



**Edmonton (780) 784-0613**

**Red Deer (403) 347-4546**

**Calgary (403) 479-7123**

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Dear Valued Clients,

We are actively monitoring the situation around COVID-19 so that we can continue to provide services to you while protecting our employees and clients. As of March 16, 2020, our Red Deer, Edmonton and Calgary Offices will remain open 8:00 a.m. – 4:30 p.m.

To reduce exposure, we will be implementing the following changes until further notice:

- We are asking all clients to respect a no-contact policy in accordance to social distancing recommendations, including not shaking hands, and not sharing writing implements.
- If you wish to use FaceTime or Skype to communicate with your Project Manager please let them know.
- When materials are delivered drivers will no longer be requesting signatures when dropping off product. Photographs of all deliveries will be taken at site for proof of delivery.
- Product samples can be found on line. If you would like a sample board dropped off at your residence, please contact your project manager. He will drop it at your front door along with documentation that will need to be completed by you. Once you have chosen your colors, etc. please contact your project manager, put the sample board and documentation at your front door and he will pick it up. Our Project Managers can be reached by email or phone.
- We will be increasing the frequency of cleaning our offices.
- We are asking that you wait the recommended 14 days before coming to our office if you have travelled internationally within the last two weeks.

As this pandemic continues to unfold changes may be required, however at this time we are committed to mitigating transmission while continuing to provide service.

Thank you

Clear Choice Roofing & Exteriors Team