

COVID-19 POLICY & PROCEDURES

As per Governor Wolf's directives beginning March 12, 2020, *T.S.B. Inc. dba Schultheis Electric* has adhered to all orders to mitigate transmission of the virus including the suspension of work at all jobsites and reducing office personnel to minimum levels as circumstances allow. *T.S.B. Inc.* has been declared an essential service provider and is exempt from the mandated non-essential business closures. As such, we are continuing our dedication and mission of supporting our community by providing emergency service to both industrial and residential customers in times of need while maintaining our high standards of prioritizing the safety of our employees and clients.

The purpose of our written procedure is to reduce the possibility of infection and/or spread of infection of the novel COVID-19 virus. The program describes actions which are required of all office and field personnel while they are conducting business on behalf of *T.S.B. Inc.* Any additional recommendations of best practices or personal hygiene from the CDC will be communicated to employees.

We request and appreciate your cooperation in following the outlined policies and procedures implemented at our facility. Please reach out to us with any questions or concerns.

Sincerely,

T.S.B. Inc. dba Schultheis Electric

Employee Hygiene

- Employees will sanitize hands through use of sanitizer or by washing hands with soap and water for 20 seconds prior to and after touching any surfaces.
 - Employees will clean hands upon initial arrival at the jobsite and also before departing at the end of their shift.
- Personal protection equipment (PPE) is not to be shared.
 - Reusable PPE must be sanitized per manufacturer's instruction prior to and after every use.
 - Used PPE that is discarded must be disposed of properly in a sealed trash bag.
- Tools are not to be shared unless absolutely required. If items must be shared, use proper cleaning methods between exchange and before/after use.
- Sanitize reusable supplies and equipment before and/or after use
- Disposable gloves are to be worn when touching any common surfaces, when job tasks permit. The gloves will be disposed of in a trash bag after use and are not under any circumstances to be reused. Once latex gloves are removed, employees will wash hands.
 - Gloves should not be worn as a substitution to arc flash rated gloves or if the disposable gloves create a risk of endangering electrical employees.

Routine Environmental Cleaning

- Disinfecting wipes or sanitizing sprays are available to employees to use. If supplies run short, a bleach mixture will be made according to CDC standards:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water
 - 1 cup bleach per 3 gallons of water
- Clean daily or more often: doorknobs, keyboards, counters, light switches, and other common, high-touch surfaces

- Clean desk and cell phones and iPads/tablets/laptops and avoid sharing equipment with coworkers
- Clean and disinfect shared workspaces
- Routinely clean all frequently touched surfaces including tools and workstations
- All vehicles including heavy equipment will be disinfected prior to each use. (steering wheels, radios, doors, gear shifts, etc.)
- Use disposable hand towels and no-touch trash bins

Employee Illness or COVID-19 Exposure

- Any employee experiencing symptoms such as fever, cough, or shortness of breath is NOT to report to work. Employees should seek medical attention if they have or develop any symptoms. The main office should be notified of any symptoms.
- Employees demonstrating **Emergency Warning Signs** for COVID-19 should seek **immediate medical attention**.

Social Distancing guidelines as established by CDC

- Practice maintaining a safe distance from others (minimum 6 feet) including coworkers, contractors, property and business owners, project delivery drivers, and material suppliers.
- Avoid touching others or shaking hands.
- Utilize virtual meetings whenever possible.
- Cough or sneeze into elbow.
- Avoid touching eyes, nose, mouth, and face with unwashed hands.
- **IF YOU ARE SICK OR ARE DISPLAYING SYMPTOMS OF COVID-19, STAY HOME.**
- Designated Representative will ask employees standard screening questions before permitting them access to the worksite.
- Do not congregate in lunch areas.
- Limit the number of people on a jobsite.
- Perform as much work from your vehicle as possible to limit time and visits into the project field office. Use the main office/ field office for essential functions only.
 - Project meetings should be conducted through virtual means.
 - Any work that can be conducted from home should be conducted from home.

Material Deliveries and Anyone Entering the Jobsite

Anyone entering the office or project site including all outside vendors and truck delivery drivers are to practice social distancing.

Guidelines for Delivery Tickets

T.S.B. Inc. dba Schultheis Electric will designate 1 (ONE) individual to collect all daily delivery tickets in a sealable container or baggie and quarantine for a minimum of 24 hours. No signatures or documentation on delivery tickets.