

## MEMO

**To:** All Visitors

**From:** Senior Management, Human Resources and Safety

**Date:** March 13<sup>th</sup>, 2020

**Subject:** Measures to Reduce the Risk of COVID-19

**Distribution:** Physical Posting, Email

**Forest Contractors**  
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24hr Emergency Service  
t: **416.524.3000**

Dear Visitor,

In light of the recent developments in Ontario regarding the COVID-19 virus, and out of an abundance of caution, all visitors to this office location **must** follow these requirements:

1. All visits, scheduled or not, must be rescheduled in the following cases:
  - a. If you have been diagnosed with COVID-19, or;
  - b. If you have been in contact with anyone that has been diagnosed with COVID-19, or;
  - c. If you have a fever, cough, diarrhea, or difficulty breathing, or;
  - d. If you have been in contact with someone with the symptoms described above, who has travelled anywhere outside of Canada in the last 14 days, or;
  - e. If you have travelled anywhere outside of Canada in the last 14 days.

\*\*\*Under no circumstances should you enter the building if you say "yes" to any of the above\*\*\*

2. All visitors that enter the building **must** sign in at reception on the 3<sup>rd</sup> floor before proceeding to any other parts of the building. Visitors will remain at the reception area until greeted by the person that they are meeting.
3. All visitors **must** observe necessary distancing and hygiene protocols that are in place in our offices, including:
  - a. Attempt to maintain at least 1m between you and others.
  - b. Be diligent in your personal hygiene and wash your hands frequently.
  - c. Avoid touching your face, mouth, nose and eyes with unwashed hands.
  - d. Limit the number of external products entering the office (i.e., product samples, paperwork, etc.).  
Where possible, send items, such as contact information, invoices, business cards, etc. electronically.
  - f. Avoid shaking hands.
  - g. Cover your mouth and nose with your arm while coughing or sneezing.
4. When the visit is done, all visitors **must** sign out at reception. The date and time **must** be noted when signing in and out.

Forest reserves the right to amend these requirements as we determine is necessary. Please be aware that conditions may change.

If you have any questions, please email Alan (HR & Safety): [alan.fawn@forestgroup.ca](mailto:alan.fawn@forestgroup.ca)

Thank you for your understanding.

Regards,

Forest Group.

