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## COVID-19: Re-opening the Workplace Guidelines

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### MESSAGE FROM THE CHAIRMAN, PRESIDENT & CEO



Bing Chen, Chairman,  
President & CEO

*At Seaspan, our core value is safety, and we remain fully dedicated to the safety, health and well-being of the entire Seaspan team from sea to shore. In alignment with the Government of British Columbia's Restart Plan, we are pleased to be able to start welcoming our Seaspan team back to the workplace on a gradual basis. As we prepare to re-open the workplace, we must be diligent in these unprecedented times.*

*We keep hearing the term the "new" normal, and indeed, the world has changed which means that we need to evolve our business and processes in order to continue as leaders in the industry and safely provide services to both our employees and customers. While the impacts of COVID-19 continue to evolve, we want to reinforce Seaspan's pledge to our team's safety, health and well-being. We have taken proactive steps to ensure our team's return to the physical workspace is supported.*

*Our re-opening of the workplace will follow these key guiding principles:*

- *This is a marathon, not a sprint – it will take time to "turn the dial" vs "flip the switch";*
- *We do not anticipate fully going back to "normal" until public health authorities and government make recommendations to do so;*
- *We encourage the majority of our teams to work on a remote basis – where possible and logical; and*
- *We do not feel in-office populations should return to 100% for the foreseeable future.*

*We have put together resources for our Seaspan team with guidance around safety protocols in how to keep our Seaspan team safe, healthy and well, and posted this guidance in our workplace for employees and future visitors.*

*Our approach is a 4-tiered plan which includes response to any potential illnesses or COVID-19 symptoms, as well as looking at our 4 levels of protection to ensure our team's safe return to the workplace:*

- *Elimination;*
- *Engineering Controls;*
- *Administrative Controls; and*
- *Personal Protective Equipment.*

*Our guidance reflects our best knowledge at the time of writing; guidance from authorities is monitored on a regular basis, and we will update our documents to incorporate new learnings as they surface.*

*On behalf of myself and the Executive Leadership Team, I want to thank the entire Seaspan team for their great efforts and wish everyone continued good health and safety.*

*Best regards,*

*Bing Chen  
Chairman, President & CEO*