**Attention Customers**

Your Safety and Health is the utmost importance to us. To help prevent the spread of COVID-19, company name has taken several steps and is asking our customers to practice social distancing.

* We will be temporarily shortening working hours from 9 a.m. to 5 p.m. daily,
* The number of customersinside our facility at any time will be limited to # (Customers may be asked to come back at a later time to ensure we can commit to social distancing),
* Meetings with customers will be held via video conferencing or phone call,
* Disinfection of all frequently used areas such as (showroom, waiting area and restrooms) will be done # per day,
* All vehicles being dropped off for service will be disinfected on the driver touchpoints at the time of drop off and again before pick-up, including keys,
* All staff will wear gloves when handling your vehicle,
* We will only allow one customer per shuttle vehicle. The vehicle will be disinfected after each trip. We apologize if this slows down the shuttle service during this time,
* Greetings that involve touching, such as handshakes, will not be permitted,
* Physical space between all people will be increased to at least 2 metres (e.g., lines on the floor, partitions, signage),
* Clean handwashing facilities and alcohol-based hand cleansers are provided in multiple locations throughout the building (e.g., entrances, boardrooms and break rooms),
* Signage is posted throughout the building encouraging good respiratory hygiene, hand hygiene, and other healthy practices,
* Add any other additional measures your company is taking against COVID-19.

**It is critical that,** if you have one symptom of COVID-19 (fever, cough or difficulty breathing), or even mild symptoms, you should stay home to avoid spreading illness to others.

Additionally, if you can answer "yes" to any of the following please follow the government guidelines and self-quarantine:

* Traveled outside of Canada in the last 14 days or had contact with someone who has traveled outside of Canada in the last 14 days,
* Experiencing a fever, cough, shortness of breath or other flu-like symptoms,
* Been exposed to someone with the COVID -19 virus within the last 14 days.

Company name will continue to monitor the COVID-19 situation and will follow guidance from public health officials and government agencies, so we can continue to support our customers and communities as needed.