



COVID-19 (Coronavirus)- WoodSource Preparedness Plan

March 23rd 2020

As the World Health Organization (WHO) has declared COVID-19 to be a global pandemic we have taken steps to protect the safety of our staff and customers. At the same time, we wish to continue to support our customers and staff by keeping our store open. As of today, we would like to communicate the following:

- **Our store will remain open for our regular hours.** If this changes we will use our website and social media accounts to communicate these changes as fast as possible.
- We will no longer be accepting cash, but **Debit/Credit** only to reduce the risk of spreading germs
- We ask customers when they come in to **respect the social distancing line** established at both the front desk and in the warehouse. Our staff will fill your order and bring it directly to your car
- Customers can continue to use our **“Request a Quote”** feature on our website or call in for a price rather than coming into the store.
- We encourage customers to take advantage of our **delivery service.**
- We are increasing the frequency that we sanitize frequently touched surfaces.

We will continue to monitor the situation and remain committed to public safety while seeking to offer the best service possible. If you have any questions please do not hesitate to call 613-822-6800 or email info@wood-source.com for more information.