



WEST COAST PRECIOUS METALS INC.

Integrity * Commitment * Service

Purchasing, Assaying and Refining Gold,
Silver, Platinum and Palladium since 1982



PREVENTING THE SPREAD OF COVID-19

By now, all Americans have a more-than-passing familiarity with the fast-spreading world pandemic known as the 'Corona Virus' or 'COVID-19'.

As of this writing, there is neither a cure nor a vaccine. Compounding the problem is the fact that the disease does not affect all victims similarly. The very young could be infected but asymptomatic, and young to middle-aged adults could experience mild to serious flu-like symptoms, whereas the elderly could develop very severe respiratory distress resulting in death.

Regardless, the smart and only way to defend against infection is to assume everyone is a potentially infected carrier, and, to adopt and practice strict common-sense protective measures.

The current economic shutdown has subjected everyone, especially small businesses, to severe financial hardship. Our ability to convert your precious metal scrap into immediate net revenue will certainly help stimulate cash flow which is so critical to re-starting your business.

With your cooperation, we believe this can be done in a safe manner that not only protects our Purchasing Reps, but also our valued customers and their staff from COVID-19. Accomplishing this is the express purpose of this pamphlet.



PROTECTIVE PROCEDURES CHECKLIST

PREPARING FOR AN IN-OFFICE TRANSACTION

Our visit will be smooth, quick and with minimal disruption if you;

MAKE AN APPOINTMENT: We can come to you almost any time, even before your office opens, after it closes, during your lunch hour, or on the day your office is normally closed. Call your local Purchasing Rep or our main office @ 800-353-6563 to schedule an appointment at your convenience.

DESIGNATE ONE PERSON TO WORK WITH OUR REP: The Rep will ask for this person by name when they arrive and interact with only that person.

STERILIZE YOUR SCRAP FOR HANDLING: The two best methods are;

Autoclave: Layout scrap one layer deep on a tray and run normally. When cool transfer to a single zip-lock bag. (No need for special or individual, sterile packaging.)

Alcohol Bath: Put scrap in a watertight, plastic container. (Our collection cups have a watertight lid.) Add enough of isopropyl alcohol to cover the scrap. Agitate briskly for 3 to 5 minutes. Pour off excess alcohol & seal the cup.

PREPARE A WORK AREA: Two square feet of counter space in a room where other staff traffic can be excluded during the transaction is perfect.

PERSONAL PROTECTION

There are two known methods for COVID-19 to be passed to another human, and fortunately, there are two easy methods for preventing infection.

WEAR A MASK: COVID-19 becomes airborne when an infected person sneezes (in nasal mucous), coughs (in sputum), or even speaks too close to someone (in saliva). An uninfected person becomes infected by inhaling these atomized vapors. Filtering out infected material before inhalation is easily accomplished by wearing a cotton fiber mask that seals against the wearers face (Surgical masks do not completely seal). Wearing a MN-95 or similar fitted mask will not only prevent a person from becoming infected, it will also prevent an infected person from spreading the virus.

WEAR CLEAN SURGICAL GLOVES: It is known that COVID-19 can live outside the body for periods of time (metal & plastic-72 hrs; paper-24 hrs; teeth & crowns-?). Touching these surfaces and then touching the eyes, nose or mouth will pass the infection. Surgical gloves will prevent the virus from being transferred to your skin, and, disposing the gloves and washing your hands with soap for twenty seconds will eliminate the threat.

PRACTICE SOCIAL DISTANCING & avoid physical contact.

DISINFECTING & CLEANUP

DISINFECT: Wipe down the countertop, and, anything used in the transaction (scales, calculator, pens, containers, etc.) with alcohol wipes or a disinfectant cleaner containing bleach.

DISPOSE: Handle & discard any refuse (paper towels, bags gloves, etc.) as if they are a biohazard (they just might be).

CLEAN OR REPLACE GLOVES: Contaminated gloves can be safely cleaned with soap & hot water and/or a disinfecting alcohol spray but replacement is safer.

WE'LL DO IT YOUR WAY-Give us a call!

OPTION #1: IN-OFFICE TRANSACTION

- Call your Purchasing Rep or our main office and request an in-office appointment
- Designate one office staff member to participate in the transaction.
- Follow the personal protection procedures outlined in this pamphlet

OPTION #2: OUTSIDE-OFFICE TRANSACTION

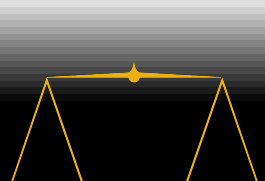
- Call your Purchasing Rep or our main office and request an outside-office appointment.
- Our Rep and your designated staff member agree on when, where and how you're going to meet.
- Follow the personal protection procedures outlined in this pamphlet

OPTION #3: NO-CONTACT CURBSIDE PICKUP

- Call your Purchasing Rep or our main office and request a curbside pickup
- Our Rep will call when they are outside your office for pickup
- Our Rep will call with details & estimates for your approval before processing your scrap material

OPTION #4: PRE-PAID MAILER

- Call your Purchasing Rep or our main office and request a pre-paid mailer
- Our Rep will deliver the mailer to your office receptionist
- Double bag your scrap, add padding if necessary, seal the envelope and drop it in USPS mail
- Our Rep will call with details & estimates for your approval before processing your scrap material



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