# Sierra Structures: COVID-19 Protocol. Updated 04/13/2020

As concern over the virus grows, Sierra Structures' top priority has become protecting the safety of our employees and customers. We are doing everything in our power to continue to safely service our customers and provide steady work to our employees. We intend to be proactive and have implemented the following policies to prevent the spread of COVID-19:

### All Employees:

All employees are instructed to self-monitor their health including taking temperature daily and notify management if they feel ill. All employees are also instructed to self-quarantine whenever possible, public minimizing interactions.

## **Sales and construction staff:**

All sales and construction staff are instructed to eliminate contact with others and practice safe distancing in all situations. Sales and construction staff are not permitted in customers' homes during estimates or installations and will maintain a minimum social distance of six feet.

### Management and office support staff:

Wherever possible, our office and management staff are working from home and minimizing time spent in our office. Employees who do come into the office are screened for symptoms daily by management.

#### **Customers:**

Our customer can help our efforts by eliminating contact with our employees and maintaining safe social distances during interactions. It is also a good idea to avoid contact with our materials during the build and for a few days after. Disinfecting parts like gate latches or door handles before use is also a good practice.

#### Masks:

We are following CDC guidelines on mask use. Our employees and subcontractors will be provided masks and required to wear then when in public, during business hours. This includes during estimates and on jobsites (when use does not interfere with work or other protective devices). Masks should be handled in a manner not to subject them to contamination. When putting on masks and removing them, follow the guidelines provided by the CDC. Wash masks daily and make they do not become the source of infections.