

## Employee Jobsite Protocols for COVID-19

In addition to the standard Lumbermen's workplace protocols, the additional best practices need to be followed for external jobsites:

- Keep the minimum number of Counter Solutions employees on site. Extra personnel should not be sent to a jobsite or should remain in the vehicle if not explicitly needed on the jobsite. If additional personnel are needed, they should leave the site immediately once their assistance is no longer necessary. Keep driver/passenger roles consistent throughout the day.
- If the customer is on site, call upon your arrival and ask if there is a preferred entry point they would like you to use. After ringing the doorbell or knocking, step back to observe social distancing practices. When the customer responds at the door, avoid physical contact with the customer and practice social distancing. An alternative to shaking hands is to politely wave with a warm, friendly greeting.
- Inform the customer that the following precautionary measures will be taken to protect both yourself and the customer: maintaining 6' distance, using personal protective equipment, wiping down work area with disinfectant wipes, washing/sanitizing hands and other control measures as appropriate.
- All Counter Solutions employees must wear a cloth face cover (mask) while on a jobsite or in a shared vehicle. The cloth face cover is meant to protect other people in case a person is unknowingly infected. The cloth face cover is not a substitute for social distancing or other safety measures. Gloves have been made a requirement for many jobsites. OSHA guidelines will supersede facial coverings, boot covers and glove mandates.
- Avoid entering unnecessary areas of the jobsite or touching any unnecessary objects. Place any tools or other objects on a mat to limit any contact with jobsite surfaces. Do not use disinfectant wipes or harsh cleaners on jobsite surfaces that may become damaged (wood surfaces, cabinets, etc. may be damaged by harsh chemicals).
- Signatures are temporarily not to be requested or required on site. When the appointment is complete, you should obtain verbal confirmation from the customer and notate customer approval. Make sure to remove all waste and other applicable objects from the jobsite. Disinfect any objects that you had to contact while on the jobsite before leaving. Wash or sanitize your hands before re-entering your vehicle.
- Upon returning to the shop, discard any waste from your vehicle each night. Use disinfectant to wipe down your vehicle each night. After disinfecting your vehicle, wash or sanitize your hands.

**Exercise judgment:** If there is a legitimate reason for concern about a jobsite, please politely return to your vehicle and call your manager with your concerns.

