



We're here to help during COVID-19

In response to the spread of Coronavirus (COVID-19), we have decided on several actions and procedures to be implemented within **CM Lighting Maintenance** with the objective of ensuring the health and safety of our customers and employees. We want to play an active role in supporting international and national health officials, such as Health Canada, as well as government leaders as they work to contain the virus. We will therefore continue to comply strictly with their recommendations. For everyone's health and safety, we ask everyone to ensure that the following precautions are taken.

Preventive hygiene measures to keep employees and customers healthy

We ask our employees to:

- Wash their hands regularly with soap and water for at least 20 seconds and use alcohol-based hand sanitizer;
- Adopt social distancing; avoid physical contact such as shaking hands or kissing on the cheek when greeting others;
- When coughing or sneezing, cover mouth and nose with flexed elbow or tissue – throw tissue away immediately and wash/sanitize hands;
- Avoid touching eyes, nose, or mouth with unwashed hands;
- Avoid close contact with anyone with fever and cough;
- In case of the following symptoms: fever, repetitive cough, breathing difficulties, we ask our employee to inform their Manager, go home and consult a health professional.

Health & Safety measures

We ask our employees to:

- Clean and disinfect all common surfaces such as telephones, doorknobs, and bathrooms, every 2 hours throughout the day.
- Ensure having hand sanitizer available in other common areas within the office/shop at all times.
- Post the “Pandemic Precautions” poster, along with this communication, on your Health & Safety Board within the office to be visible for all staff.

Your health and safety is our top priority; so please reach out to Management, if you have any additional questions or concerns.