



March 16, 2020

To our valued partners and suppliers:

We at Oceanex continue to monitor the ongoing effects of the COVID-19 virus. Our Pandemic Steering Committee is meeting regularly and assessing the situation which as you know is rapidly evolving. At Oceanex, our primary focus is to take the necessary actions and precautions to safeguard our employees, their families, our communities, our customers, and of course you, our dedicated partners. As you all appreciate, our service to the island of Newfoundland is essential given the nature of the goods we carry, and we do not want to compromise our service in any way.

Over the course of the past few weeks, we have been following the guidance of government and public health officials and to date have taken the following measures:

1. Ongoing employee communications regarding the recommendations of public health authorities relating to travel and other preventive measures.
2. Increased sanitization measures at all Oceanex locations, including our fleet of vessels, trucks, and equipment.
3. Introduction of essential business travel only for all employees.
4. Limiting the number of face to face meetings with customers and vendors and relying more heavily on electronic communications with our business partners.
5. Any employee that has been on a cruise ship, has travelled outside of Canada, or is experiencing symptoms associated with COVID-19 is not permitted to return to the workplace for a 14-day period. This same directive is being applied to any visitors to our sites.
6. Limiting access to essential personnel only onboard Oceanex vessels.
7. Development of work from home program for all nonessential employees.
8. Development of contingency and communications plan in the event that one of our sites is impacted by someone infected with the COVID-19 virus.

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As indicated above, during this time of uncertainty and concern, we are doing our utmost to safeguard our employees. With this in mind, we respectfully request that you confirm that none of the following apply to you or your representative before attending an Oceanex site:

1. That you, or any person that has had contact with you, has not travelled outside of Canada within the last 14 days.
2. That you have not had close contact with a person with acute respiratory illness within the last 14 days.
3. That you have not visited or stayed in a closed environment with any patient with cold or flu-like symptoms within the last 14 days.
4. That you did not experience any of the following symptoms (fever, cough, or shortness of breath) within the last 14 days.

As noted above, Oceanex is making every effort to limit the contact between our employees and outside parties. We trust that you have implemented similar preventive measures as we have

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described above. With this in mind, should it be necessary for you to access an Oceanex site, we will make every effort to practice social distancing and minimize interaction with personnel.

***We would also request that until further notice, you submit all invoices for your services by electronic means (should this not already be in place) to the appropriate address below:***

Newfoundland - [apstj@oceanex.com](mailto:apstj@oceanex.com)

All other locations - [ap@oceanex.com](mailto:ap@oceanex.com)

***For those of you still receiving payment by cheque, kindly contact [ap@oceanex.com](mailto:ap@oceanex.com) in order to get set up for EFT or wire direct payment.***

Thank you for your understanding and cooperation. In the meantime, we wish you and your team continued good health.

Sincerely,

Matthew Hynes  
Executive Vice President

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