



FLO Components Ltd.,  
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## CORONAVIRUS – FLO COMPONENTS GUIDELINES

At FLO Components Ltd., we care about the safety of our employees and customers. We follow government recommended workplace practices by allowing employees to work from home as needed and using available technologies to keep the business running smoothly, so that we can continue to better serve our customers.

- Any staff exhibiting COVID-19 symptoms must inform management immediately upon discovery. They are required to self-isolate for 14 days immediately and may ***NOT*** travel to work and/or any of our customer sites or facilities. They must also provide all information about recent contacts (if applicable) to customer sites or facilities
- Any staff coming into contact with someone (immediate family or otherwise) who is suspected of having or has been confirmed having COVID-19 must contact their physician or Telehealth Ontario (866-797-0000) to determine if self-isolation is required.
- Any staff having travelled or been in contact with any person travelling OR having returned from a known community transmission locale (China / Italy / etc.) will be eligible to enter FLO only after completing a period of 14 days of self-isolation after their arrival.
- All staff will confirm they have reviewed and will comply to health and safety suggestions, as listed by Health Canada, regarding COVID-19 (wash hands, disinfect areas / etc.).  
<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
- All on-site staff doing service calls or installations at customers' locations will:
  - 1) Use a "social distancing" process to limit the number of individuals they come in contact with while performing required installations and service calls.
  - 2) If dining out, you are limited to using **drive through facilities only**. Or, where possible, purchase your supplies and use utilize the services (i.e. kitchenette if available) provided by your hotel.
  - 3) If possible, always carry hand sanitizer in your vehicles (dependent upon availability).
  - 4) During non-work hours, limit your time in public spaces to getting essentials.
- Until further notice all greetings will be verbal or elbow bumps.

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- Please inquire about other FLO Components Ltd. products and capabilities including:*
- *Automatic lubrication systems for Heavy or Stationary equipment (LINCOLN / SKF Brand)*
    - *In-shop lubrication equipment, pumps and hose reels*
  - *Maintenance garage bulk fluid transfer and inventory control systems*
    - *Onboard Oil Change systems*
    - *On-site lubrication audits and service*
  - *Lubrication "Basics" seminars and training*
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**For Total Lube Solutions,  
GO WITH THE FLO!**



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- All scheduled in-person meetings, when possible, will be switched to either phone or video conferencing.
- All contractors and/or visitors to FLO offices must have prior authorization before presenting themselves on-site. They must also provide information regarding any outside travel, if they have themselves or have been in contact with anyone having COVID-19 or have been in isolation.
- All couriers will be able to deliver to FLO but must leave packages within small entry area at rear receiving door. FLO personnel will ensure it is taken into the building.

Keeping the above in mind, we are going to try to operate our customer service, in-house service and on-site service and installation departments as much as is possibly usual.

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