

## **NOTICE TO ALL STAFF**

### **Novel Coronavirus 2019-nCoV / COVID-19**

All Applied System Technologies Employee,

Your health and welfare is a priority to Applied Systems Technologies Inc., as you may be aware the Coronavirus – COVID-19 has been declared a pandemic by the World Health Organization.

We would like send this notice to all employees to help you become aware of some prevention tips for this virus and the symptoms

#### Prevention:

Perform hand hygiene frequently. **Wash your hands often with soap and water.** If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Cover your nose and mouth when sneezing or coughing, use a tissue or the crease of your elbow instead of your hands. Dispose immediately of any tissue used and performing hand hygiene.

Avoid touching your eyes, nose or mouth.

Workspace cleaning – frequently touched surfaces should be cleaned and disinfected on a regular basis.

Avoid close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing.

Contact your Supervisor and follow Government Canada recommended protocol ([link below](#)) if you are sick or are experiencing symptoms such as fever, cough or difficulty breathing.

#### Symptoms:

Common signs of infection include respiratory symptoms, fever, and cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and death.

**COMPANY POLICY EFFECTIVE IMMEDIATELY**

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If you have visited the following countries:

- China
- Iran
- South Korea
- Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Monaco, San Marino, Vatican City

For business or personal reasons—including any travel connections or layovers—or have been in close contact with someone who has in the past two weeks, it is required that you:

- Notify your Supervisor prior to return to the workplace
- Further direction regarding potential quarantine measures will be provided prior to your return

**All employee must report to supervisors/managers and owners if they feel any symptoms of COVID-19.**

**If you have come in contact with any one showing any of the symptoms listed please notify all supervisors/managers and owners.**

Please self- isolate yourself if you are showing any signs of COVID-19/Coronavirus.  
Notify all supervisors/managers & owners of any upcoming travel planned.

We have put hand sanitizers in the office, please make sure you use if you are in the office.

**EFFECTIVE IMMEDIATELY**

- ALL TECHNICIAN MUST AVOID COMING INTO THE OFFICE, **even MONDAY mornings**, ONLY COME INTO THE OFFICE IF ABSOLUTELY NECESSARY
- NOTIFY SUPERVISOR/SERVICE MANAGER IF COMING INTO THE OFFICE
- WHEN ENTERING THE OFFICE MAKE SURE HANDS ARE WASHED/WEAR GLOVES
- ALL PAPERWORK SHOULD BE ELECTRONICALLY SUBMITTED FOR PROCESSING
- ALL OFFICE ENTRANCE DOORS/ SHOP DOORS AND OVERHEAD DOORS WILL BE LOCKED AT ALL TIMES
- ALL OFFICE STAFF ARE TO KEEP WORKPLACES/DESKS CLEAN AND DISINFECTED ON A REGULAR BASIS

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- ALL OFFICE STAFF WILL NO LONGER BE SIGNING FOR SHIPMENTS RECEIVED IN THE SHOP, ASK DELIVERY TO SIGN/INITIAL FOR YOU
  - TECHNICIANS ARE NO LONGER REQUIRED TO GET CUSTOMER SIGNATURES FOR WORK ORDERS
  - WRITE CUSTOMER NAME ON ALL WORK ORDERS & PUT CUSTOMER INITIALS IN SIGNATURE SLOT
  - DO NOT SHARE ANY COMPANY PROVIDED MOBILE DEVICES WITH OTHERS

#### RECOMMENDATIONS

- AVOID ALL HAND CONTACT, WASH/ SANITIZE YOUR HANDS WHENEVER POSSIBLE
- PACK YOUR LUNCHES/COFFEES/TEAS
- PRACTISE SOCIAL DISTANCING:
  - Avoid all large gatherings.

**For further information, please visit Government Canada site for community based public mitigate spread of Coronavirus/COVID-19**

**Please see link below:**

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/public-health-measures-mitigate-covid-19.html>

**Everyone please take extra precaution to prevent the spread of this virus & report any symptoms as soon as possible.**

**THIS NOTIFICATION CAN ALSO BE ACCESSED ONLINE ON OUR COMPANY WEBSITE.**

**We will be providing updates to policies if there are any further changes or new information.**