

Friday, April 17, 2020

**UPDATE TO DELIVERY AND SERVICE PROTOCOLS  
FOR PERIODS INVOLVING HEIGHTENED LEVELS OF HEALTH AND SAFETY DUE TO COVID-19**

As we monitor the ever-changing conditions and actions taken to prevent the spread of COVID-19, it has become necessary to further limit the amount of traffic and handling of materials with our staff and delivery services to M CON Products.

Please ensure you adhere to the following expectations until further notice.

**Any individual that has travelled outside of Canada within the last 14 days should not be present on site. For everyone's safety, it is expected that you will self-isolate to prevent the spread of COVID-19, as per the recommendations from Health Canada and Ottawa Public Health.**

**ALL PERSONEL ARE TO FOLLOW SIGNS ON SITE, ESPECIALLY THOSE RELATED TO COVID-19 WITH REGARDS TO ENTERING OUR FACILITIES OR SITE.**

**Small Deliveries Typically Dropped in Office**

- Upon arrival at our site, please call our office (613) 831-1736. Please indicate you are making a small package delivery and provide any information regarding the delivery as requested.
- Deliveries are to be left neatly beside shipping door.
- Upon confirmation of our staff member's name, please write the name on the paperwork on our behalf.
- All paperwork must be left in the dropbox attached to the garbage can at the front office on the way out of our yard.

**Larger Deliveries Requiring A Forklift**

- Upon arrival at our site, call our office (613) 831-1736. Please indicate you are making a delivery requiring a forklift and provide any information regarding the delivery as requested.
- Drive immediately to the stop sign and await a forklift driver.
- Upon confirmation of our staff member's name, please write the name on the paperwork on our behalf.
- All paperwork must be left in the dropbox attached to the garbage can at the front office on the way out of our yard.

**Thank you for your co-operation during this time.**

**M CON Products Inc.**