

CORONAVIRUS _ COVID-19 PANDEMIC CRISIS GUIDELINES

For use by Approved Plumbing Co. starting March 19, 2020

*This is a team effort and we want
to keep everyone safe and healthy.*

1. **All employees** to wash their hands with soap for 20 seconds *upon entering and exiting shop*
2. **All employees** to avoid physical contact and stay 3 feet away from everyone
3. **All employees** to test for a fever *before and after work*
4. **All employees** to cleanse conference room phones *after use*
5. **All employees** only use their assigned work stations and their assigned trucks and their tools
6. **All employees** to sterilize their work stations *once per day*
7. **All employees** to keep phones, tablets, and tools in their work stations and sterilize *frequently*
8. **Office staff** to screen clients using script
 - ✓ Have you traveled outside the US or been in contact with anyone who has?
 - ✓ Is there anyone in your home or have you been in contact with anyone that is sick or has been exposed to Coronavirus?
 - ✓ Does anyone in your home have any underlying health issues or are considered at risk?
 - ✓ As the new standard, we always wear booties and wear rubber gloves upon entering your home. Would you like us to wear a respirator as well?
 - ✓ Do you have any other concerns for Health Safety?
9. **Office staff** to sterilize shop
 - ✓ All door handles, light switches, community table tops *twice per day*
 - ✓ All kitchen areas, refrigerator, coffee pot, and microwave *twice per day*
 - ✓ All cabinetry doors and drawers *twice per day*
 - ✓ All toilet handles, toilet seats, paper towel handles, bathroom areas *twice per day*
 - ✓ All other locations frequently touched *twice per day*
10. **Field staff** to wear rubber gloves *upon entering and exiting job sites*
11. **Field staff** to use alcohol-based hand sanitizer *before and after service calls*
12. **Field staff** to wear respirators / face masks *as needed and upon request*
13. **Field staff** to sterilize job sites *upon completion*
14. **Field staff** to sterilize vehicle dashboards, steering wheels, blinkers, digital buttons, handles, shelves, and other frequently touched locations *at the end of the day*