



**PIEPER ELECTRIC, INC.** | Solutions Powered by People Since 1947

March 25, 2020

As global concern about the COVID-19 grows, Pieper Electric is doing our best to keep the health and safety of all people in our offices and on our jobsites top of mind, while minimizing the disruptions to our day-to-day operations.

### **Our First Priority: Health and Safety**

First, know that our first priority is the health and safety of all of our employees, customers and visitors — as well as the communities in which we all live and work. It is important for us to be proactive to protect employees and the broader community in the effort to limit the spread of COVID-19. We will be following public health guidance as we determine how best to manage this rapidly-changing situation in the weeks ahead.

We are taking the following steps to help ensure the health and safety of all our employees during this situation:

### **In Our Offices:**

- Working with the cleaning service to enhance sanitation procedures as part of our daily cleaning of all buildings.
- Implemented additional, more frequent cleaning procedures of high-touch areas (e.g., door knobs, elevator buttons, etc.)
- Limiting non-essential business travel effective immediately.
- Employees returning from one of the CDC-designated areas internationally or domestically are asked to contact our offices for further guidance.
- Informing vendors to conduct business via phone and email in lieu of visiting our offices.
- Prohibiting all other visitors and requiring new employees to complete a screening form before entering any of our buildings to help ensure they are not a carrier and have not traveled from any of the impacted areas.
- Limiting non-essential group meetings, making arrangements to conduct as much work as possible via telephone or web conference.
- Staff who can effectively work from home have been given the option to do so.

### **In the Field:**

- Communicating key CDC recommendations, providing FAQ's, and posting signage on how to prevent the spread of the disease where appropriate.
- Working with our customers to determine how work should proceed on job sites while providing conditions protective to our employees, our customers and all others on the job site.
- Providing signage at all job sites (*see right*)
- Increasing job site cleaning and sanitizing, including equipment, materials, PPE and areas -employees use on a regular basis.
- Encouraging all employees to maintain a high standard of personal hygiene.
- Maintaining Social Distancing and limiting gatherings at the job site, including normal gathering areas such as lunch/break areas, meeting spaces, etc.

### **Safety & Health Reminders COVID-19**



- ▶ Wash hands frequently, using soap, for at least 30 seconds
- ▶ If you cannot wash your hands, use hand sanitizer
- ▶ Keep your worksite clean, sanitizing frequently



- ▶ Practice Social Distancing by maintaining 6-feet between one another
- ▶ No group meetings should occur at the job site



- ▶ Cover coughs and sneezes in the crook of your elbow
- ▶ Avoid touching your face
- ▶ Do not shake hands

*If you are having trouble breathing or have had symptoms within the past 48 hours, including: fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue, contact your supervisor immediately.*



**PIEPER ELECTRIC, INC.** | Solutions Powered by People Since 1947

- Encouraging the use of virtual meetings and other technologies to perform necessary group interactions.

#### **Steps We Have Asked All of Our Employees to Take**

- If you are sick, stay home - for your own benefit, and for your colleagues.
- Wash your hands, frequently: One of the best ways to protect yourself and others is to wash your hands frequently with soap and water for 20 seconds. If soap and water are not readily available, using an alcohol-based hand sanitizer with at least 60% alcohol. We encourage all employees to do so as they enter the building, as well as periodically throughout the day. Signage about stopping the spread of the virus has been placed throughout the facilities.
- Support daily sanitation efforts by wiping down workspaces, common areas, entrances and exits periodically
  - Sanitizing materials have been placed throughout the facilities for this purpose.
- If you are returning from one of the CDC-designated areas internationally or domestically, contact your manager for further guidance.
- Covering coughs and sneezes, into the elbow or into a sleeve, not hands

As we've seen over the past few days, conditions with COVID-19 are rapidly changing. We will continue to monitor and update our approach based on the latest updates from the World Health Organization, the CDC, State and local health agencies. It is through all of our collective efforts that we can reduce the risk to each other.

Thank you for your diligent efforts,

Rick Parra  
President