



Personal Touch Installations

PROTOCOLS AND DIRECTIVES FOR COVID-19 PANDEMIC PREPAREDNESS AND RESPONSE

This document defines the current practices that have been developed to support the operation of Personal Touch Installations office, warehouse and field staff where and when permitted by law during the COVID-19 pandemic.
The CDC website is our primary reference for information.



*Office Furniture Installations &
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Enhanced Guidance & Practices

Our goal is to meet our customers' needs while adhering to the new requirements and general guidelines established regarding the Coronavirus (COVID-19) outbreak.

We are committed to follow any additional Safe-Work practices and compliances put forth by our Partners and Clients. PTI will attempt to modify work practices to adhere and take every precaution to Client requirements.

Overall Guidelines:

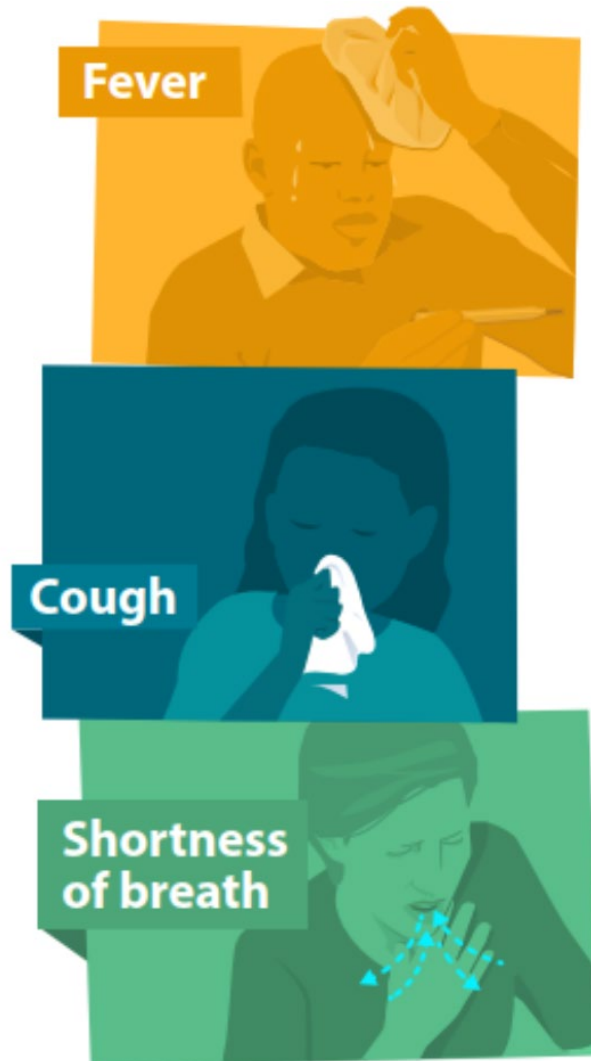
These guidelines are an evolving document that will be modified as the COVID-19 conditions change.

This document applies to PTI employees that will be operating in the field and in the warehouse.

PTI will adhere to the new requirements and general guidelines established by the NYC Department of Health, the NYS Department of Health and Mental Hygiene, the Center for Disease Control (CDC), the Occupational Safety and Health Administration (OSHA) and the World Health Organization (WHO).

Symptoms Awareness

1. Should any of the crew members develop warning signs for COVID-19, team members will notify their immediate supervisor and the crew member will be removed from site immediately to seek medical attention. Warning signs include, but are not limited to:
 - Trouble breathing / shortness of breath
 - Cough
 - Fever
 - Persistent pain or pressure in the chest
 - Sore throat
 - New loss of taste or smell



Preventive Measures to All Our Employees:

There is zero tolerance for sick employees reporting to work.

In the interest of ensuring a safe and healthy work environment, we require you to monitor your health.

If employee is exhibiting any symptoms of illness consistent with COVID-19, he/she should stay at home, notify their supervisor and seek medical advice.

If employee tests positive for COVID-19 or has been in direct contact with someone who did, they must **immediately notify their supervisor.**

All Employees should follow CDC recommendations:

1. Practice social distancing – 6 feet is recommended.
2. Utilize Personal Protection Equipment (PPE). PPE provided to all employees.
3. Cover coughs and sneezes with your arm or tissue.
4. Avoid touching eyes, nose, or mouth with unwashed hands
5. Wash your hands often with soap and water for at least 20 seconds especially after you have been in public place, or after blowing your nose, coughing, or sneezing.
6. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
7. Clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks.
8. All employees to expect daily temperature check before the job starts.



Preparation to Get to the Client Site

PTI Field Employees must follow the company's protocols before leaving for the Client Site. This includes but is not limited to:

- Ensuring employees are equipped with the Personal Protective Equipment (PPE) such as
 - o Hard Hat
 - o Safety Glasses
 - o Safety Work Gloves
 - o Class 2 mesh vest (on construction sites)
 - o Cloth or disposable face covers
- Company Employees must always wear a face covering.
- Vehicles:
 - o PTI drivers must disinfect the vehicle multiple times: upon leaving for the client site and returning from client site.
 - o All surfaces, seats, dashboards, door handles, seat belts, etc., must be washed down with disinfectant solution in advance of transporting employees
- Ensure there is a supply of cleaning solution/hand sanitizer for employees to use upon boarding the vehicle
- Where client parking or location does not allow, there should be a maximum of two people per vehicle. Face covers must be worn while traveling with multiple people.
- It is PTI's responsibility to ensure employees are in good health which may include a temperature check prior to leaving our facilities. We do expect employees to self assess before coming to work.
- Do not shake hands with team members and abide by social distancing guidelines.
- Crew should expect additional screening before entering sites including infrared temperature checks and questions about recent travels. Limited contact with on-site employees may also be required.

Guidance while at the Client Site

Employees will use correct hygiene techniques for preventing the spread of the COVID-19 virus based on CDC guidelines. PTI will consider the adequate number of employees to perform the job while factoring safely and efficiently in capabilities of social distancing employees to prevent the spread of COVID-19

- Social Distancing – Six-foot distance between employees and clients when possible when working.
- Face covers – if employees cannot maintain the 6’ distance due to installation issues, they are to wear face cover and safety glasses.
- Handwashing – wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer
- When coughing or sneezing, cover your mouth and nose with tissue or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands.
- Tools are not to be shared – if job requires teams of 2 or more that may share tools, the teams should remain the same throughout the job.
- Crew is expected to clean and disinfect all surface areas when completed, including flat surfaces and handles after installation is completed.
- Crew is expected to clean and disinfect frequently touched objects (tools and equipment) daily.
- Do not use other workers’ phones, work tools or equipment when possible
- Phones – Do not place your phone or any personal belongings on any client worksurface.
- Lunch Breaks – stagger lunch and break times to apply social distancing guidelines.
- Avoid non-essential gatherings at any time



Cleaning / Disinfecting

The CDC defines Cleaning and Disinfecting as:

- **Cleaning** is the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs, but by removing them, it decreases the risk of spreading the infection.
- **Disinfecting** works by using chemicals to kill germs on surfaces. It does not necessarily clean or remove germs but kills germs on the surfaces. Disinfecting after cleaning further reduces the risk of spreading germs.

PTI to Perform Routine Environmental Cleaning and Disinfection

- PTI ensure all work areas will be disinfected with EPA approved disinfectants
- Routinely clean and disinfect all frequently touched surfaces in the workplace throughout the day, such as work surfaces, telephones, and tools.
 - Follow the manufacturer's instructions for all cleaning and disinfection products.
- Tools and Equipment to be cleaned after use/daily and do not share them whenever possible.
- Warehouse machinery should be routinely cleaned and disinfected throughout the day.
- Vehicles - to be cleaned and disinfected after each shift. All surfaces, seats, dashboards, door handles, seat belts, etc., must be wiped down with disinfectant solution
- Employees are expected to shower and prepare clean clothing for use the following day.



Becoming ill during your shift

Employees that become symptomatic on site must be handled thoroughly and correctly

If an employee feels ill or if someone observes that another person is exhibiting symptoms of COVID-19 at work, they are to contact their manager. The ill employee should be instructed to leave work and go home, or nearest health center as advised by the local health authority.

If well enough to drive home, the employee's personal transportation should be used. If unable to drive, they can call a relative or someone close to pick up.

If the person drove a company vehicle, another qualified driver can transport the vehicle. The driver shall wear a face covering and gloves. When returned to site, the vehicle is to be cleaned and all surfaces, seats, dashboards, door handles etc. are to be washed down with disinfectant solution. Persons cleaning the vehicle are to wear face coverings and gloves.

Employees coming into direct exposure (less than 3 to 6 feet) with the COVID19 positive employees will be directed to follow the self-quarantine protocol and must seek and provide medical clearance to return to work.

Notify client that a Red Thread employee working at their location may have been in contact with their employees. Employees anonymity shall be maintained

DO NOT ENTER if you have:



FEVER



COUGH



SHORTNESS OF BREATH



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cdc.gov/CORONAVIRUS

Ongoing Communication and Training

Employees will continuously be educated and updated on the signs/symptoms of COVID-19. It is very important that all Field Staff and subcontractors understand PTI safety requirements, protocols and expectations to ensure everyone stays safe and prevents spread of COVID-19

A checklist is developed for all Field Staff and Warehouse to use and sign off as acknowledging receipt and understanding of the protocols. This is a separate document (see the document on the following page).

Stay Informed:

1. We use reliable sources to ensure we are getting the most accurate information, including the state government, Centers for Disease Control and World Health Organization.
2. The following are available links to gather more information
 - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>



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"We take it personal"

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COVID-19: Screening Checklist

ALL Employees / Visitors entering the premises must be asked the following questions:

Last & First Name : _____ **Date:** _____

1. Have you or anyone in the family (household) been diagnosed positive for the COVID-19 at any time?

Yes No

2. Have you or anyone in the family (household) been in contact with someone who has tested positive for COVID-19 in the last 14 days?

Yes No

3. Within the last 14 days, have you or anyone in the family (household) traveled out of state?

Yes No

4. Do you have any of the following respiratory symptoms?

- Cough
- Shortness of breath

OR at least TWO of these symptoms

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Fever | <input type="checkbox"/> Chills |
| <input type="checkbox"/> Repeated shaking with chills | <input type="checkbox"/> Muscle pain |
| <input type="checkbox"/> Headache | <input type="checkbox"/> Sore throat |
| <input type="checkbox"/> New loss of taste or smell | <input type="checkbox"/> Vomiting |
| <input type="checkbox"/> Diarrhea | |

- If YES to any, restrict them from entering the building.
- If NO to all, proceed to question #5

5. Check temperature and document results: _____ Fever present? Yes No

6. Have you worked in or visited facilities or locations with recognized COVID-19 cases?

- If YES you may not be allowed to enter the premises
- If NO, you may enter the premises

Signature: _____

Must use PPE (wear a facemask and gloves) while in the building and at the job site

Signage



If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.
Then follow-up with your supervisor.

DO NOT ENTER if you have:



FEVER



COUGH



**SHORTNESS OF
BREATH**



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Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following:

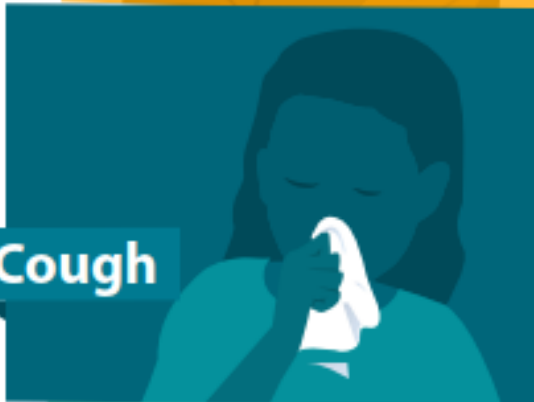
Fever



If you have COVID-19, you may have mild (or no symptoms) to severe illness.

Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.

Cough



Seek medical attention immediately if you or someone you love has **emergency warning signs**, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

Shortness of breath



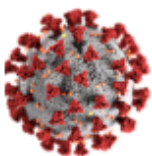
This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

COVID-19 April 13, 2020 4/13/20

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



CS 314857A 04/15/2020

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Hands that look clean can still have icky germs!

WASH YOUR HANDS!



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

This material was developed by CDC. The Life is Better with Clean Hands campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



When in public, wear a cloth face covering over your nose and mouth.

Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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Keep yourself and others safe from COVID-19 when returning to work

Clean your hands often



- ✓ **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, after blowing your nose, coughing, or sneezing, and after using others' or shared equipment.
- ✓ If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.**
- ✓ **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- ✓ Put **distance (at least 6 feet)** between yourself and other people.
- ✓ Wear **cloth face coverings** (if appropriate) when social distancing is difficult to maintain.
- ✓ Avoid using other employees' phones, desks, offices, or other **work tools and equipment**, when possible. **Clean and disinfect** between employees if sharing occurs.
- ✓ Remember that some **people without symptoms** may be able to spread virus.

If you are at increased risk for severe illness...



- ✓ Contact management to **request special accommodations** that will allow you to perform your job duties safely.



Protect yourself and others from COVID-19 by taking everyday preventive actions.



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