



## Aalanco Service Corporation – Worksite Safety Plan v.3

April 23, 2020

If you feel sick or are sick, STAY HOME. This is mandatory. There is ZERO tolerance for reporting to work sick. If you start to feel sick during your shift, call your supervisor and leave work immediately. After leaving work, contact your health care provider. If diagnosed with COVID-19 you may not return to work until cleared by your health care provider.

At the start of every morning prior to driving to the job site or office, all Aalanco staff will take their temperature and email a date and time stamped picture of the thermometer with temperature to the office. If your temperature is above 100.3 degrees, you may not report to work.

All workers need to travel to their jobsite individually, no carpooling.

At the beginning of each shift, each department will have a Daily Safety Huddle on Microsoft Teams,

Employees will wear gloves, a face masks and safety glasses at all times while outside their service vehicle. This includes while getting gas for the service vehicles.

Employees will wash hands frequently throughout the day.

When working with another employee, Social Distancing of at least 6' will be maintained as much as possible to safely complete the job at hand.

All equipment pickups and deliveries will be curbside as the primary means. All attempts should be made for contactless pickup or delivery.

Only authorized Aalanco employees, subcontractors, supplier delivery personnel and customer representatives are allowed on Aalanco jobsites.

All Project Managers will inquire with the customer or local Board of Health to discuss any potential jobsite exposures to COVID-19

All doorknobs and light switches and restrooms you encounter should be wiped down with either soap and water or an appropriate disinfectant upon entering and exiting the location of your work (twice a day at a minimum).

When diagnosing or repairing existing equipment, make every attempt to safely wipe down the equipment prior to working and upon completion. You have to assume the customer has already tried to diagnose or reset the equipment prior to calling Aalanco.

All PPE such as gloves, face masks, wipes, etc. will be removed from the jobsite and discarded in a safe manner.

Customer service slips should not be signed. If possible, take a picture of your service slip and email or text a copy to the customer.

All subcontractors hired to work on our jobsites must comply with Aalanco's Worksite Safety Plan. A copy of Aalanco's Worksite Safety Plan will be sent to the subcontractor and a signed copy will be returned to Aalanco prior to the issuance of a Purchase Order.

A laminated copy of this Worksite Safety Plan must be available and visible on all Aalanco construction sites.