



Effective - March 16, 2020 until further notice

## **Brant Mutual's COVID 19 Response**

In response to the Coronavirus (COVID 19), Brant Mutual is taking necessary precautions to ensure the safety of our staff, while maintaining the service to our Broker partners and Member policy holders. In order to protect the safety of our staff, Brokers and our communities to which we serve we are implementing these actions, but are not limited to the following and may be added to as the conditions change:

- Enforcing 14-day quarantine to any employee that have travelled by air, rail, sea or car outside the country, before returning to work.
- Reinforcing the use of proper hygiene with the use of hand sanitizes and hand washing practices upon contact.
- Implementing the practice of social distancing and working from home where possible to reduce the risk of exposure.
- Keep staff informed as things change to make sure we are all operating in a safe and secure environment.
- Email and telephone are the preferred method of communication with our staff.
- Any staff member that is not well should stay home and inform your supervisor so we can monitor the situation at the company level.
- Controlling entry to the workplace to reduce/eliminate all unnecessary face to face interaction with our staff.
- No cash transactions accepted at this time as we will accept VISA Debit, Cheque and Credit card(Mastercard/ VISA).

This action is designed to reduce public interactions for everyone's safety and is subject to change as the government make changes to public policy. Thank you for your patience and understanding with these changes