



MEMO

October 13, 2020

Notice to all Clients and Suppliers,

RE: COVID-19 POLICY

Effective immediately, in an effort to follow all required COVID-19 mandated requirements and maintain the health and safety of yourselves and our employees, we are asking that anyone needing access to our facility location note the below:

- All facility doors are locked
- You must contact the Whites Mechanical & Fabrication Management that you have come to see upon your arrival
- They will meet you outside – all parties to be wearing a mask
- Prior to entering any building on the property, you will be required to:
 - Wear a face mask
 - Fill out the Visitor Pre-Screening form
 - Have your temperature taken
 - Use the hand-sanitizer provided

If you fail to meet the above requirements, you will be asked to leave the facility. We thank you in advance for your patience and understanding while we all work together to get through these unprecedented times.

If you have any questions or concern, please feel free to connect with Shannon Cormier or Jody Ferguson.


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