



**CANADIAN PROCESS CONTROL ASSOCIATION**

**CPCA COVID-19 Member  
Response Report  
Process Instrumentation & Automation  
April 6, 2020**

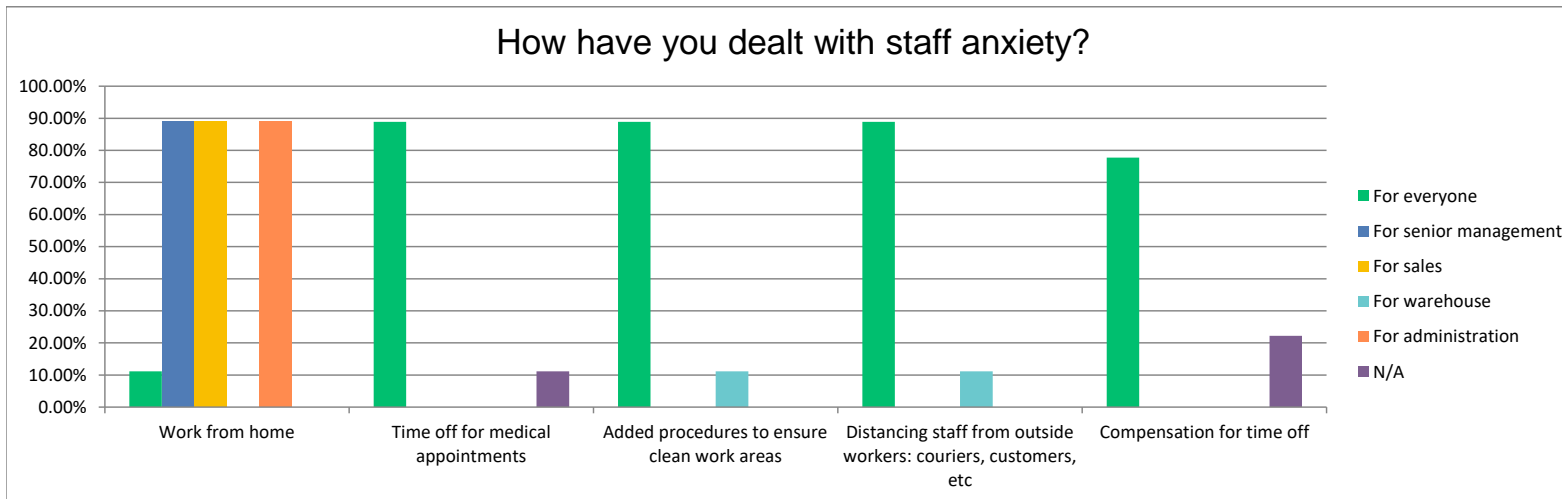
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N0B 1T0

Prepared by  
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CPCA Manager

## CPCA COVID-19 Response

### How have you dealt with staff anxiety?

|   | For everyone | For senior management | For sales | For warehouse | For administration | N/A      | Total |
|---|--------------|-----------------------|-----------|---------------|--------------------|----------|-------|
| Work from home  | 11.11% 1     | 88.89% 8              | 88.89% 8  | 0.00% 0       | 88.89% 8           | 0.00% 0  | 9     |
| Time off for medical appointments                               | 88.89% 8     | 0.00% 0               | 0.00% 0   | 0.00% 0       | 0.00% 0            | 11.11% 1 | 9     |
| Added procedures to ensure clean work areas                     | 88.89% 8     | 0.00% 0               | 0.00% 0   | 11.11% 1      | 0.00% 0            | 0.00% 0  | 9     |
| Distancing staff from outside workers: couriers, customers, etc | 88.89% 8     | 0.00% 0               | 0.00% 0   | 11.11% 1      | 0.00% 0            | 0.00% 0  | 9     |
| Compensation for time off                                       | 77.78% 7     | 0.00% 0               | 0.00% 0   | 0.00% 0       | 0.00% 0            | 22.22% 2 | 9     |
| Other (please specify)  |              |                       |           |               |                    |          | 1     |



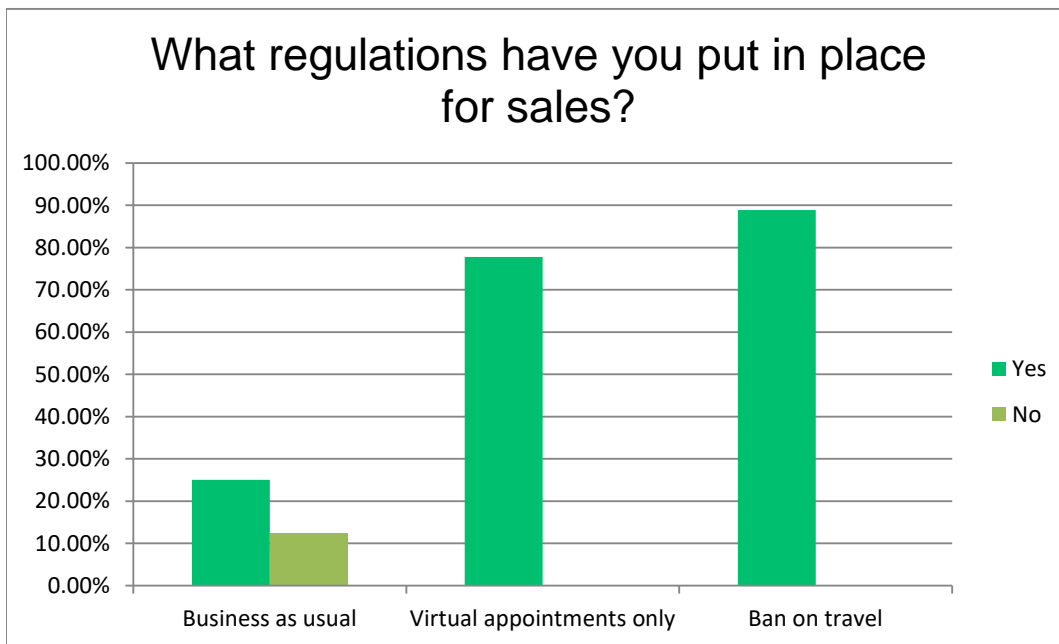
Other (please specify)

Weekly meetings, spread out using vacant offices and work stations, moved 1/2 assembly to training room to spread out staff

## CPCA COVID-19 Response

### What regulations have you put in place for sales?

|                           | Yes    |   | No     |   | Partially |   | Total |
|---------------------------|--------|---|--------|---|-----------|---|-------|
| Business as usual         | 25.00% | 2 | 12.50% | 1 | 62.50%    | 5 | 8     |
| Virtual appointments only | 77.78% | 7 | 0.00%  | 0 | 22.22%    | 2 | 9     |
| Ban on travel             | 88.89% | 8 | 0.00%  | 0 | 11.11%    | 1 | 9     |
| Other (please specify)    |        |   |        |   |           |   | 2     |



Other (please specify)

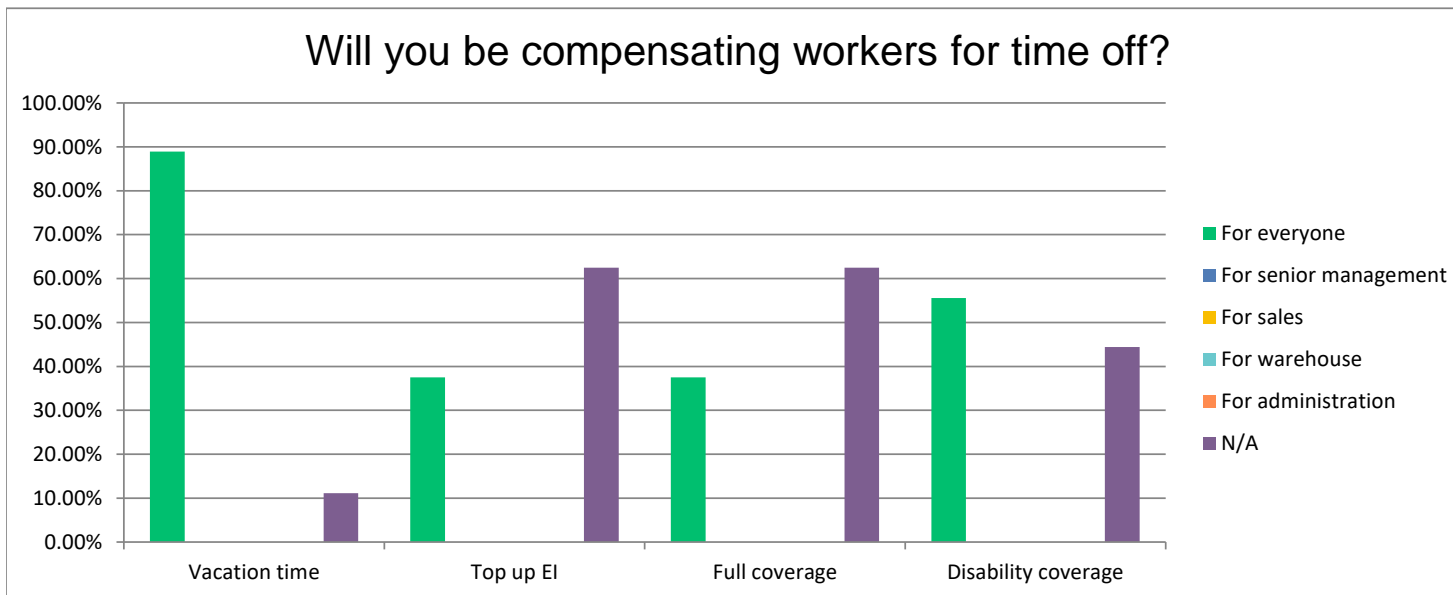
Work from home

Ban on air and train travel. Car travel okay.

## CPCA COVID-19 Response

### Will you be compensating workers for time off?

|                                 | For everyone | For senior management | For sales | For warehouse | For administration | N/A | Total  |   |   |
|---------------------------------|--------------|-----------------------|-----------|---------------|--------------------|-----|--------|---|---|
| Vacation time                   | 88.89%       | 8                     | 0.00%     | 0             | 0.00%              | 0   | 11.11% | 1 | 9 |
| Top up EI                       | 37.50%       | 3                     | 0.00%     | 0             | 0.00%              | 0   | 62.50% | 5 | 8 |
| Full coverage                   | 37.50%       | 3                     | 0.00%     | 0             | 0.00%              | 0   | 62.50% | 5 | 8 |
| Disability coverage             | 55.56%       | 5                     | 0.00%     | 0             | 0.00%              | 0   | 44.44% | 4 | 9 |
| For EI top up, please specify % |              |                       |           |               |                    |     |        |   | 2 |



For EI top up, please specify %

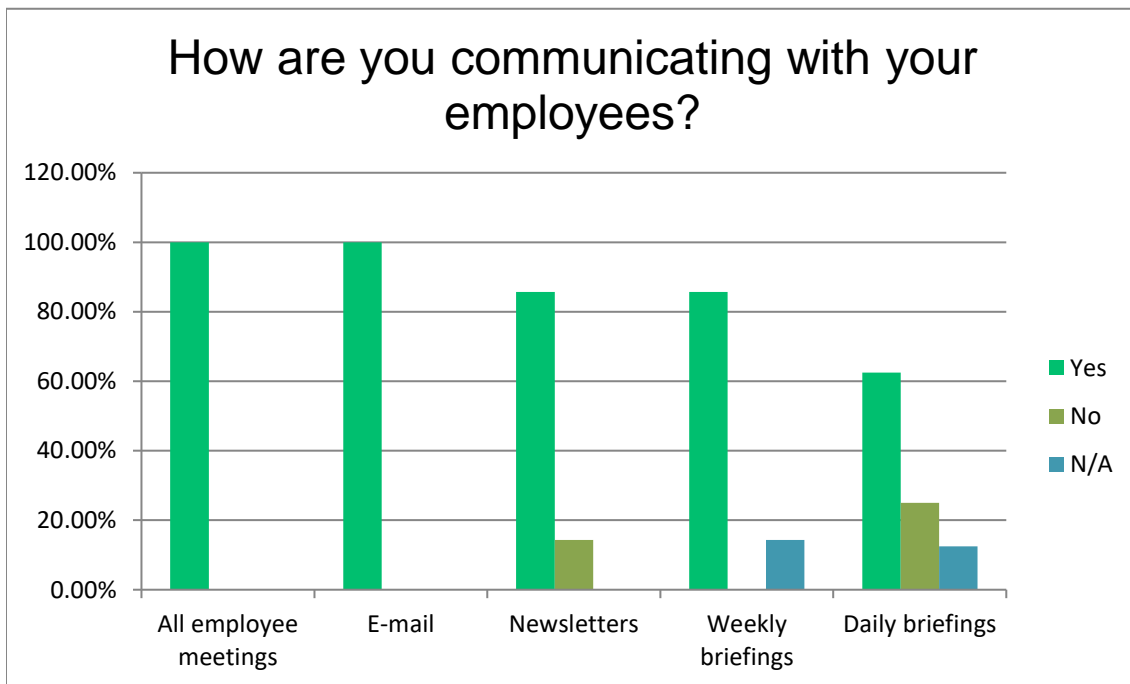
100

50

## CPCA COVID-19 Response

### How are you communicating with your employees?

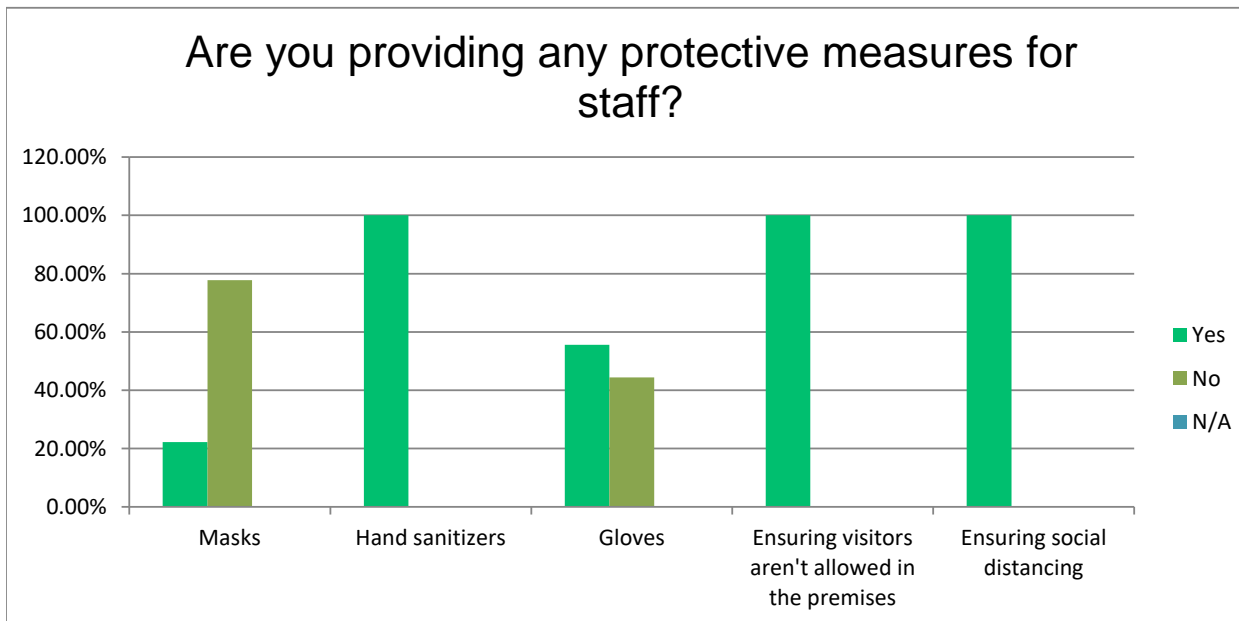
|                       | Yes     |   | No     |   | N/A    |   | Total |
|-----------------------|---------|---|--------|---|--------|---|-------|
| All employee meetings | 100.00% | 8 | 0.00%  | 0 | 0.00%  | 0 | 8     |
| E-mail                | 100.00% | 9 | 0.00%  | 0 | 0.00%  | 0 | 9     |
| Newsletters           | 85.71%  | 6 | 14.29% | 1 | 0.00%  | 0 | 7     |
| Weekly briefings      | 85.71%  | 6 | 0.00%  | 0 | 14.29% | 1 | 7     |
| Daily briefings       | 62.50%  | 5 | 25.00% | 2 | 12.50% | 1 | 8     |



## CPCA COVID-19 Response

### Are you providing any protective measures for staff?

|  | Yes     |   | No     |   | N/A   |   | Total |
|--|---------|---|--------|---|-------|---|-------|
| Masks  | 22.22%  | 2 | 77.78% | 7 | 0.00% | 0 | 9     |
| Hand sanitizers                                  | 100.00% | 9 | 0.00%  | 0 | 0.00% | 0 | 9     |
| Gloves   | 55.56%  | 5 | 44.44% | 4 | 0.00% | 0 | 9     |
| Ensuring visitors aren't allowed in the premises | 100.00% | 9 | 0.00%  | 0 | 0.00% | 0 | 9     |
| Ensuring social distancing                       | 100.00% | 9 | 0.00%  | 0 | 0.00% | 0 | 9     |
| Other (please specify)                           |         |   |        |   |       |   | 1     |

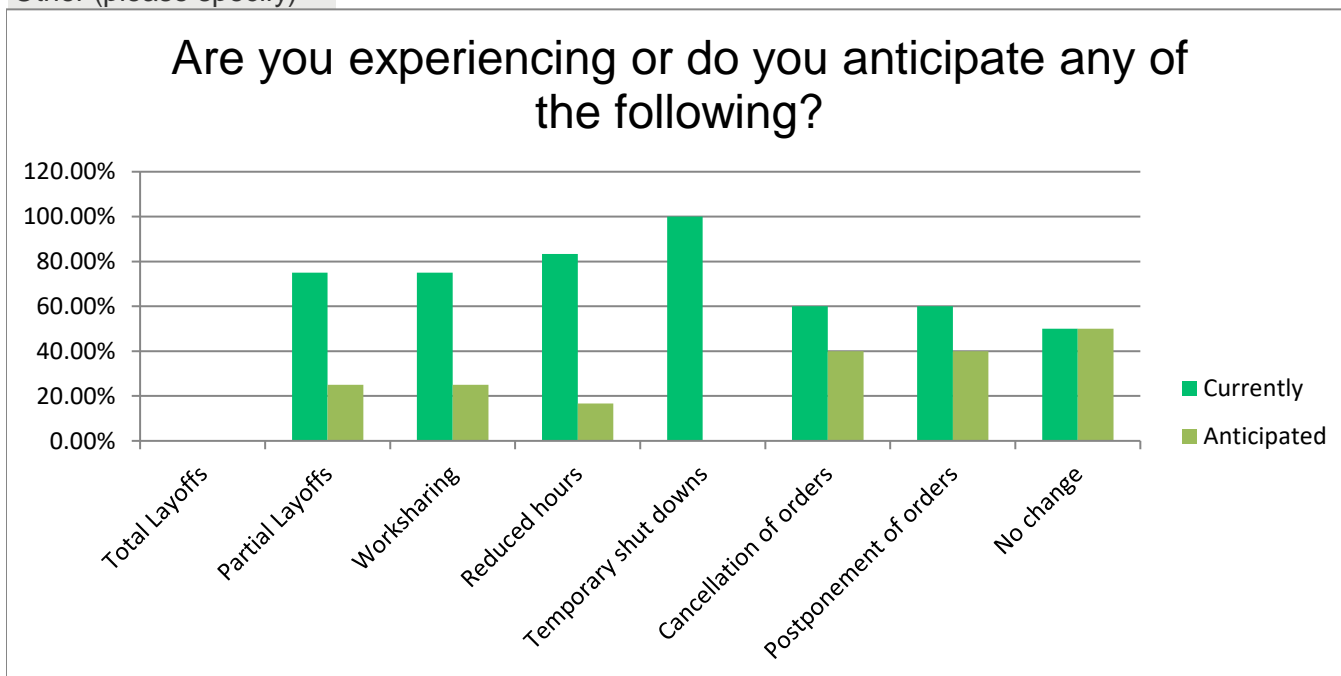


Other (please specify)  
virtual meetings

## CPCA COVID-19 Response

Are you experiencing or do you anticipate any of the following?

|                        | Currently |   | Anticipated |   | Total |
|------------------------|-----------|---|-------------|---|-------|
| Total Layoffs          | 0.00%     | 0 | 0.00%       | 0 | 0     |
| Partial Layoffs        | 75.00%    | 3 | 25.00%      | 1 | 4     |
| Worksharing            | 75.00%    | 3 | 25.00%      | 1 | 4     |
| Reduced hours          | 83.33%    | 5 | 16.67%      | 1 | 6     |
| Temporary shut downs   | 100.00%   | 1 | 0.00%       | 0 | 1     |
| Cancellation of orders | 60.00%    | 3 | 40.00%      | 2 | 5     |
| Postponement of orders | 60.00%    | 3 | 40.00%      | 2 | 5     |
| No change              | 50.00%    | 1 | 50.00%      | 1 | 2     |
| Other (please specify) |           |   |             |   | 1     |



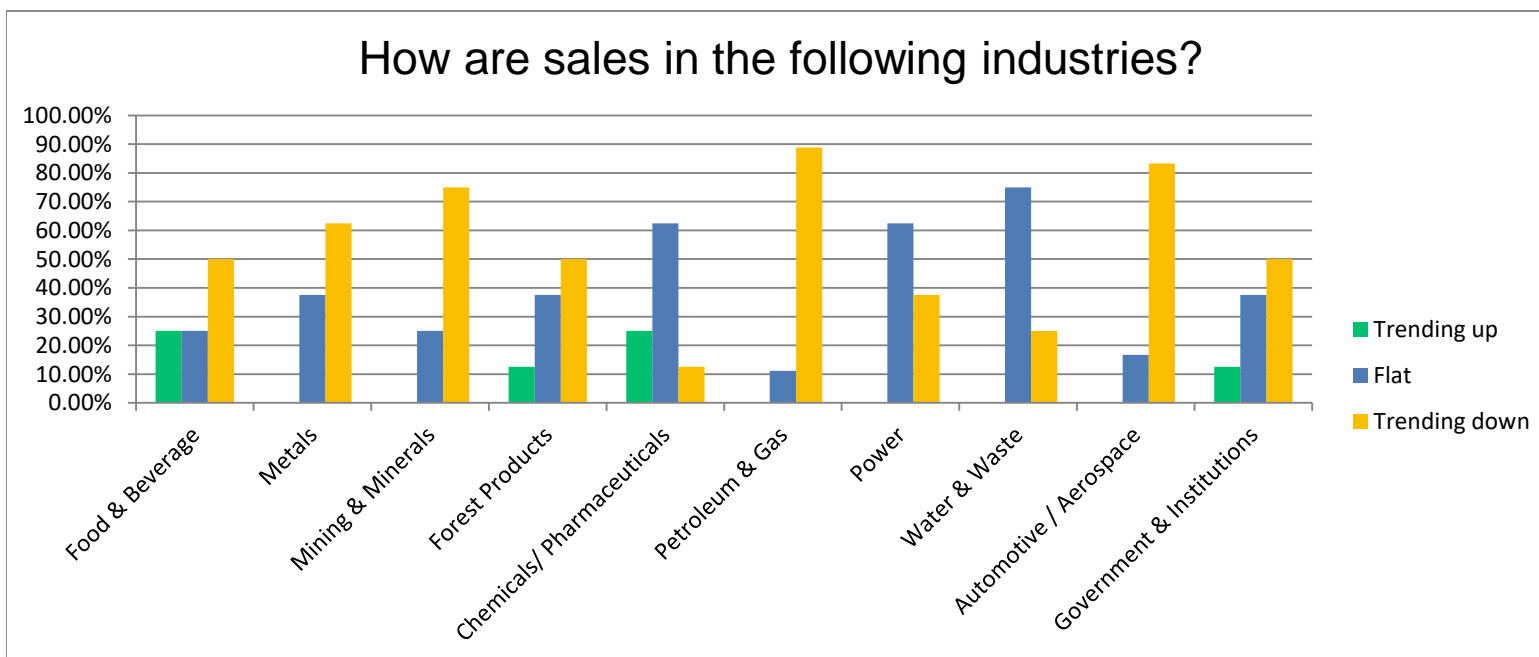
Other (please specify)

Expecting a 30-50% loss of business short term

## CPCA COVID-19 Response

### How are sales in the following industries?

|                            | Trending up |   | Flat   |   | Trending down |   | Total |
|----------------------------|-------------|---|--------|---|---------------|---|-------|
| Food & Beverage            | 25.00%      | 2 | 25.00% | 2 | 50.00%        | 4 | 8     |
| Metals                     | 0.00%       | 0 | 37.50% | 3 | 62.50%        | 5 | 8     |
| Mining & Minerals          | 0.00%       | 0 | 25.00% | 2 | 75.00%        | 6 | 8     |
| Forest Products            | 12.50%      | 1 | 37.50% | 3 | 50.00%        | 4 | 8     |
| Chemicals/ Pharmaceuticals | 25.00%      | 2 | 62.50% | 5 | 12.50%        | 1 | 8     |
| Petroleum & Gas            | 0.00%       | 0 | 11.11% | 1 | 88.89%        | 8 | 9     |
| Power                      | 0.00%       | 0 | 62.50% | 5 | 37.50%        | 3 | 8     |
| Water & Waste              | 0.00%       | 0 | 75.00% | 6 | 25.00%        | 2 | 8     |
| Automotive / Aerospace     | 0.00%       | 0 | 16.67% | 1 | 83.33%        | 5 | 6     |
| Government & Institutions  | 12.50%      | 1 | 37.50% | 3 | 50.00%        | 4 | 8     |

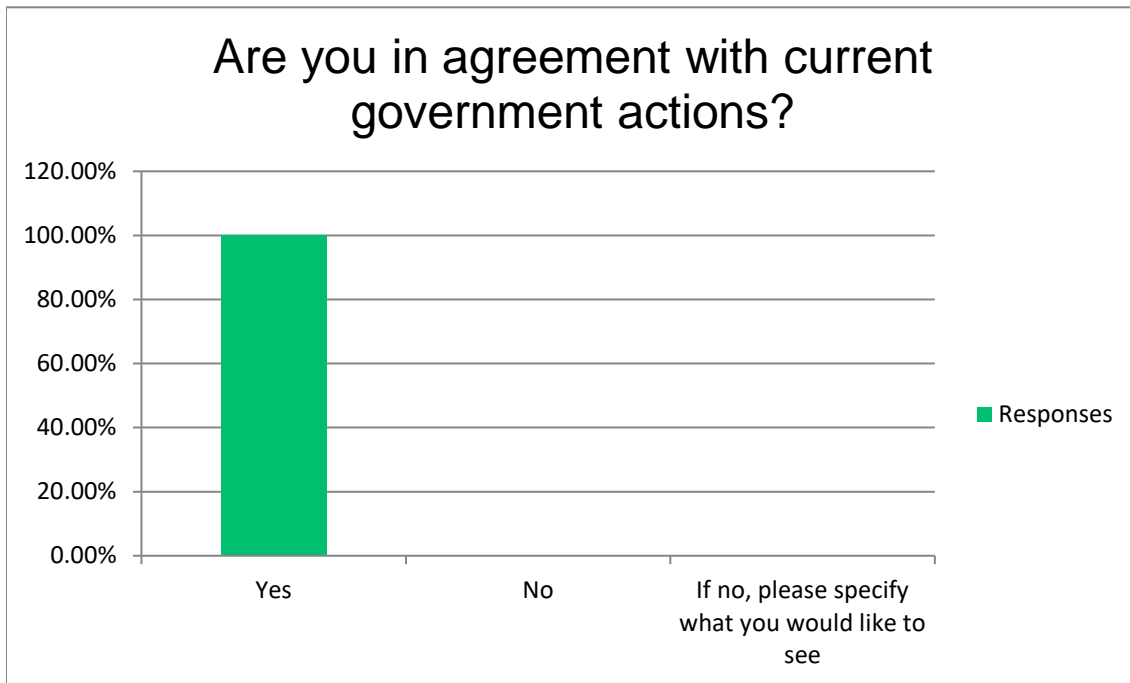




## CPCA COVID-19 Response

### Are you in agreement with current government actions?

| Answer Choices                                   | Responses |   |
|--|-----------|---|
| Yes  | 100.00%   | 9 |
| No   | 0.00%     | 0 |
| If no, please specify what you would like to see | 0.00%     | 0 |



## CPCA COVID-19 Response

### What can we do to help you?

#### Responses

Nothing

Keep us informed of industry opinion of the current situation

Continuously update us with current industry trends as well as how government decisions will impact the way we operate

### Let's make a difference together, share ways your company and/or you have been helping others

#### Responses

Open communication with others in the industry, even competitors

Weekly virtual meetings on COVID updates

### How many people in your company have been directly impacted by the virus?

#### Responses

180

0

none currently infected

too difficult to say

0

0

0