



March 24, 2020

Business Continuity/Covid 19 Policy

To all Lifting Equipment Ltd. customers:

The health and wellbeing of employees and families of our customers, our own employees and families, and visitors is our top priority. With the current outbreak of the coronavirus (COVID-19) we need to inform you about our response to this outbreak. The best way to prevent illness is to avoid being exposed to this virus. To reduce exposure and to help prevent the spread of respiratory diseases, Lifting Equipment Ltd. implemented the following procedures and guidelines for all Lifting Equipment Ltd. employees and contractors:

- Lifting Equipment Ltd. employees will come to our office and leave to go to the job sites in the morning and come back in the afternoon at staggered times. This to prevent that employees have any contact with each other.
- All employees have completed the Covid-19 Awareness Course
- Lifting Equipment Ltd. employees work in a team of 2 and will stay in the same team.
- Mail and deliveries will be delivered at a drop box at the door.
- All employees are obligated to follow the social distancing guidelines set by the Government
- The office and shop are being cleaned regularly with disinfectant.
- All crews are equipped with breathing masks, nitrile gloves, and disinfectant.

Lifting Equipment management will do the following:

- Establish alert levels and monitor these levels.
- Assure employees are properly trained (Covid-19 Awareness training).
- Ensure adequate amounts of required supplies and PPE are available.
- Maintain proper communication with all employees.
- Liaison with government agencies such as Health Canada and Public Safety Canada.
- Prepare and distribute timely and accurate information to all employees.

All Lifting Equipment Ltd. employees will follow the following guidelines:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Employees who have symptoms of acute respiratory illness are recommended to stay home, notify your manager, seek medical attention, and do not come to work until you are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.





- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Anyone returning from travel to countries designated high risk should isolate themselves for 14 days. As of March 17th the following countries are categorized as high risk: China, Iran, all countries in Europe, United Kingdom and Ireland, and South Korea. This list is updated regularly. Please visit the following website for more information:
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>
- Employees may be subject to screening and wellness protocols at some of our customer work sites.

Thank you for your attention to this important matter.

Jasper Wever

General Manager



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