



STEEL SERVICE CENTRE

Box 249 - 221 7th St. East. Brooks, Alberta T1R 1B3 Phone (403) 362-3544 - Fax (403) 362-7042
E-mail info@brooksindustrialmetals.com

COVID-19 Prevention Measures, March 19, 2020

To our valued customers and staff,

Brooks Industrial Metals is committed to the health and safety of its customers and employees, which is why we are taking the COVID-19 virus very seriously and would ask that all staff, customers, and vendors to do the same. Below are some important conditions that BIM is putting in place immediately:

- If you have been travelling outside of the country anytime after March 12th, please do not enter our facility unless you have self-isolated yourself for at least 14 days.
- If you are feeling any of the following symptoms, we please ask that you **do not** enter our facility:
 - Fever
 - Sore throat
 - Dry Cough
 - Extreme tiredness
 - Trouble breathing
- Please remember to social distance yourself by keeping a **minimum of 2 meters** away from others whenever possible. We also ask that staff and customers avoid congregating in one area.
- We ask that any non-staff member to not enter our back-office area (behind our order desk)
- After the necessary paperwork is dealt with, we may ask customers to wait in their vehicle and we will bring out material to them in our parking lot.
- Our preferred method of payment at this time is debit/credit card. Please no cash whenever possible.
- If we are picking up or delivering material to you, we ask that you also practice these health and safety measures, as well as let us know what measures that your company have put into place so we can follow them accordingly.

The management of Brooks Industrial Metals have also implemented many extensive sanitary measures such as reminding employees to wash hands hourly, to wipe down and disinfect surfaces daily that are frequently touched, to practice social distancing, avoid touching your face, and to stay home if you are feeling sick or if you have been travelling outside the country

If you do not feel comfortable entering our facility, please call or email us and we will happily arrange the delivery of materials, or have a staff member come out to the parking lot with your goods while you remain in your vehicle.

We are striving to provide the best level of service we can while also being cautious of everyone's health and safety.

Sincerely,

BIM Management.



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