



201 Ch Theriault-Hache
Baie Sainte-Anne, New Brunswick
Canada E9A 1N7

Monday, March 16, 2020

RE: Covid-19 Policies at T&H Peat Moss

To safeguard the safety of our employees and any visitors, T&H is putting the following policies in place, effective immediately:

Outside Visitors (including truck drivers)

- Visitations are to be reduced as much as possible (i.e. no sales calls).
- At arrival at gate, please phone the office (506-228-4530 ext.0) to announce your arrival. If after-hours (5pm to 8:30am), please stay at the gate until a T&H employee comes to greet you.
- Do not exit vehicle unless necessary.
- If outside vehicle, maintain a distance of 2m (6') from any T&H employee or other visitor.
- During office hours (8:30am to 5pm), inbound/outbound paperwork is to be placed in the mailbox near the entrance to the office. After office hours (5pm to 8:30am), inbound/outbound paperwork is to be placed in mailbox in trailer yard.
- T&H accepts that paperwork can be left/given without signature.
- If any questions or concerns, please call 506-228-4530 ext.0 or honk your horn occasionally until an employee comes to greet you.



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T&H Employees

- Monitor and follow guidelines set out by NB Public Health:
https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory_diseases/coronavirus/protect-yourself-and-others.html
- Employees are asked to wash hands before and after punching in/out.
- Employees are asked to clean their work area or equipment at the end of their shift.
- Any employee arriving from outside of Canada on after March 12th or anyone that has a shared common sleeping area is asked to stay at home.
- Any employee that is sick, feeling ill or has a fever is asked to stay at home.

We appreciate your cooperation.

Yours faithfully,

Management at T&H Peat Moss Ltd.



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