

B A S E

Mechanical Inc.

59 Eastchester Ave., Unit #1, St. Catharines, ON, L2P 2Y6 P: 905-682-2209 F: 905-682-5752 E: baseal@bellnet.ca

TO OUR CLIENTS, SUB TRADES AND SUPPLIERS

Re: COVID-19 Virus

Given the “global pandemic” declaration by the World Health Organization and the current “State of Emergency” declaration in the province of Ontario, we have implemented changes in our procedures in an effort to keep our clients, sub-trades, suppliers and employees safe and help control the spread of COVID-19.

Base Mechanical’s office is remaining open at this time. Our administrative staff is working remotely and will be available during regular business hours from 7:30 am. to 5:00 pm. It is our intention to continue to conduct our regular business operations and make every effort to ensure this situation does not impact the quality of service. We will continue to monitor the situation and will take further appropriate steps as necessary to ensure the health and safety of all.

We are restricting entry of visitors on our premises. No visitors will be allowed unless absolutely required. Parcels should not be brought into office. Delivery personal should notify us of deliveries and leave parcels at the door and a member of our staff will bring them into the office.

We have outlined the appropriate precautions to be taken by our employees and continue to encourage self hygiene and awareness within our firm.

Stay healthy and safe!