

FL: CMC046884
AL: 5004
SC: M108029



GA: CN210065
NC: 25312
TN: 00058436

COVID "Coronavirus" Field Directive 2022-08 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 in physical contact with Client store personnel, or when working closely with co-workers. Face masks are required at all Client sites whether working indoors. Face masks are required outdoors when physical distancing is not possible or as required in accordance with Client property access policies. This policy applies in all circumstances throughout the workday, 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 always wear a face mask when indoors at a client site. 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 unless the client property guidance requires otherwise.
- **Personal Protective Equipment-PPE:** The Company issues COVID Personal Protective Equipment (PPE) to all technicians on a recurring basis. Each shipment contains face masks and gloves to last until the next shipment. Disposable gloves should be used inside a client or Mall site checking in or checking out, when using a store phone, when conversing with Store or Mall Personnel, etc. 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.
- **Physical Distancing:** Avoid Handshaking and close quarters contact in all your daily interactions.
- **Customer Signature Collection/Check in & out:** Technicians are required to collect customer signature on your Android. This will require close quarters interaction. PPE should be used. Tech should continue to enter the first and last name and title of the store employee after signature. If the store employee is uncomfortable signing the tablet, just enter the name and title into the 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 PPE.

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- **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. If you become ill and need to miss work relating to COVID, you should report this to the HR Administrator directly. Maintaining medical confidentiality is critical and COVID related absences or symptoms should **ONLY** be reported to the HR Administrator. Do not notify other employees, ASM or service manager. Symptoms of COVID vary and illness can range in severity from mild or severe. Those at high risk for severe illness should consult a medical professional at the onset of symptoms. Symptoms of COVID include, but are not limited to: fever, chills, sore throat, cough, difficulty breathing, muscle aches, headache, loss of taste or smell, stomach aching or cramping. Employees should be aware of and follow with CDC and WHO guidance. Vaccination remains the most effective means of combating a severe outcome from COVID and AMS encourages employees to speak with your doctor about vaccination. Employees who have tested positive for COVID must be masked and maintain physical distance from all employees, customers, vendors, etc, until symptoms subside, or you receive a negative test result.
- **Exposure:** Risk factors for COVID are mitigated through means of prevention, but it is possible that you will be exposed to COVID in the course of normal daily interaction. Consult the most recent CDC guidance for more information, but currently, direct exposure is defined as unmasked, physical contact lasting more than 15 minutes with a person who has tested positive for COVID (coronavirus) and is symptomatic.
- **Quarantine/Return to Work after Quarantine:** Based on your health and risk for severe outcome, your doctor may require you to quarantine or miss work. Any employee who has been required to miss work or quarantine by medical personnel, must notify the HR Administrator right away and will need to provide the doctors release to the HR administrator or present a negative result. Employees will use any available PTO for time missed in accordance with our PTO policy.
- **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 Administrator. This information will not be shared with others.
- **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 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 August 2022, COVID has taken the lives of a confirmed number of 1.04 million Americans. 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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