



COVID 19 Response Procedures

We, as a company, in an effort to keep our staff as well as our customers as healthy and safe as possible during the current COVID 19 pandemic, have implemented the following procedures.

As a company, at our location we have implemented the following procedures:

- We will be wiping down surfaces that people touch like door handles at least 3 times a day and will have hand sanitizers near those surfaces.
- Spraying Lysol on doors and counters, lights switches, alarm systems at least 3 times a day.
- We are trying to maintain a 6-foot distance from all customers and employees as much as possible.
- Employees are not to report to work if they are showing any signs of coughing, fever, or shortness of breath.
- We have hand sanitizers spread throughout our facility
- We are having no sales calls by outside vendors until further notice.

Additionally, our staff is to adhere to the following CDC guidelines:

- Avoid close contact with people who are sick
- Take everyday preventive actions
- Clean your hands often
- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing, or having been in a public place.
- Use the hand sanitizer that contains at least 60% alcohol that we have in our service trucks.
- Wash your hands after touching surfaces in public places.
- Avoid touching your face, nose, eyes, etc.
- Clean and disinfect your home to remove germs: practice routine cleaning of frequently touched surfaces (for example: tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks & cell phones)
- Avoid crowds, especially in poorly ventilated spaces. Your risk of exposure to respiratory viruses like COVID-19 may increase in crowded, closed-in settings with little air circulation if there are people in the crowd who are sick