

### Dear valued customer,

As part of Paradise Cabinets' response to COVID-19, we have established procedures in line with social distancing protocols. We would like to ask you for your cooperation in keeping everyone safe. Below we have outlined what we're doing and what we would like you to do in this extenuating circumstance.

# Survey

- Job to be reviewed over the phone to reduce on-site appointment (target of 30 min)
- Client to disinfect area prior to on-site appointment
- Surveyor will wear N95 mask and gloves upon arrival

### Design

• Majority of design process will be completed through email/phone calls/team viewer

#### **Showroom**

- Showroom will be limited to one customer at a time and disinfected before/after the appointment
- Reduce appointment time (target of 30 min)

## **Deposit**

- Drawing will be emailed for approval
- Invoice will be emailed and we will accept credit card over the phone

## Installation

- Client to prepare the area (e.g., remove appliances, sweep) to reduce installation time
- Client to disinfect area prior to installation
- Installers will wear N95 masks, gloves, and goggles
- Area to be disinfected by installers prior to leaving

We will continue to monitor the COVID-19 situation and adjust our procedures accordingly. It is possible that there may be delays in supply chain, manufacturing, and installation. Should you develop any symptoms, we will delay the process and reschedule until you have recovered. We would like to assure you that our employees will not be symptomatic and on-site. We are doing our best to ensure the safety and wellbeing of customers and employees. We apologize in advance for any possible inconvenience.

Aaron Chand, President Paradise Cabinets

2224 Queensway St.

Prince George B.C. V2L 5R5