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RE: coronavirus (COVID-2019).

The team and Orbit would like to welcome you to Canada. We look forward to helping you begin your new life in Canada. As I am sure you already know, there has been considerable alarm about the new coronavirus (COVID-2019). We at Orbit have been taking every reasonable precaution to ensure that our operations continue unimpeded. Understandably, however, some employees have concerns about their well-being. To ensure a safe workplace, we are taking some additional steps in screening inbound shipments.

Please provide responses to the questionnaire above and return through email. In the event that you answer yes (Y) to one or more questions, we will work with you to conduct additional due diligence around your delivery process.

Table with 3 columns: Question, Yes (Y), No (N). Contains 6 screening questions about arrival in Canada and COVID-19 symptoms. Includes a section for symptoms of COVID-2019.

What we expect from clients

- Inform the office prior to moving date If you experienced:
- If you or anyone at your household has experienced any signs of COVID-19 within the past 2 weeks. Please refer to Symptoms of COVID-19 below.
- If you were in close contact with a confirmed or probable case of COVID-19 within the past 2 weeks.
All Household members should be in quarantine for 2 weeks prior to move date.
If you or any other family member are unable to quarantine, limit the number of persons at the residence to one. This person should be able to answer all questions related to the move and will also be responsible to do the final inspection as described on your quote.
Wear a mask while you are in the residence and in the vicinity of the crew.
Do not enter a room where the crew are working. If you need to communicate anything to them, make sure to keep a distance of at least 6' from any crew member.
When signing on documents, do not come close to the crew. They will leave the documents on a flat surface. Read, sign, and advise them that it is ready.

What we are instructing the Crew:

- If you are ill: notify your supervisor immediately, Stay home, complete the self-assessment and follow the instructions you get.
When entering the house, confirm with client that there is only one person in the house
Not to come closer than 6' to clients at any time including the initial walk through.
Wear a mask when social distancing of 6' is not possible.
Sanitize / Wash hands frequently. Orbit will supply you with PPE. (Masks, Gloves and Hand Sanitizer)
When signing on documents, leave the clipboard on a flat surface, ask client will fill out the required documents and collect when they are done, do not take if from the client's hand.
Sneeze and cough into your sleeve. If you use a tissue, discard immediately and wash your hands afterward.
Avoid touching your face, eyes, nose or mouth.
Wash your clothes as soon as you get home.

Thank you for your cooperation, The Team at Orbit International Moving.

Name \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_