



800.251.9707

Date: March 16, 2020

Custom Energized Air Ltd, COVID-19 CONTINGENCY PLAN.

As you all know, the Corona virus (Covid-19) is impacting everyone and continues to challenge the day to day lives of all of us. Custom Energized Air is no exception to this. We have implemented the following measures to deal with the virus and the effect it is having on us all. These are several of the measures put in place to address the safety of our employees, customers and vendors.

- Non-essential Travel has been suspended. CEA representatives returning from abroad will practice self-isolation in accordance with current health directives
- CEA will observe and monitor health authority's directives including self-isolation. CEA Health and safety officer will continue to provide updates to this policy in accordance with health directives. This policy is subject to continual review and update based on best practices and current conditions
- All employees must wash hands or use hand sanitizer upon arrival and prior to departure of CEA offices and customer or vendor offices and worksites. When working off site CEA will continue to practice social distancing, sanitation and conform to customer work site unique requirements
- Outside Sales teams are working remotely to limit the in person contact between employees. They can still be contacted through normal email and phone numbers. 800-251-9707 sales@cea-air.com.
- Inside Sales teams are available at 780-465-2247, 1-800-251-9707 or orders@cea-air.com
- CEA will follow posted handwashing instructions displayed at each wash station
- CEA will practice social distancing, respiratory etiquette, regular hand washing and avoid touching face
- Employees must to stay home when sick or develop any of the common symptoms of COVID-19 such as fever, cough or difficulty breathing

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- Employees that develop symptoms or feel sick while at work must inform a supervisor, leave immediately and call AHS for direction. Supervisor will inform CEA Health and Safety officer of the circumstance
- CEA will perform regular sanitation of work stations, computers, phones, common use areas and equipment such as doors, handles, photo copiers, printers
- CEA will continue to work as a team along with our suppliers and customers to manage our way through this difficult situation.
- CEA has developed a Covid-19 questionnaire to be completed prior to entry of CEA worksites and has posted instructional signage at worksite entry points.

Definition: CEA means all representatives of Custom Energized Air Ltd.

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