**Employee Protocols For Field Work During Pandemic**

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**The following protocols must be followed by Company Name employees to ensure personal, co-worker and client safety during the “COVID-19 Pandemic.”**

1. **If you have symptoms you must remain at home** (fever, cough, shortness of breath).
2. **Maintain general 6’ social distancing rule per CDC- with employees and clients.**   
   During commute in company vehicles practice safe protocols:   
    Turn head and cover coughs, sneezes and yawns.   
    Avoid personal contact.   
    Use disinfectant wipes getting in and exiting vehicle.   
    Use hand sanitizer and PPE as appropriate.   
    Avoid touching face.
3. **Vehicles:  
   Disinfect/ wipe down vehicle common surfaces daily and between jobs**.

Please conserve limited supplies- a little goes a long way!  
**Keep “Essential Services” document in your vehicle** to produce if stopped.  
**Carry any trade licenses you possess.**

Personal vehicles- Track mileage to turn in.

1. **Avoid Stopping with exception of gas stations:**Bring your lunch during this time - no stopping at public places.  
   Follow gas-up protocols for disinfection of surfaces. (see TB talk notes/ video).
2. **At the Client’s property:**
   1. Arrange for branded trucks to arrive first, then any personal vehicles.
   2. Announce yourself by calling client on cell phones. Do not ring doorbell.
   3. Disinfect/wipe any common surfaces you touch during your visit (i.e. gate latches, storage places, etc.).