



Company Policy: Coronavirus (COVID-19) Precautions

In the Field

- Any employee not feeling 100% and has any symptoms of sickness will be sent home until they are feeling healthy again
- Service technicians will wear gloves when in a customer's home.
- Wash your hands before and after a call using soap and water for at least 20 seconds
- Avoid touching your eyes, nose or mouth
- Avoid physical contact with others. Hand shaking is not necessary.
- Use sanitizing wipes if available to wipe down iPad screens

In the Office

- Any employee not feeling 100% and has any symptoms of sickness will be sent home until they are feeling healthy again
- "High touch" surfaces and objects will be disinfected daily. These include: counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, computer mouse, etc.
- Wash your hands regularly using soap and water for at least 20 seconds
- Avoid touching your eyes, nose or mouth