



## COVID-19 OPERATING PROCEDURES

The ownership and management of Premier Event Tent Rentals Inc. take very seriously the health and safety of our staff and our clients. We also feel very strongly about the need of every resident and employer to shoulder the full burden of responsibility to slow and stop the spread of this virus as quickly and effectively as possible.

Reflecting this commitment, we have adopted the following strict operating procedures effective immediately:

- Our operation remains open on a very limited scale solely to respond to tenting requirements for hospitals, screening facilities, shelters for grocery stores, and other essential services. We are using skeleton staffing to allow for physical distancing and minimal contact. All staff who are able to work from home are doing so.
- All hard-surface tent components are sanitized with a disinfectant prior to leaving our facilities
- For any tents being dismantled, all hard-surface tent components are sanitized before being dismantled and placed into our trucks for return to our facility
- Any staff who are sick are not permitted to work, and any staff who have been in contact with anyone who is sick, or who have travelled are not allowed to work during their mandatory 14-day self isolation period.
- All staff wear gloves at all times when handling tent components, and gloves are discarded after use
- Clients are provided all paperwork digitally and no sign off, or other physical interaction is required on installation or removal. We have a strict "no-contact" policy for all our staff in terms of on-site interaction with clients.

We continue to monitor all advice from Federal, Provincial and Municipal health authorities to ensure that our customers, staff, and the general public are safe.

We are committed to doing all that we can to help through this crisis and look forward to a bright future when the event industry returns to normal and we can continue to create spaces for great memories.

Should you have any questions or concerns please do not hesitate to contact us.

  
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Andrew Ussher, President

March 16, 2020  
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Date