



212 Dolomite Drive  
 Toronto, Ontario M3J 2N2 Canada  
 Tel.: (416) 661-4228, Fax: (416) 661-8228  
 Email: [info@orbitmoving.com](mailto:info@orbitmoving.com)  
 Web: [www.orbitmoving.com](http://www.orbitmoving.com)  
 Importer / Exporter # 862431434RM0001

## COVID-19 - Internal for Crew - employees.

Orbit International Moving is taking every reasonable precaution to ensure your safety  
 The following guidelines **must be met**. **Please read carefully and sign below.**

### Instructions for Crew members:

- If you are ill: notify your supervisor immediately, Stay home, complete the self-assessment and follow the instructions you get.
- When entering the house, confirm with client that there is only one person in the house
- Not to come closer than 6' to clients at any time including the initial walk through.
- Wear a mask when social distancing of 6' is not possible.
- Sanitize / Wash hands frequently. Orbit will supply you with PPE. (Masks, Gloves and Hand Sanitizer)
- When signing on documents, leave the clipboard on a flat surface, ask client will fill out the required documents and collect when they are done, do not take it from the client's hand.
- Sneeze and cough into your sleeve. If you use a tissue, discard immediately and wash your hands afterward.
- Avoid touching your face, eyes, nose or mouth.
- Wash your clothes as soon as you get home.

### For your protection, this is what we advised clients prior to any move:

- Inform the office prior to moving date If you experienced:
  - If you or anyone at your household has experienced any signs of COVID-19 within the past 2 weeks. Please refer to **Symptoms of COVID-19** below.
  - If you were in close contact with a confirmed or probable case of COVID-19 within the past 2 weeks.
- All Household members should be in quarantine for 2 weeks prior to move date.
- If you or any other family member are unable to quarantine, limit the number of persons at the residence to one. This person should be able to answer all questions related to the move and will also be responsible to do the final inspection as described on your quote.
- Wear a mask while you are in the residence and in the vicinity of the crew.
- Do not enter a room where the crew are working. If you need to communicate anything to them, make sure to keep a distance of at least 6' from any crew member.
- When signing on documents, do not come close to the crew. They will leave the documents on a flat surface. Read, sign, and advise them that it is ready.

### Symptoms of COVID-19 (Please advise us if anyone in the household is experiencing any of the following)

Illnesses associated with the new coronavirus, named COVID-19, are similar to several respiratory illnesses and include fever, dry cough, sore throat and headache. Less frequent symptoms included coughing sputum or blood, headache and diarrhea. Most cases are considered mild to moderate with a subset experiencing more severe illness with shortness of breath and difficulty breathing.

Reported signs and symptoms include:

- Fever (body temperature exceeding 38° Celsius).
- Coughing
- Difficulty breathing
- Pneumonia in both lungs

Thank you for your cooperation,  
 The Team at Orbit International Moving.

Name \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_