

MANAGING COVID-19 SAFELY

In The Workplace & At Jobsites

The following procedures are to be implemented and adhered to at all times until further notice. These procedures are not discretionary and are to be considered a mandatory policy until further notice.

1 Sanitation

Disinfecting of surfaces is a must, in efforts to controlling the spread of COVID-19. We will practice safety sanitation efforts, in our office, twice daily. This shall be performed the 1st time, proceeding lunch hour (approx. 1 pm) and the 2nd time at 4:30 pm. Additionally, these same practices will apply to our vehicles and belongings. This shall be performed the 1st time, proceeding lunch hour (approx. 1 pm) and the 2nd time once you have completed your work day. Areas and items shall include but not limited to, desktops, keyboards, laptops/mobile devices, office phones, light switches, door knobs, restrooms, keys, vehicle interior, vehicle door handles (inside & out) and commonly used & touched tools etc.

2 PPE (Personal Protective Equipment)

For additional safety, MKE has provided latex gloves & protective shoe booties. These items shall be worn at all times when there is necessity to enter one's property, and when handling customer's personal property items, this is for our safety as well as our customers.

3 Hygiene

Upon arriving at our facility, everyone must wash their hands for a min. of 20 seconds. MKE has also provided hand sanitizer for each vehicle, of which shall be used upon arrival and interaction of customers or general public.

4 Social Distancing

When there is necessity of social or personal interaction, maintain a social distance of 6 - 8 feet.

"These procedures may seem overwhelming, but as long as we stick to these, we will do our part in helping to put a stop to the COVID-19 virus. We are all in this together!"

- Jake Cook
President
Mid Kansas Exteriors, Inc.