

# Cabot Shipping Supplies Limited

Updated on June 4, 2020

## **Coronavirus (COVID-19) Response**

On June 8th, 2020, Cabot Shipping Supplies will be re-opening to the public.

Below are a list of procedures and precautions we are taking at Cabot Shipping Supplies to protect against the spread of Coronavirus (COVID-19). Our focus is on keeping our employees and clients safe.

### **Procedures**

Cabot Shipping Supplies Limited is complying with the current [state of emergency procedures for business provided by the government of Nova Scotia](#).

### **Our showroom will be open.**

Customers, please refrain from visiting our office/warehouse if:

- You are not feeling well in any way
- You have traveled outside of Canada within the past 14 days
- You have interacted with someone that has travelled outside within the past 14 days
- You have interacted with someone who has been diagnosed with COVID-19

### **Office**

- Employees that feel ill are encouraged to stay home
- We have hand sanitizer stations for our employees and clients
- We are sanitizing high traffic areas (door handles, front desk, phones, computer equipment etc...)
- We are maintaining a distancing policy within the office of 6 ft
- The showroom is being cleaned daily
- There are floor markings and signage in the showroom to help customers maintain social distancing
- Only two customers at a time may be processed at the sales desk

### **Ordering**

- Orders may be placed in-person at the office, online or by phone at 1-800-565-0606 or (902) 468-2057.

- Customers may now pay using all available payment methods: Debit, credit card or account at the sales desk (terminals are disinfected after each use)
  - Over the phone by credit card or account
  - Interac E-Transfer
  - Online
  - Cash, however above methods are preferred
- Customers may pick up their orders in person or have them shipped/delivered.
- We are allowing order pick-up with the following procedure:
  - Place your order in person, by phone [1-800-565-0606 or (902) 468-2057] or online
  - If ordered in person, customers are asked to wait at the warehouse dock doors at the back of the building while the order is picked. You may come just inside the doors to announce your presence. Within the coming week we will have a bell installed to assist customers.
  - If ordered by phone or online, our customer reps. will call to confirm your order is ready for pick-up. Customers may also call 1-800-565-0606 to inquire their order is ready for pick-up.
  - The order will be picked and available at the warehouse dock doors at the back of the building. You may come just inside the doors to announce your presence. Within the coming week we will have a bell installed to assist customers.
  - Customers are asked to load their own order, however if they require help our warehouse people will assist
  - No signatures are required to pick-up your order

We hope that all of our customers and employees stay safe and healthy.

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## Cabot Shipping Supplies Limited

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