



## Operation COVID19

\*Change 6:00 start time to 5 staggered start times. 5:30, 5:45, 6:00, 6:15, 6:30. Each manager will only work with their team. No more than 10 people.

**\* Employees are required to keep 8-foot separation between colleagues and/or any other people. Focus on social and work distancing**

\*No more than 2 people per single cab truck and 4 people per crew cab truck. exceptions are made for employees who need to use personal vehicles to accomplish this. Mileage reimbursement must be approved.

\*Trucks are to be cleaned at the end of every day.

\*Crew Leaders must clock in their crew. Do not pass phone around for them to clock-in

\*Every employee (office and field) is screened with questions before starting work.

1. Do you currently have a fever? Or have you had a fever in the last week?
2. Do you have a cough.
3. Do you have shortness of breath.
4. Do you have vomiting/nausea.
5. Do you have diarrhea or stomach issues.
6. Have you been in contact with anyone with a confirmed or suspected case of the Coronavirus.

Any employee that answers yes to any question will be asked to return home and HR will be notified to receive additional instructions.

\*All employees will wash hands before entering trucks and encouraged to wash hands throughout day.

\*Do not share tools/equipment

\*All employees who go to gas stations must wash hands after filling. Utilize towels in restroom to open doors while leaving gas station. No eating or hanging out at gas stations

\*Water coolers and ice machines are not to be used until further notice.



\*Deliveries to be received outside of office doors. Packages should be opened, and all exterior packaging to be thrown in dumpster. Employee should wash hands directly after handling any deliveries or mail.

\*All meetings with customers will be through phone or video conferences. No meeting with customers in person until further notice.

\*No company travels via airlines.

\*Remote working where possible for office staff is approved until April 15<sup>th</sup>.

\*All office workstations must be a minimum of 8 feet apart.

\*All interior doors are propped open so that touching, and opening is a minimum.

\*All workspaces must be cleaned and wiped down before starting and again at completion.

\*office kitchens and break areas are closed until further notice.

\*In addition to the guidelines above, all employees should take responsibility on their own and take full hygiene precautions following guidelines by CDC or local and federal government entities.