



**VANCOUVER** #203 – 5920 No. 6 Rd., Richmond, BC V6V 1Z1 Tel: (604) 276-9557 Fax: (604) 276-9795

**TORONTO** #14 – 60 Healey Rd., Bolton, ON L7E 5A6 Tel: (905) 669-5706 Fax: (905) 669-7523

**MCM ROPES & RIGGING LTD.**  

## **Communication on Covid-19**

March 20 / 2020

Dear Customers and Suppliers,

***MCM Ropes will follow these steps internally within all of our 3 locations to help reduce the spread of Covid-19:***

- ◆ Has put a hold on all work-related travel.
- ◆ Will routinely clean public touch points and surfaces with disinfectant.
- ◆ Will ensure there is antiseptic soap available in all hand cleaning areas.
- ◆ Will ensure that adequate supplies are maintained.
- ◆ Will minimize visitors inside the building. Those who enter will not have travelled outside of Canada within the past 8-12 weeks, have not come in contact with anyone who has been diagnosed with Covid-19 and are free of any Acute Respiratory symptoms.
- ◆ Will minimize meetings and gatherings
- ◆ Advise employee(s) of any internal confirmed cases and their possible exposure to COVID-19 in the workplace but maintain confidentiality of the infected employee.

***To our valued customers, suppliers and visitors, to ensure we provide our employees the best protections against the Covid-19 virus we ask:***

- ◆ Mail, parts, materials and courier shipments – where applicable please drop and go at the designated areas. Where signatures are required please use social distancing and minimize contact with employees.
- ◆ Only essential visits will be allowed by appointment only.



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## ***Help reduce risk of contracting COVID-19***

- ◆ We all play a role in public health. Therefore, social distancing should be practiced at all times, including during and after business hours. Employees can also minimize contact between people and shared objects:
- ◆ Avoid crowded places and large gatherings of people at Company facilities and elsewhere, including recreational events or other leisure classes where you might be in close contact with people.
- ◆ When possible, keep a distance of at least 2 meters (6.5 feet) between people - larger distances provide more protection.
- ◆ Avoid shaking or touch other's hands.
- ◆ Avoid visiting or contact with infected people.
- ◆ Limit time and contact during lunch and breaks.
- ◆ Limit time and contact in common areas where people socialize, such as lunchrooms, tea rooms, or snack areas
- ◆ Do not share cups, dishes, and utensils – thoroughly wash them with soap and hot water after use
- ◆ Routinely wipe down your keyboard, mouse and phone with antiseptic wipes or cleaner.
- ◆ Do not share pens
- ◆ Do not cough on your hands; cough into a tissue or into your elbow. Dispose of tissue immediately – do not reuse.
- ◆ Touching one's eyes, nose, and mouth with unwashed hands should be avoided.
- ◆ Washing with soap and water to maintain clean hands and fingernails. It should be performed frequently with soap and water for at least 15-20 seconds. If soap and water are not available, hands can be cleaned with an alcohol-based hand sanitizer that contains at least 60% alcohol.
  - Before and after eating
  - After using the toilet
  - After coughing/sneezing
  - After handling body fluid-contaminated waste
  - Whenever hands look dirty



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## ***Stay home if you are sick***

As per Canadian government recommendations:

If you have been diagnosed with COVID-19 or have been in close contact with someone diagnosed with COVID-19

- ◆ Do not come to work
- ◆ Advise your manager immediately
- ◆ Self-isolate for 14 days
- ◆ Contact **Telehealth Ontario** at 1-866-797-0000 or your local public health unit

If you have not been diagnosed with COVID-19 or do not have a reason to believe you have been in close contact with someone with COVID-19, self-monitor yourself for symptoms of respiratory illness such as fever, cough, difficulty breathing.

If symptoms develop:

- ◆ Stay home until you are free of signs of a fever and any other acute respiratory symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- ◆ Limit contact with others

### Symptoms of Acute Respiratory Illness (and Covid-19)

- ◆ Congestion, either in the nasal sinuses or lungs
- ◆ Runny nose
- ◆ Persistent cough
- ◆ Sore throat
- ◆ Body aches
- ◆ Fatigue
- ◆ Fever (100.4° F [37.8° C] or greater using an oral thermometer)
- ◆ Difficulty breathing
- ◆ Dizziness

**Employees who have traveled outside of Canada within a 14-day timeframe are not to come to work and must self-isolate for 14 days.**