

COVID-19 JOB SAFETY POLICY for PIPELINE PLUMBING

Date: March 24, 2020

Due to the unprecedented nature of COVID-19, the following guidelines are set forth for the protection of **PIPELINE PLUMBING'S** customers and employees. All employees of **PIPELINE PLUMBING** should follow these protective guidelines on the company premises and while acting in the employment of **PIPELINE PLUMBING** during any company business. These new guidelines will be the normal protocols for **PIPELINE PLUMBING** until after the COVID-19 epidemic. The list is not all-inclusive and the failure to identify any particular prohibited action does not suggest it is permissible. These new guidelines were adopted from the CDC and government recommendations and may be updated at anytime.

The following actions are now standard:

1. The use of personal protective equipment at each job location. (disposable gloves, eye protection and face/dust masks, booties when available)
2. There will be a no handshaking policy when greeting customers, contractors or anyone else you may come into contact with on the job.
3. Following all of the State guidelines, during work, for safety for the COVID-19 virus.
4. Each employee is expected to practice social distancing by maintaining six feet of separation from other staff and customers while at the office, jobsite or customers home.
5. Each employee is encouraged to frequently wash their hands for at least 20 seconds where facilities are available, and if not available, use hand sanitizer/hand wipes provided by the company.
6. Each employee is expected to keep their personal work areas clean and disinfected with wipes, bleach or antibacterial cleaner. (truck or desk area)
7. No sharing of tools or office equipment (staplers, computers, calculators).
8. IF the employee feels unwell, please contact the manager on duty. You will be expected to not come into work.
9. IF the customer or someone in their residence is sick, the employee can refuse the job for safety reasons. Please notify the office or manager on duty.
10. No customer should be put in harm's way of potential COVID-19 infection.
11. The designated officer at Pipeline Plumbing to establish, implement and enforce social distancing policies will be Lori F.
12. Each Plumber will be responsible for ensuring the social distancing guidelines are met on their jobsites.
13. Employees are not allowed to use company time or vehicles to travel for any non essential, non-work related purposes.
14. The company will facilitate tele-work and at home work for office employees to the maximum extent possible or attempt to provide rotational shifts in the office. There are some duties which cannot be performed at home, and we will require staff to be in the office.

Your health and safety is very important to us as this evolves and we learn more information. We will continue to monitor State and Federal Regulations and adjust this policy accordingly, in order to comply with regulations as well as keep our customers and staff safe.

