



To: All Employees, Customers, Suppliers and Visitors

From: William Yu, President, Gamma North America

Re: COVID-19 Safety Program

Gamma is committed to maintaining a safe environment for all of our employees, suppliers and visitors during the COVID-19 pandemic. Therefore, Gamma is closely following the regulations that have been established by the local governments in each province with regard to the COVID-19 pandemic.

In an effort to comply with these regulations and guidelines, Gamma has established specific safety procedures for employees who work in our manufacturing facilities and our offices. Our employees, customers and suppliers who visit our offices and facilities are requested to follow these procedures. These include, requesting employees, customers, visitors and suppliers to complete a COVID- 19 Self-Assessment Questionnaire to ensure that they don't have any symptoms before entering our premises.

In addition, anyone entering and exiting our offices and facilities are required to wear a mask covering their face and when in common areas (bathrooms, kitchens and the lobbies) and when physical distancing of 2 meters (6 feet) or more cannot be guaranteed.

Gamma requests that all employees who have COVID-19 symptoms remain at home or seek medical attention per the government guidelines. Gamma is following the government recommendations regarding Social Distancing, which means maintaining a minimum distance of 6-foot/2 meters social distance from other individuals, washing hands with soap and water for at least 20 seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands. Gamma is limiting access to its facilities by our suppliers and those suppliers must comply with Gamma's Social Distancing Requirements.

In addition, until further notice, all non-essential domestic and international travel has been canceled in accordance with government regulations. Face-to face meetings have been canceled and replaced with virtual meetings. The number of employees working in common areas has been limited to maintain social distancing regulations.

In order for this program to be successful, we all need to work together so we encourage our employees to let your manager know if you have any other suggestions to protect your fellow employees during this extremely difficult period. In accordance with the government regulations and where it is practical to do so our employees have been able to work from home.



When the number of COVID-19 cases are reduced, we expect the government will make changes to its regulations. We will continue to monitor the situation and communicate to you any additional changes in the program that need to take place.

Thank you for your commitment and understanding as we continue to work together to keep each other safe and work hard to meet our commitments to our customers.

Sincerely

A handwritten signature in black ink, appearing to read "W Yu".

William Yu
President
Gamma North America