



## COVID-19

Dear clients

We know that the COVID-19 situation is turning our lives upside down and raising questions and concerns. We are closely monitoring the spread of the virus and believe it is our responsibility to prioritize the health and safety of our employees, their families and that of our customers. It is important to note that we do not have COVID-19 at INSTACABLE at the moment. In order to continue to serve you while minimizing the inconvenience of the situation, the following adjustments have been made to our operations following recommendations from Santé Publique Québec.

Effective implementation March 2020

- We regularly clean the most used surfaces such as keyboards, mice, pencils, handles for entry and exit doors, toilets, sinks, credit card terminal, carts.
- We ask our employees to wash their hands every 3 hours , to disinfect their work station every day and to work at a distance of 2 meters from another employee.
- We perform disinfection on products received and shipped.
- We encourage our employees to stay home if they feel sick and to contact public health if they have a fever, cough or breathing difficulties.
- We suspended all business travel and local travel not required.
- Customer and supplier visits to the site have been canceled
- The installation service is suspended from March 24 to April 13 only requests relating to essential emergency services can be processed.
- The online sales service remains open for products to be shipped only.
- The manufacturing department remains in operation for the supply of essential manufacturing products.
- A questionnaire is set up to enter each employee every day

We encourage our customers to follow the hygiene measures suggested by Santé publique Québec to reduce the spread of the virus.

**Edgar Belleau**  
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