site employees - Management team: please ensure to share this message with employees without an email address.*

Dear colleagues,

On Monday, April 13, 2020, critical supply chain and pre-flight activities will resume at our site. I'd like to welcome the members of these teams back to work and take this opportunity to thank all the teams who have ensured the continuation of essential services on site over the past weeks.

The health and safety of our team members is our number one priority, and as we restart some operations we must do so with an abundance of caution. Therefore, the measures we have implemented and continue to maintain will ensure safe operations through following Ontario Public Health guidelines.

### **Keeping our site clean and safe**

- We are methodically cleaning and sanitizing all offices, lunch rooms, washrooms, change rooms and manufacturing areas.
- We will continue to provide the necessary work related Personal Protective Equipment as prescribed by manufacturing processes.
- As suggested by public health authorities, employees will be permitted to bring their own preferred face mask to wear at work providing it does not introduce any inherent safety risks.
- Mini-Markets in bays 3, 9 & 11 remain open for food.

### **Ontario Guidelines for Industry Operators on COVID-19**

- Social distancing at our facility continues to follow the COVID-19 Ontario Guidelines for Industry Operators:
  - Practice physical distancing to reduce your exposure to other people. Do your best to avoid close contact with people outside of your immediate family. Close contact includes being within two (2) meters of another person.
  - Physical distancing: maintain 2m/6ft distance from anyone coughing or sneezing.
- We continue to follow our internal monitoring process.

**Each and every one has a role to play:**

- If you feel sick or display flu-like symptoms, stay at home or seek medical attention, and inform your immediate supervisor.
- Wash your hands as often as possible (for 20 seconds with soap and water).
- Wash surfaces that may be contaminated and wash your hands again once you have finished sanitizing the surface.
- Clean your tools before and after use with a disinfecting wipe or with a cloth and cleaning solution.

In these times it is important that we continue to work together as a team to ensure everyone's health and safety, and we will keep you informed of any developments.

Graham