

GUIDELINES FOR PROMOTING HEALTH AND SAFETY

- Follow all CDC guidelines for social distancing and hygiene.
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/workplace-school-and-home-guidance.pdf>
- Employees are required to wear the minimum PPE of an N95 mask and rubber gloves at any time they are interacting with our customers.
- Employees are required to wear the minimum PPE of an N95 mask and rubber gloves at any time they are interacting with each other while working at RestoreCore.
- Definition of interacting is to be within 6 feet (if you can both reach out your arms and touch hands you are within 6 feet). This includes in the shop, office or break room.
- Clean and disinfect surfaces that you use on a regular basis.
- No ride sharing with other RestoreCore employees. If this is not feasible, then talk to your manager to make sure that proper precautions are being followed.
- No shaking hands, fist bump, elbow nudges or any other touching. Saying “Hello” and “Hey” are still allowed.
- Wipe down interior of vehicle after every interaction.
- Wipe down steering wheel, seat belt, hands, phone, pens and pencils a minimum of daily.
- Follow all other CDC guidelines
- Keep spray bottles in high touch points in the warehouse such as break rooms, bathrooms entrances, work stations, mop sinks, supply rooms etc. Spray fixtures and work stations after use.
- Use hand sanitizer regularly while in the office.
- We will ULV Fog our entire office and warehouse on a regular basis.
- Wipe down or spray disinfectant with hand held mister all equipment prior to putting back in vehicle.
- Limit the number of people that can be in the warehouse at any one time, stagger coming and going, get what you need and leave so the next person can get what they need.
- Mixing materials to the EPA label is essential – 2 oz per gallon. Measuring cup must be used.
- Do not enter anyone else’s work station or office.
- All company meetings will be held virtually.
- Download and learn how to use Microsoft Teams.

These controls are subject to change, and are being put in place to protect all of us from illness, quarantine and inability to service our customers.