



COVID-19 SAFETY PLAN

Outside vendors and visitors (which we are limiting whenever possible) are required to wear masks while in the building.

We have implemented a No Contact Will Call process so that customers do not need to congregate in the Will Call vestibule or interact with employees.

Masks have been made available to all employees. Masks should be worn at all times.

No on-site meetings are being held in the office, unless absolutely necessary.

Sales meetings have been cancelled indefinitely and we've asked sales personnel to limit visits to the office to essential trips only.

We have limited the number of employees allowed in the breakroom and ask employees to observe the social distancing guidelines of 6 feet.

Please remember to *watch for symptoms*

- Fever
- Cough
- Shortness of breath

And use everyday *preventive actions* to help prevent the spread of respiratory diseases, including:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.