



To our valued Clients/Suppliers,

In an effort to continue to prevent the spread of the virus Flocor Inc is committed to provide a safe and healthy environment for all employees, trades, contractors, clients and suppliers.

As such, we have introduced protocols to address situations in relation to the Coronavirus/COVID-19.

If any of our suppliers, contractors and delivery partners are ill or displaying symptoms of the virus (cold or flu), we ask that they do not visit our branch site or office.

We also ask for support by abiding by the following practices/guidelines:

- No hand shake policy -verbal greetings only;
- Keep social distance - Use email and phone communication when possible in place of in-person meetings. Visitors will not be able to come to our sites;
- Deliveries on site or at shop will be done with gloves;
- Clean and disinfect frequently touched objects and surfaces (touchpoints);
- Follow Public Health preventative measures to minimize the risk of spreading the virus (washing hands often, sanitizing all areas, covering mouth when coughing or sneezing, sneeze or cough into sleeve or arm, etc.)
- Avoid touching eyes, nose, or mouth with unwashed hands/un-sanitized and to prevent illness

If you are unaware of what COVID-19 is or what the symptoms are. Information can be found at these resources:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>

We appreciate your cooperation as we all navigate through this challenging time.

Thank you

Flocor Management