

March 17<sup>th</sup>, 2020.

Valued customer,

I wanted to communicate that it is Daltco Electric's intention to stay open during this difficult time, as we all deal with the threat of the Corona virus. As the Premier of Ontario stated this morning, it is critical that manufacturing and construction sites stay open in Ontario and their respective supply chains.

It will be our intention to stay open but in a modified way:

- We will be making sales calls on a limited and case by case basis and only when required.
- Any customer, supplier, delivery personnel will be required to answer the four-question questionnaire before entering a Daltco Electric building. We will ask that everyone keep appropriate social distance whenever they are close to a Daltco Electric staff member.
- Daltco Electric's intention is to keep our front doors open and available for customers to pick up material at our counters. If at some point that becomes too risky for our safety, we will close our front doors and rely on delivery and orders via phone and email.
- We are reviewing options such that a few of our staff can work from home, however most of our employees will remain at work at a Daltco Electric building. It is our intention to keep everyone at work and safe!

The enclosed letter and sign will be posted on the home page of our web site: [www.daltco.com](http://www.daltco.com). All ongoing communication will be posted on our site as updates are required.

We thank you for ongoing support and understanding as we move through this challenging time.

Warm regards

Peter Dalton and the team at Daltco Electric.

P.O. BOX 817, 26 LAPPAN'S LANE KINGSTON, ONTARIO, K7L 4X6 • WWW.DALTCO.COM  
PHONE: (613) 546-3677 • FAX: (613) 547-4121 • TOLL FREE: 1-800-2-67-7828 • kingston@daltco.com

KINGSTON

**KINGSTON**  
Box 817, 26 Lappan's Lane  
Kingston Ontario, K7L 4X6  
T. 613-546-3677  
F. 613-547-4121  
Toll Free. 1.800.267.7828  
kingston@daltco.com

**BROCKVILLE:**  
Box 296, 1 Kesco Avenue  
Brockville Ontario, K6V 5V5  
T. 613-345-1411  
F. 613-345-3692  
Toll Free. 1.800.267-8159  
brockville@daltco.com

**OTTAWA (KANATA)**  
93 Hines Road  
Kanata Ontario, K2K 2M5  
T. 613-592-5511  
F. 613-592-5645  
Toll Free. 1.800.267-5876  
kanata@daltco.com

