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5155 Spectrum Way, Building No. 21, Mississauga, ON L4W 5A1 • 1-855-275-8735

Date: June 1, 2020

To: Our Facility Plus Customers, Team Members, Preferred Partners and Suppliers

From: The Facility Plus Executive Team and Health & Safety Committee

Subject: Facility Plus COVID-19 Health and Safety Policy: *Keeping our Customers, Team Members, Preferred Partners and Suppliers Safe*

On behalf of the Facility Plus Executive Team and Health & Safety Committee, we would like to personally thank our customers, team members, preferred partners and suppliers for your unwavering support over the last few months. Thanks to your efforts, we have all learned the best practices for collaboratively facing the challenges of COVID-19 together.

As always, we take the health and safety of all our customers, team members, preferred partners and suppliers seriously. We have been following the recommendations put in place by our municipal, provincial and federal authorities to mitigate the spread of COVID-19, and in an effort to keep everyone safe:

- We are using online resources to conduct team meetings and client consultations in an effort to limit in-person interactions.
- Our team members, preferred partners and suppliers always make safe distancing a priority by staying 6 feet apart from all individuals.
- All on-site interaction will be limited to only necessary communication.
- Depending on the service we are providing, we will use full personal protective equipment (PPE) when necessary. This can include gloves, goggles, face masks/shields or a half or full face respirator, and in some cases Tyvek suits/gowns and booties. Our tools, equipment and vehicles are thoroughly cleaned and disinfected regularly.
- If one of our team members, preferred partners or suppliers shows any of the following signs of illness - fever, cough, difficulty breathing, muscle pain and fatigue - the individual is sent home and asked to go to their nearest health care facility to be tested for COVID-19.
- Only after our Facility Plus representative provides a negative test result for COVID-19 will they will be permitted back on-site, to our office, or to our customer's facilities.

If you require any further information, please feel free to contact us. Thank you for your continued commitment to keeping each and every one of us safe!

Be well,
The Facility Plus Executive Team and Health & Safety Committee