

September 22, 2020

To our valued trade partners,

Thank you for all of your hard work and dedication over the past 6 months as we have all grappled with the challenges presented by COVID-19. Although it isn't the news that anyone wants to hear, case counts are on the rise and the virus is here to stay. Influenza season is also around the corner. With that in mind, we must all remain vigilant and do everything possible to keep you, our staff and customers safe and healthy.

It is imperative that each and every person working on or visiting any McKenzie Homes site complete the COVID-19 screening **DAILY**. This screening should be completed **PRIOR** to arrival on site. There are no exceptions to this requirement. As a reminder, this tool can be accessed by the QR code found on all sites or via the weblink below:

<https://www.surveymonkey.com/r/MKHOMES2020>

If you answer "yes" to any of questions 4, 5 or 6 please do not report to work. Contact Jared (519-619-1732) or Steve (519-619-4525) to advise them that you will not be reporting to site. Also please contact your own company supervisor immediately. After contacting Jared or Steve as well as your supervisor please follow your company's COVID-19 protocols. The Ontario COVID-19 self-assessment can be found here:

<https://covid-19.ontario.ca/self-assessment/>

Coronaviruses are spread through close contact in any setting, including at work. Here are some tips to help prevent the spread of germs:

- Wash your hands often with soap and water or alcohol-based hand sanitizer.
- Sneeze and cough into your sleeve.
- If you use a tissue, discard immediately and wash your hands afterward.
- Avoid touching your eyes, nose or mouth.
- Avoid contact with people who are sick.
- Stay home if you are sick.
- Avoid high-touch areas, where possible, or ensure you clean your hands after.
- Where possible, wear gloves when interacting with high-touch areas. Do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing them.
- Wash your clothes as soon as you get home.

Please remember that physical distancing (maintaining a distance of at least 2 metres or 6 feet from other people) must be adhered to and work duties should be performed at least 2 metres or 6 feet away from other people, whenever possible. Masks and face coverings are now mandatory for all enclosed indoor public spaces across London and Middlesex County. Further information on the bylaw is available here:

<https://www.healthunit.com/face-masks>

Many answers to commonly asked questions regarding face masks can be found here:

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/covid-19-safely-use-non-medical-mask-face-covering.html>

Handwashing stations are available at all McKenzie Homes sites and it is absolutely critical that all workers and trades wash their hands frequently with soap and water or use hand sanitizer. Frequent and thorough hand hygiene is imperative to reduce the spread of COVID-19. Below please find a link from Public Health Ontario to reinforce the correct hand hygiene procedures using soap as well as hand sanitizer:

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-hand-hygiene.pdf?la=en>

Thank you so much for your assistance in these challenging times. Please feel free to contact me with any questions you may have and I will be happy to answer them to the best of my ability.

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