



READY RIVET & FASTENER LTD

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[www.readyfastener.com](http://www.readyfastener.com)

April 6, 2020

To our valued customers

We want to assure you that Ready Rivet & Fastener Ltd. is taking every precaution necessary to keep our employees and their families healthy during this COVID-19 outbreak and to protect your supply requirements.

Effective immediately we have:

- a) Suspended any plant visits unless essential to daily operations
- b) Restricted access to the plant – rerouting contractors through our front entrance for screening
- c) Enforcing 14-day self quarantining for employees that have travelled outside of Canada
- d) Refined our benefits temporarily to eliminate the need for a Doctor's note and the one week waiting period if self quarantining for COVID-19 symptoms
- e) Emphasizing hand washing routines
- f) Emphasizing the need to limit social interactions.
- g) Having extra sanitizing routines completed by the cleaning staff with hospital grade cleaning supplies
- h) Providing additional time during the day for machinery cleansing
- i) Placing sanitizing stations at commonly visited locations in the plant

We will continue to monitor the situation on the daily updates from the Government of Canada and Health Canada.

If you have any questions, please feel free to contact me or your customer service representative directly.

Tim Brennan

President

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