



Date: Friday April 3, 2020

Re: Ashland Comfort Control and COVID-19 Precautionary Measure Acknowledgement

All,

We are continuing to monitor and adapt to the spread of the COVID-19 virus throughout our city, state and country. Ashland Comfort Control is committed to taking all precautions necessary to prevent the infection of our customers, co-workers and their families while continuing to provide essential services. Below is a list of the minimum safety precautions we expect each of our employees to follow at all times:

Initial

Safety Precaution

- _____ All office and field personnel shall measure and record their body temperature each work day using their own or a company provided thermometer.
- _____ All office and field personnel shall notify their direct supervisor and refrain from coming to work (or should leave work) if they or someone they live with become sick, have a fever, or begin to display any of the symptoms associated with the virus.
- _____ Office and field personnel shall ask **all** customers prior to entering their home or place of work whether any occupants are sick, have a fever, or are displaying any of the symptoms associated with the virus. If the answer is anything other than negative, the employee shall consult their immediate supervisor prior to entering the premises.
- _____ At all times physically possible, personnel shall maintain six feet of separation between themselves and any customer, vendor, other contractor or co-worker.
- _____ Personnel shall make all attempts to cover coughs and sneezes with their elbow and refrain from touching their face.
- _____ All personnel shall regularly wash their hands with soap and warm water for 20 seconds. Use hand sanitizer as available and necessary.
- _____ Field and office personnel are encouraged to wear a mask or respirator of their choice when working indoors and available. Masks are available from ACC, however an employee may choose to provide their own.
- _____ Field and office personnel are encouraged to wear gloves when available, particularly when working with and/or touching surfaces that may be frequently touched by others (door knobs, hand rails, gas pumps, ATM/Credit Card terminals, thermostats, toilet flush handles, etc).

By initialing above and signing below, each employee acknowledges they have received and understand these requirements and will adhere to them at all times. Thank you for your cooperation as we navigate this time together. – Joe

Signed

Date

Printed Name