

FL: CMC046884
AL: 5004
SC: M108029



GA: CN210065
NC: 25312
TN: 00058436

COVID "Coronavirus" Field Directive 2022 Modified Guidance

Current Policies for safe practices regarding COVID (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 and 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 when indoors at a client site at all times. 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 Personal Protective Equipment (PPE) to all technicians on a recurring basis. In each shipment there are enough face masks, gloves and hand sanitizer products allocated through to the next shipment (45-60 days). 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 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:** Avoid 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 first and last name and title 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 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 (coronavirus) must report your symptoms to the HR Director, Kim Greer. Medical confidentiality is critical and COVID symptoms should ONLY be reported to the HR Director. Do not notify other employees, ASM or service manager. 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 (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 Greer, if you have been directly exposed to someone who has tested positive for COVID (coronavirus). Direct exposure is defined as unmasked, physical contact lasting more than 15 minutes with a person who has tested positive for COVID (coronavirus).
- **Quarantine/Return to Work after Quarantine:** Technicians who have been directly exposed or tested positive for COVID or who have been advised to quarantine by medical personnel, must do so for a period of 5 days regardless of initial testing status. If you have been quarantined, you must provide a negative test result to return to work (after the 5 day period). Employees are permitted to use your available PTO for quarantine. Advanced Mechanical Services is offering up to 5 days of paid sick leave to any vaccinated employee who contracts COVID and is forced to miss work. You may submit proof of vaccination to Kim Greer directly to be eligible.
- **Confidentiality & Disclosure:** Employee privacy is a core Company policy. Employees are expected to keep all health related concerns confidential. Personal health matters regarding COVID (coronavirus) should **ONLY** be shared with the HR Director, Kim Greer. It is also our policy to notify any Employee that has had first person, direct exposure with someone who has received a confirmed, positive test result for COVID (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.

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Advanced Mechanical Services is committed to maintaining a safe and healthy workplace for our all of our employees. COVID has impacted many lives in recent years. Variants of the virus have brought forth changes in the transmissibility and severity of illness. The Omicron variant is more transmissible than prior strains of the virus. As of January 3, 2022 COVID has killed a confirmed number of 826,063 Americans. That will surpass 1,000,000 by summer 2022. Vaccines remain the best measure to fight the virus. Unvaccinated persons are 5x more likely to be hospitalized and 13x likelier to die. CDC recommends boosters for vaccinated individuals. We respect your choice on whether or not you vaccinate yourself or your family but we encourage you to seek council with your own trusted medical professionals to make the choice that is best for you.

Our Executive leadership will provide additional strategies as new information is available or as circumstances change. 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
President

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- **Face Masks:** Office employees are required to wear a face mask when in common areas of the office. Common areas include but are not limited to hallways, restrooms, breakroom, copier stations, time clock etc. Ensure you are wearing a mask each day when you enter the office and when you leave. Employees may remove their face mask when working at your desk but place it on again when leaving the desk/cubicle. Face masks must be worn whenever you will be in contact with other employees in a shared space, like at a meeting, while training, etc. The Company will provide face masks to employees to wear at work.
- **Physical Distancing:** Employees should also physically distance at least 6' from other individuals when possible whether masked indoors or unmasked outdoors. Avoid Handshaking or close quarters contact in all of your daily interactions at work.
- **Office Communication/Interaction:** Rather than visiting the desk, cubicle or office of another employee, employees should avoid physical contact with other employees and communicate via phone extension or email. If you must enter someone's workspace, both employees should be masked throughout any close quarters contact.

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