



At Weston Forest, results matter, but people matter more.

Our focus since the beginning of the COVID-19 situation has been keeping our people safe, and continuing to safely provide our customers with essential materials for their business. We have taken several steps to ensure these priorities as far back as late February, when we first purchased hand sanitizing stations for the entire office.

To give you the confidence that your business is in good hands when you do business with us, here is a partial list of steps we have taken and protocols we have put in place to stay ahead of the situation. We have referenced CDC or Government of Canada guidelines wherever applicable along the way. In order of newest first:

- Reinforced physical distancing by rerouting high-traffic areas and removing chairs in lunchrooms and common areas
- Contracted ServiceMaster to treat many of our common areas with an antimicrobial coating called Aegis Microbe Shield. This product protects high traffic environments from the spread of viruses like the flu, cold and Coronavirus for up to six months. We have treated all of our forklifts and common areas including all bathrooms and both lunchrooms, fridges, microwaves, all entrance handles, shipping admin, and all door handles.
- Changed our delivery procedures to touchless: no signature required
- Closed all front entrances to guests, couriers, and drivers, redirecting them to a central shipping entrance
- Changed employee entrance to 3 separate, less congested areas to facilitate distancing
- Set up new document drop zones for each department, minimizing contact between people for necessary paperwork and preventing mingling between departments
- Set up external in-trays for every person with an office to prevent people from having to enter
- Mandated work-from-home for anyone that could: reduced office presence by more than 85%
- Ended all in-person customer and supplier visits

- Initiated widespread use of videoconferencing in place of physical meetings
- Reiterated all hygiene and distancing initiatives daily in Operations, and regularly throughout the company
- Modified customer pickup procedure to minimize contact
- Minimized all nonessential contact between everyone at Weston Forest:
 - Email, text or videoconference in place of in-person meetings
 - Split shifts and split breaks within shifts
 - Implemented all communications to Operations from other departments through a central Operations coordinator
- Suspended all business travel to conferences and meetings
- Issued 14-day self-quarantine directive if any immediate family member has had any travel through an airport
- Issued 14-day self-quarantine directive after any travel through an airport, referencing available Government of Canada resources
- Issued directives to seek medical attention immediately when not feeling well
- Issued directives to avoid unnecessary travel, and monitor health for 14 days after return
- Issued directives regarding personal hygiene, hand washing, and disinfecting workspaces, referencing available Government of Canada and CDC resources
- Ordered disinfectant wipes for office and Operations areas, including forklifts
- Ordered hand sanitizing stations for every entrance and high traffic area, including lunchrooms and washrooms

WESTON FOREST: YOU'LL LOVE DOING BUSINESS WITH US