

## **Important**

March 16, 2020

To : All Summit Customers

**Subject :        Coronavirus (COVID-19) – Maintaining our services for all of our Customers**

Dear Valued Customer,

Like many companies, we are closely monitoring the evolution of the COVID-19 pandemic around the world and more particularly in Ontario. We are concerned about the impact this situation may have on our employees, our operations and our ability to serve you well.

Despite the fact that the Public Health Agency of Canada still assesses the public health risk associated with COVID-19 as being low for Canada, we have taken several measures to minimize the risks, in particular, we have implemented measures to reduce the travel of our employees to the essentials and have prohibited business trips, unless absolutely necessary, as well as allowing teleworking to those whose functions allow it. We also encourage our employees to limit personal travel and impose a quarantine period for those who decide to travel anyway.

Our Procurement department is very active with our suppliers in order to ensure the same level of supply and to notify us quickly in case of concerns related to maintain our level of supplies. We wish to reassure you that to date, we do not foresee any delay or problem in the supply of raw materials due to the COVID-19 pandemic.

We are aware that we serve a wide variety of clients, including hospitals, nursing homes and residences for the elderly. We believe that it is our social duty, and not only in the context of our operations, to continue to serve you well. That is why we have taken steps to limit the impact of COVID-19 on our employees and operations. Unless you are notified in advance, there will be no disruption to your regular service in receiving product.

Many of you have already raised questions about product contagion. We require our suppliers to also put in place measures to limit the impact of COVID-19 on our operations. In addition, specific operational measures have already been taken and others will be taken in the very short term, including the more regular cleaning of our truck boxes, handcarts and offices.

Please be assured that we are mindful of your concerns and that we will take appropriate steps to provide our service safely.

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Steve Joly  
Vice President, Street Sales  
Summit Food Service, a Division of Colabor