



919-471-3500

917 Ellis Road
Durham, NC 27703
Fax: 919-471-3522

Licensed NC
General Contractor

A Registered Disabled Veteran Owned Company

www.SierraStructures.com

March 24, 2020

COVID-19 Protocol

The safety of our employees, customers, families and visitors remains Sierra Structures top priority. As the Coronavirus 2019 (COVID-19) outbreak continues to evolve and spread globally, Sierra Structures leadership team is monitoring the situation closely and will periodically update based on current recommendations from the Center for Disease Control (CDC), The World Health Organization (WHO) and NC Department of Health and Human Services (NCDHHS).

Before detailing these steps it is important for you to know we are **OPEN FOR BUSINESS** and we are doing everything in our power to continue to safely service our customers and provide steady work to our employees.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and customers, we need everyone to follow the below simple procedures in the office and off site.

1. No physical contact – Maintain social distancing of 6ft unless absolutely necessary to come closer
2. Wash your hands often (20 seconds minimum), especially after being in high traffic areas. Use hand sanitizer when hand washing is not possible.
3. Avoid touching your face, mouth, nose or eyes. If you do, please make sure you wash your hands thoroughly.
4. Cover your mouth if you sneeze or cough.
5. Keep work surfaces and work area clean and sanitized. Disinfect frequently-touched surfaces throughout the day. Be respectful of co-workers space and avoid touching items within their work space.
6. Limit meetings to less than 10 people, maintaining 6' separation.
7. **Do not come to work if you are sick and be observant of those around you. Report to your supervisor if you or anyone in your household is sick. Symptoms include fever, cough and shortness of breath.**

To further prevent the spread of COVID-19 and minimize our exposure we are implementing the following for staff and customers.

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, minimizing public interactions.

Sales and construction staff:

All sales and construction staff are instructed to minimize contact with others and practice social 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 will be working from home and minimizing time spent in our office. Employees who do come into the office will be screened for symptoms daily by management.



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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 practice 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.

Office:

The main office will be closed to the public. Customer access to our office will be by appointment only.

We understand there may be a little discomfort as we navigate through these difficult times, but as a team we can, and we will conquer this historic challenge together and provide support to each other.

We will issue weekly updates to our team members related to the status of this unique situation. We also encourage everyone to plan ahead, stay positive and work together during this time.

Thank you for your assistance
Sierra Structures Management Team