

March 16, 2020

To our customers:

We appreciate the trust you place in us and our people wherever we do business together. In the current environment, it's important for all of us to monitor the rapidly-evolving situation involving COVID-19, so I thought it would be helpful to provide an update on how we are handling the situation at Integricon.

We have taken the following proactive steps to address COVID-19:

- We have instructed and reminded staff to wash their hands regularly and for 20 seconds each time;
- All staff who can work from home have been encouraged to do so
- All internal Integricon meetings with 3 or more people will be held electronically and not in person
- We have asked any employee not feeling well to stay at home and consult with their doctor and with us;
- We have adopted a “no hand-shake policy;”
- Employees who have been out of the country or who have been in proximity to anyone suspected of having or confirmed with the virus within the last 14 days, have been instructed to self-isolate at home for the next 14 days;
- All of our offices will be wiped down with antibacterial wipes two or three times a day;
- All equipment on site at all Integricon jobs will be cleaned and sanitized after each use;
- Integricon vehicles shared amongst staff will be wiped down daily;
- Our PMs have been instructed to pre-screen customers to see if they have been out of the country in the past 14 days and/or if they are experiencing symptoms of illness. If the customer answers “yes” to either question, we will postpone entry to the premises.
- All Integricon Field staff will be wearing nitrile gloves and will maintain a vigilant legislated approach to hygiene;
- All Integricon sub trades have been advised of these measures and asked to follow a similar regime.

We hope these measures put your mind at rest that Integricon is doing whatever we can to mitigate the spread of Covid19.

If you have any concerns, please feel free to contact us at 416-736-0395.

Neal Weir
President