

# NOTICE

PLEASE NOTE TEMPORARY COMPANY CHANGES BELOW DUE TO COVID-19

Updated March 20, 2020

## Microcad's Response to COVID-19: Updates

As a response to the growing concern nation-wide, Microcad wants to keep both our employees and customers safe. It is clear that the COVID-19 pandemic will continue to cause significant disruption to our lives and daily routine. We are in unprecedented times and company procedures will continue to change depending on the progression of the situation.

Our priority remains the care and safety of our employees, your families and our customers.

### Procedures for Retail Customers:

- As of March 20, 2020 the retail storefront will be closed to retail traffic.
  - o Customers picking up orders will be able to pick up orders at the front door. Staff will leave shipments at the front door for customers to prevent contact.
  - o Customers are to call in advance to inform staff of pick up
    - (519) 661-0355, Ext: 1 / (519) 868-0355 or
    - Email: [salesteam@microcad.ca](mailto:salesteam@microcad.ca)
  - o Payments: Visa or E-transfer payments are the only form of accepted payment. E-transfer to: [pamme@microcad.ca](mailto:pamme@microcad.ca)
  - o No cash payments will be accepted.
  - o This will be posted on Microcad's social media and our website: [microcad.ca](http://microcad.ca)

### Symptoms of COVID-19:

Symptoms range from mild – like the flu and other common respiratory infections – to severe, and can include:

- Fever
- Cough
- Difficulty breathing

Complications from COVID-19 can include serious conditions, like pneumonia or kidney failure, and in some cases, death. There are no specific treatments for COVID-19, and there is no vaccine that protects against coronaviruses. Most people with COVID-19 illnesses will recover on their own.