



E. I. WILLIAMS INDUSTRIES INC.

Building Sound Solutions



Date: November 18,2020

Covid-19 Safety Policy

Recent reports indicate areas of the GTA are going into A Red Zone Category and we are in the Orange Zone which places us in a position that we MUST follow strict guidelines to follow such as wearing a mask at all times within the workplace as well as use hand sanitizer and to maintain a 2 meter distance unless it is impossible. Remember to wash hands frequently. If you have Covid-19 symptoms please contact the Covid -19 website and make necessary arrangements for testing. If you have been in direct contact with anyone who has been diagnosed with covid-19 please get tested and self isolate for a period of 14 days.

We are making a policy to follow these guidelines effective immediately. We will meet on a weekly basis each Tuesday to recap the previous week. We will ask questions each week to every employee individually for symptoms. Unless an individual has a known condition with a written Doctors letter all Employees or visitors to E.I Williams industries Inc. MUST wear a face covering and this includes delivery couriers and drivers as well as service providers.

Office of the President

Signature

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