

## **OUR PRACTICES**

We are still fully staffed and operational

Our facility is under lock and key during daytime operations

Signs have been posted inside and outside of our plant notifying everyone of our measures

All deliveries and pick up are by pre-arranged appointments only

Small courier packages are left at the door and place in a quarantine box for 48 hours as well

Drivers are given my cell number to call upon arrival then myself and our shipper/receiver load or unload while the driver remains in their vehicle

All packing slips are place in a quarantine tray for 48 hours

Myself and the receiver then remove our latex gloves and wash our hands

All of our staff have medi-wipes / latex gloves /hand sanitizer and N95 masks if and when needed

Our staff is also practicing safe measure at home

Currently we are only dealing with our vendors that have put similar or suitable measures in place

If they have no protocols we are not considering them as a safe resource at this time

Extra material has been brought in to cover us in the event of any disruption

This material currently covers our production for the next 6-8 weeks at a minimum

We also have a large inventory of materials we deem necessary to provide a variety of

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Critical path products within our capabilities

Consumable I.E. tooling etc has also been stocked up

We are in close contact with all of our key suppliers with daily updates to any changes on their ability to provide goods

## **CONTACT US:**

LAKERIDGE PRECISION INC.

333 Marwood Dr, Oshawa, ON L1H 7P8 905-723-4144