

FL: CMC046884
AL: 5004
SC: M108029



GA: CN210065
NC: 25312
TN: 00058436

COVID-19 “Coronavirus” Field Directive 4.21.20 Extended Additional Guidance

Current Policies for safe practices regarding COVID-19 (coronavirus) are as follows:

- **Healthy Practices & Habits:** Practice healthy habits including frequent hand washing with soap and water for at least 20 seconds; avoiding touching your eyes, nose and mouth with unwashed hands; cough or sneeze into an elbow or using a tissue and placing it immediately in the trash; clean and disinfect frequently touched objects and surfaces; Ensure tools are cleaned and sanitized. Wash hands after all interactions.
- **Face Masks:** Technicians are required to wear a face mask when you are unable to physically distance at least 6’ from other individuals. Face masks are required at all Client sites whether working indoors or outdoors at any time you cannot keep the minimum 6 foot distance from other people. This policy applies in all circumstances throughout the work day, while in the company uniform. Examples of when you should wear a mask include, but are not limited to the following: Working with another technician or sub contractor on a jobsite closer than 6’ proximity (yes, you should wear a mask even if working outdoors with another person that you cannot maintain minimum 6’ physical distance). When entering a supply house or inside a gas station, AMS Technicians must wear a face mask. Face masks are not just a recommendation while at work, they are a requirement. Technicians are permitted to remove their mask when working outdoors away from other individuals.
- **Personal Protective Equipment-PPE:** The Company issues COVID-19 Personal Protective Equipment (PPE) to all technicians on a monthly basis. In each shipment there are enough face masks, gloves and hand sanitizer products allocated for the month. Disposable gloves should be used whenever you are inside a Client or Mall site checking in or checking out, when using a store phone, when conversing with Store or Mall Personnel, etc. Sanitizer should be used regularly throughout your work day. Technicians are responsible for notifying your Supervisor if your COVID-19 PPE is running low prior to the next scheduled shipment. You may be directed to retrieve an interim stock while awaiting the replenishment shipments from our Corporate office.

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- **Physical Distancing:** Stop Handshaking & whenever possible Maintain a Physical Distance of 6 feet at all times with Customers, Vendors, Store Patrons & other individuals you encounter. Avoid close quarters contact in all of your daily interactions.
- **Customer Signature Collection:** Technicians will not be required to collect customer signature on your Android tablet until further notice. Collect name of employee and enter into work order signature panel. Most customers who specify IVR check in from store phone may allow alternative check in/out methods. Consult work order instruction for clarification or reach the Service Department for guidance. If check-in/check-out is required from the store phone, Technicians should use sanitizer and wash hands after use.
- **Material Handling & Disposal:** Technicians may not dispose of trash at Job sites per our standard procedures. As it relates to COVID-19 policy, all trash should be bagged before placing it into your Company vehicle. Air Filters should be sprayed with disinfectant at the jobsite prior to bagging. Evaporator Spray cleaner is an acceptable disinfectant (Evap Fresh or equivalent product). Trash Bags should be sealed before placing in the truck.
- **Illness & Symptoms:** Avoid contact with people who are sick. Employees who are exhibiting symptoms of COVID-19 (coronavirus) must report your symptoms to the HR Director, Kim Franks. Symptoms may include, but are not limited to: fever over 100* sustained even with medication, chills, sore throat, cough, difficulty breathing, muscle aches, headache, loss of taste or smell, stomach aching or cramping. Employees are urged to seek medical attention when symptomatic in accordance with CDC and WHO guidance. Based on your symptoms and exposure risks, you may be required to stay home and obtain a test for COVID-19 (coronavirus). In the event you are asked to take a test you must provide a negative result and be fever free to return to work.

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- **Exposure:** Employees must immediately notify the HR Director, Kim Franks, if you have been directly exposed to someone who has tested positive for COVID-19 (coronavirus). Direct exposure is defined as physical contact lasting more than 5 minutes with a person who has tested positive for COVID-19 (coronavirus).
- **Confidentiality & Disclosure:** Employee privacy is a core Company policy. Employees are expected to keep all health related concerns confidential. Personal health matters regarding COVID-19 (coronavirus) should ONLY be shared with the HR Director, Kim Franks. It is also our policy to notify any Employee that has had first person contact with someone who has received a confirmed, positive test result for COVID-19 (coronavirus). In the event that an Employee is exposed you will be immediately contacted by the HR Director.
- **Enforcement:** We are being very vigilant in our approach to protective measures and risk management for the health and safety of all of our Employees. As such, our Management teams have been charged with fully enforcing these policies by immediately issuing reprimands for any Employee not following the guidance. Policy violations may be grounds for immediate suspension or termination.

Advanced Mechanical Services Executive leadership will provide additional strategies as new information is available. In addition to our Company Policies, Employees are expected to stay informed and follow any Local, State or Federal guidance. Our first priority remains the safety of our Employees and our Clients.

Kat McCarrey
Operations Manager

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