

Our Response to Coronavirus (COVID-19)

Dear clients and colleagues,

At Richardson Associates (1993) the health and safety of our staff, clients, and colleagues are paramount during the novel coronavirus outbreak. While our office will remain open for the immediate future we will continue to monitor the situation and respond and adjust our business operations based on best-practices recommended by our provincial, federal and international health authorities.

Here are some of the steps we have implemented as of March 16, 2020:

Travel: All business travel outside of Canada has been cancelled until further notice. Travel within Canada will be also be restricted and only be undertaken if deemed essential. Travel within Atlantic Canada if necessary, will be via automobile. Any employee that has travelled outside of Canada for business or personal reasons (whether experiencing symptoms or not) will be required to self-isolate for 14 days following their return. Internal meetings and visits by or with factory representatives and or sales representatives have been terminated until further notice. Visits to client sites will cease unless deemed essential. For any site visit deemed essential our staff will follow and adhere to the practices, policies and procedures in force by that organization.

Working Options: All staff will be given the option of working remotely. Anyone that is feeling ill are to stay at home. For staff that continue to work from the office they are to practice effective social distancing by enabling a “2 - meter” separation policy.

Sanitization and Hygiene: Hand sanitizer and disinfectant wipes are available within our office, and we have also stepped up our cleaning and sanitization efforts. We have encouraged best practices regarding hand washing and personal protection, widely recognized as the best way to slow the spread of coronavirus. Advisory notices have been posted throughout the office. Common sense precautions to prevent the spread of infection include:

- *Washing your hands often with soap and water for at least 20 seconds.*
- *Use alcohol-based hand sanitizer if soap and water are not available.*
- *Avoid touching your eyes, nose, or mouth with unwashed hands.*
- *When coughing or sneezing cover your mouth and nose with your arm or tissues and immediately dispose of any tissues you have used into the garbage and wash your hands*
- *Avoid close contact with people who are sick.*

We will continue to respond to this evolving situation with calm professionalism as required to ensure the safety of our employees, clients and partners. This will be key over the coming weeks and months ahead.

Richardson Associates (1993) Limited

In addition to our own internal policies we will continue to monitor and follow the lead and advice of the Chief Public Health Officer of Prince Edward Island, Dr. Heather Morrison who, as of the 16th of March, 2020 has issued the following recommendations for all Islanders:

- Any Islanders who have travelled outside of Canada (whether experiencing symptoms or not) are required to self-isolate for 14 days following their return.
- Cancel all non-essential travel outside of country.
- Reconsider attending social gatherings where a 2-meter distance is not possible, especially if the elderly or immune-compromised people are present.

Islanders with questions about COVID-19 should call PEI's toll-free information line at 1-800-958-6400. The information line is taking messages 24-hours a day, 7 days a week and Islanders who leave messages will receive a call back within 24 hours from the Chief Public Health Office.

For further updates and information about the status of the COVID-19 virus on Prince Edward Island, Canada and the world please refer to the key Links and Resources below:

Health PEI:

<https://www.princeedwardisland.ca/en/alert/advisory-coronavirus-infection>

Public Health Agency of Canada:

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

World Health Organization (WHO):

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>