



NOTIFICATION REGARDING COVID-19 VIRUS

March 25, 2020

To all AWMAC Ontario Members,

Please note that a number of our members have contacted AWMAC Ontario offices and the Board of Directors regarding the ever changing circumstances around the COVID-19 virus and its affects on our industry.

The Ontario Government has ordered that all “non-essential” businesses close their doors for the next 2 weeks – possibly more. Again, many have asked does this include AWMAC Members.

AWMAC Ontario recommends that all government rules, advisories and public health notices are adhered to. This memo offers AWMAC’s interpretations and recommendations which may change from time to time. Please refer to Government and Health Organizations for continual updates.

After some research, Board Members have compiled a list of **SUGGESTIONS** for AWMAC Members regarding internal protocols that should be followed at this time:

- Under the following categories Architectural Woodworking Manufacturers are deemed an essential service:
 - #19 – Businesses that extract, manufacture, process and distribute goods, products, equipment, and materials, including businesses that manufacture inputs to other manufacturers (e.g., primary metal/ steel, blow molding, component manufacturers, chemicals, etc. that feed the end-product manufacturer)
 - #28 – Construction work and services, including demolition services, in the industrial, commercial, institutional and residential sectorsFor the full list please see the below link:
<https://www.ontario.ca/page/list-essential-workplaces>

- Ultimately the safety of your employees and their families is your top priority! Here are some suggestions on how to maintain their safely and be vigilant in restricting the spread of this virus:
 - o All office personal and those that are able to work remotely from home, should be sent home to work from there.
 - o Offer employees the option to stay home or apply for EI if they are uncomfortable being at work - without repercussion
 - o Enforce strict workplace cautionary procedures as advised by the Ontario Government and various Health Organizations, including, washing hands thoroughly and often, do not make physical contact with fellow employees, clients or suppliers (handshakes included) and remain 6 feet apart at all times, cover mouth if need to cough/ sneeze, don’t touch your face, etc.
 - o If anyone is feeling ill at all, advise they must stay home for a 2 week period (minimum) and if they develop a fever, they should contact the local health authorities for next steps



- If an employee develops any symptoms at all during the day at work, they are to advise a manager/ owner and leave immediately
 - Provide disinfectants, gloves, tissues and other items for those at work to use to avoid touching surfaces and door handles, wipe down items that will be used by others after, keep areas clean, etc.
 - Do not have face to face meetings – conduct all meetings virtually
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- Any employee who has come into contact with a person who has COVID-19 or travelled to areas outside Canada within the past fifteen (15) days is to follow Government advisements and stay home in Mandatory Self Isolation for 2 weeks.
 - If appropriate, advise customers that their millwork (orders) will be delayed – state reasons for delay.
 - All deliveries made are to be delivered without a signature – advise the name of the person receiving the package.
 - Advise all salespersons that your offices are not open, and you will not be conducting any in person meetings.

*****THE DECISION OF HOW EACH AWMAC MEMBER DEALS WITH THIS IS ULTIMATELY UP TO THE COMPANY OWNERS AND MANAGEMENT*****

There are a number of trusted websites that will give accurate information on how to prevent the spread of the virus, protocol for employees at work and up to date information on Governments and their policies.

For latest news released from the Ontario Government visit: www.news.ontario.ca

For complete information on the virus, status, Self -Assessment Tool, etc. visit:
https://www.ontario.ca/page/2019-novel-coronavirus?_ga=2.176168229.1670988304.1585087772-1142734995.1556123756

World Health Organization: <https://www.who.int/>

Regards,

AWMAC Ontario Board of Directors