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Technician guidelines for traveling and working, during Coronavirus pandemic.

Please bear in mind that these are just that, guidelines, not hard, fast rules.

Wash your hands often, and always before touching your face.

All technicians have a box of masks, if you need them.

Traveling:

- 1) Keep disinfectant wipes available in your truck, to wipe down inside the truck.
- 2) Keep your thermometer handy to take your temperature.
- 3) When fueling, wipe down the gas nozzle, keypad, anything you may touch on the gas pump, and pay at the pump.
- 4) When stopping for food, most everyone is already getting food via carryout or drive thru, now at times, so whatever you are doing when you do that, here at home, do the same, when you are out.
- 5) Hotels, when you check in, ask if the room has been disinfected and sanitized. Then, wipe down the door handles, faucets, TV remote, phone, anything you will or may come in contact with, in the room.

When arriving at a job:

Follow the guidelines already put out, give the contact, or guard the paperwork showing what we are doing, tell them your temperature, keep the truck door handles and inside wiped down with disinfectant wipes.

Returning from a job:

- 1) When returning from a job, please leave all parts and paperwork; signed parts lists, signed customer time sheets, parts to/from sheets, on the table by the walk door or on a skid near that table.
- 2) Email customer service reports to William.
- 3) We are trying to keep technicians at home for 14 calendar days, when returning from a job, we may or may not be successful doing this, depends on workload.
- 4) We want technicians to continue to monitor their temp, etc., when they are at home, if you have a fever or feel sick, we do recommend isolating from family members.
- 5) As for otherwise isolating from others, when you return from a job, that is up to the technician. There is no way to know if you were exposed to someone on the way to, or at the jobsite, the same as there is no way to know if you were exposed when you went out for groceries or food, while at home.

The A.C.E. Sales Team will be asking customers what their protocol is regarding what they are doing or requesting at their jobsite, when they get a call for service.