



PROFESSIONAL CONSTRUCTORS

# MEMO

**To:** All Staff  
**From:** Jason Paige  
**Date:** March 20, 2020  
**Re:** COVID-19 Preventive Measures

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Acres Family,

As the situation evolves day by day, we continue to follow provincial recommendations and take protective measures to ensure the health, safety and well being of our team.

Given our office is 100% remote capable, commencing at the end of today, we will be closing the Acres office, having all office staff work remotely from home. Acres will remain fully functioning, with all office personnel maintaining daily communication with all external and internal parties.

We have and will continue to look to the provincial public health officer to provide guidance. This week provincial health officer Dr. Bonnie Henry confirmed "that construction sites are exempt from provincial guidelines prohibiting gatherings of more than 50 people as they are less risky environments for the most part."

As such, project sites and the shop will remain open with our teams being extra cautious and vigilant about sharing tools, hygiene, not coming to work ill and maintaining social distancing between our team members.

At this point, it is unknown for how long our office will have to work remotely for, but rest assured our IT Analyst, Ryan will be available to help our team adapt to a virtual work environment. This is a measure we need to take to protect our health but also minimize the risk of further spreading the virus to our Acres family and community at large.

We will be monitoring the COVID-19 outbreak and will let you know as we have new guidance from the local authorities. Stay calm and healthy and don't hesitate to contact your Supervisor or HR, if you have any questions or concerns.

Sincerely,

Jason Paige, President