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March 20, 2020

Dear Valued Customers and Supply Partners

CMP Charlottetown Metal Products and FPS Food Process Solutions (our parent company) are actively monitoring the COVID-19 pandemic and its impacts on business and society.

We have built our company on engineering food safety and revolutionizing hygienic standards and are putting that knowledge effectively to use, now more than ever, to protect our customers and employees.

In addition to our usual hygiene practices, we are implementing more stringent protective measures:

- Working from home (for employees who can)
- Prohibiting visitors to our facility
- Social distancing of 2 meters (6 ft) for all work spaces, lunch rooms, and manufacture stations
- Frequent hand washing with soap and water
- Additional sanitization of all facilities
- Additional hand sanitization stations

We are closely monitoring our employees and should any of them, or their family members, experience symptoms, they will be required to be in quarantine immediately for a minimum of 14 days. All staff who have recently travelled outside of the country are also self-isolating using government guidelines.

In Canada, industrial manufacturing is deemed an essential service and an important part of the supply chain. We will continue to operate as close to normal as possible given the current circumstance.

Currently, we do not anticipate any disruptions to the service we provide to our customers, this includes our regional service teams which will continue to be available to you.

At a challenging time like this, we are all acutely aware of the importance of safe food production and the role we collectively play in the food supply chain. Our senior management team will continue to work to ensure that all of us can continue to provide this essential service.

Thank you for your continued support.

Best regards,

A handwritten signature in black ink, appearing to read 'Trevor Spinney', is written over a white background.

Trevor Spinney

President

