

ACCURATE/WESTERN SCALE CO. LTD.



March 30, 2020

To Our Valued Customers and Suppliers,

Subject: COVID-19: Precautionary Measures at all Accurate/Western Scale

The spread of the Coronavirus (COVID-19) continues to impact all of us. Accurate/Western Scale has been diligently monitoring the situation and has taken a number of steps to respond to this growing threat in order to protect the safety and health of our employees, our contractors and the communities where we do business.

At this time our location remain open for business with normal operating hours and have contingency plans in place to remain operational if conditions worsen. Accurate/Western Scale is implementing extensive preventative measures in order to continue to operate safely and responsibly and safeguard the health of our employees, their families, and our community. In support of community efforts to combat COVID-19, we have implemented the following precautionary measures:

- Increasing hygiene by encouraging thorough and regular handwashing.
- Increasing social distancing practices, including separating groups of employees at work; cancelling large group meetings; changing meetings from in-person to electronic.
- We are asking suppliers and customers to limit site visits.
- Extra cleaning services are being implemented to disinfect regularly touched items.
- Requiring employees returning from travel outside of Canada to self-isolate.
- Requiring employees who show symptoms or are in close contact with someone with symptoms to stay home from work.
- For deliveries we are asking individuals to remain in their vehicles where and when possible.

Our precautions will evolve as the situation evolves and we are guided by the recommendations of the Government of Canada, the Public Health Agency of Canada, provincial governments and health authorities, and local municipalities.

If you have any questions or concerns, please feel free to contact me.

Sincerely,

Debbie Sturrock

Debbie Sturrock
Accurate/Western Scale