

March 2020

To: Our valued MAXAM METAL PRODUCTS Customers

**COVID 19 has become a global pandemic and is impacting our families, communities, and businesses.**

Here at MAXAM METAL PRODUCTS, we are taking the risk of COVID 19 very seriously and are taking precautions to help mitigate risk of transmission.

We intend to do everything possible to ensure that you the customer and MAXAM METAL PRODUCTS staff and family stay healthy and safe.

We have set up multiple cleaning stations and have mandated everyone entering our facility to wash their hands at the entrance.

Employees have been advised to use antiseptic wipes / sprays on common surfaces and door handles multiple times throughout the day.

We have shared policies and procedures with our employees on how to prevent transmission and general information about the symptoms.

All staff have been asked to stay at home if they are not feeling well or show any signs of COVID 19 and seek medical assistance if necessary

Orders and quotes are being conducted by phone, email, and fax only.

Pick-up procedures and locations will be explained at that time.

We are happy to serve you and feel confident that we are doing everything in our power to provide a healthy environment for our customers and staff.

**British Columbia Centre for Disease Control** is the best source for COVID-19 health information for BC and our procedures are updated as needed to the latest recommendations.

Sincerely yours,

William Wise