

## WORKPLACE BEHAVIORS

- ▶ Do not shake hands
- ▶ Maintain 6 feet between yourself and others
- ▶ Physical barriers have been added to workstations
- ▶ Observe capacity limits posted on conference room doors
- ▶ Only prewrapped food products shall be served in group settings
- ▶ Community utensils have been removed from break areas
- ▶ No visitors permitted on premises
  - Exceptions are made for customer witness testing & project troubleshooting
- ▶ Airplane travel requires VP approval
- ▶ Work-from-home arrangements must be approved by branch managers

## PPE, CLEANLINESS & SANITATION

- ▶ Face coverings are required when social distancing is not attainable
  - Contact the Safety Department if you are in need of a face covering
- ▶ Wash your hands frequently for at least 20 seconds with warm water
- ▶ Hand sanitizer is available at all jobsites and offices
  - Use hand sanitizer between hand washing
  - Use hand sanitizer when soap and water are not available
- ▶ Cover coughs and sneezes in the crook of your elbow
- ▶ Avoid touching your face
- ▶ Clean and sanitize your work area frequently
- ▶ Tool sanitizer is available through the tool manager
- ▶ Observe all customer protocols and requirements when applicable



## ILLNESS & CONTACT REPORTING

1. Contact your supervisor and stay at home if any of the following apply to you:
  - You are experiencing symptoms of COVID-19
  - You have tested positive for COVID-19
  - Someone you have been in close contact with has tested positive for COVID-19
  - A health authority has contacted you as part of a contact tracing effort due to potential exposure to an infected person
2. Contact Human Resources Manager Sharon Gonzalez at [sharon.gonzalez@pieperpower.com](mailto:sharon.gonzalez@pieperpower.com)