

## Updated COVID-19 Office Guidelines

**April 9th, 2020**

In light of the continuing COVID-19 pandemic, we have created some new guidelines which need to be followed by everyone who enters the front office area from the outside world. These are effective immediately and will be posted on the reception glass as well as in the kitchen. They are as follows;

- All office staff are to immediately use the hand sanitizer prior to proceeding to any other area in the office. This will limit potential spread of the virus based upon what surfaces could be potentially touched in the office after your arrival.
- All visitors who do not have an appointment will be directed to make one prior to entering the office and will be turned away otherwise. An updated sign will be posted on the door.
- Office deliveries and mail pick up/drop off personnel will be required to remain in the reception area and wait to be attended. Upon their departure, they will be asked not to touch the door handle (if they are not wearing gloves) but instead to slowly push the door open with their shoulder, upper arm or forearm in order to minimize contact.
- We will begin to wipe down all handles in the office twice a day including all door knobs, the fridge and microwave handles as well as all the taps in the kitchen and washrooms (This will be based on our ability to obtain disinfecting wipes).

We trust and hope that you understand the position we are in and the steps we feel we must take to which we feel will help keep us all working, healthy and safe and which will help us to protect you and your family during this difficult time. These measures are being taken in order to protect our greatest asset as a company: You, our staff here at Pollard Enterprises Ltd.

Sincerely,

Jamie Pedra  
President of Operations  
Pollard Enterprises Ltd.