

Cabot Shipping Supplies Limited

Updated on April 6, 2020

Coronavirus (COVID-19) Response

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

As an important part of the supply chain, we intend to remain open and supply all of our customers with packaging, material handling and safety supplies. Currently, we are not experiencing business interruptions as a result of the virus, however some personal safety products related to infection control are currently unavailable(N95 masks and hand sanitizer specifically).

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 is closed.

Customers are asked to refrain from visiting the office except to pick-up orders at the warehouse dock doors at the back of the building. Please see the ordering procedure below.

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 limited the number of employees working at the office/warehouse location to the minimum required
- We have hand sanitizer stations for our employees, however due to the short supply of hand sanitizer, we are promoting hand washing where possible
- We are sanitizing high traffic areas (door handles, front desk, phones, computer equipment etc...)
- We have implemented a distancing policy within the office of 6 ft
- Our sales reps are not doing out-calls, however are available by phone and email

- The office/warehouse is being cleaned daily

Ordering

- **All orders must be placed online or by phone at 1-800-565-0606 or (902) 468-2057. Our showroom is closed.**
- Customers may pay using the following methods:
 - Over the phone by credit card or account
 - Interac E-Transfer
 - Online
 - Sorry, we are currently not taking payment at the sales desk
- Customers are urged to have their orders shipped/delivered vs pick-up
- We are allowing order pick-up with the following procedure:
 - Place your order by phone [1-800-565-0606 or (902) 468-2057] or online
 - Our customer reps. will call to confirm your order is ready for pick-up. Please do not come to the office/warehouse if you have not received a call confirming your order is ready for pick-up. Customers may 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
 - 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 at this time

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

Cabot Shipping Supplies Limited

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