

To Whom It May Concern,

I was here when we implemented many of these steps when the H1N1 Flu Epidemic hit but unless we have had the privilege of seeing you in our building you may not have seen them directly.

***For the biggest worry: CANSAFE Inc. does not register as a “large gathering” venue which greatly decreases the chances of spreading the virus.***

1. We have our staff sanitizing our counters, door handles and debit machines (between transactions) as well as any equipment they use as part of their daily duties, so not to pass on anything they may have come in contact with – before or after entering the building. This is done hourly.
2. Each student is welcome to personally sanitize their classroom areas at the beginning of class. Appropriate supplies will be provided. We will be asking that this is done at the end of the class as well. We are telling our students to use the disposable coffee cups (1-time use, get a new one for refills)
3. We are using medical & industrial strength disinfectants through-out the building.
4. Staff members not feeling well are instructed to stay home.
5. Staff and Students are encouraged to follow [proper hygiene](#), washing their hands frequently and are encouraged to do their best not to touch their face.
6. Kleenex will be in every classroom at all times (front and back) to encourage use should there be any sneezing or coughing
7. Students are asked stay home if showing [signs of illness](#) in any way, shape or form.
8. At the point of class confirmation, our staff will be asking if the student has been traveling internationally. No [international traveler](#) (or someone exposed to an international traveler) can come to class for 14 days post entry to Canada.
9. Though we generally do 80% of our business on the phone, in this time of uncertainty we understand that you may be looking to connect with us by phone or via email more than usual. Should our phones be busy, we encourage you to leave a voicemail or email [inquiry@cansafesafety.com](mailto:inquiry@cansafesafety.com) with any questions and we will respond as soon as possible.

10. During opening statements to each class, instructors will discuss with students proper hand washing/disinfecting and where they can find hand sanitizer stations.
11. CANSAFE has always exceeded “minimum standards” when it comes to cleaning and sanitizing our training equipment. We have reviewed the standards and increased the frequency in which we clean and sanitize them.
12. We are requesting our staff refrain from attending large events outside the office if at all possible.
13. MOST IMPORTANT OF ANY OF THESE:

What CANSAFE asks of you: when panic hits at the level this has, it is easy to follow Facebook and Twitter for information on the virus. We encourage each and every person we work with to follow organizations such as the [Public Health Agency of Canada](#), [The World Health Organization](#), Federal and Provincial Governments as well as other recognized public resources. There is also more information from the [Saskatchewan & Alberta](#) Governments as well as the CDC – [Centers for Disease Control and prevention](#).

Please, PLEASE try with effort to avoid gossip, speculation and innuendo.