



# COVID – 19 PREVENTION & COMPLIANCE PLAN

JUNE 2020

## SYNERGY PROTOCOL, POLICY & PROCEDURES

### 1. MARKETING

- \* NO FACE TO FACE MARKETING OR OUTREACH (IF REQUIRED).
- \* APPROVED OUTREACH CONDUCTED WEARING N95 MASK AND KEEPING 6 FEET OF DISTANCE FROM CUSTOMER.
- \* ALL APPOINTMENTS ARE SCREENED FOR POTENTIAL COVID-19 CONCERNS.
- \* IF THERE IS ANY CONCERN OR HESITANCY NO APPOINTMENT IS SET.

### 2. TECHNICIANS/INSTALLERS

- \* TRAVEL TO AND FROM APPOINTMENTS INDIVIDUALLY
- \* EACH SYNERGY TECHNICIAN/INSTALLER HAS CHECKED THEIR TEMPERATURE THAT MORNING, NO COUGHING, BREATHING TEST, NO SORE THROATS, ETC

### 3. ONSITE SAFETY PROTOCOL

- \* SOCIAL DISTANCING, MAINTAIN AT LEAST 6 FEET APART AND NO INTERFACING WITH CUSTOMER FACE TO FACE
- \* (PPE) WORN WHILE ONSITE
  1. N95 MASKS
  2. DISPOSABLE GLOVES
  3. GOGGLES & EYE PROTECTION
  4. TYVEK SUITS/GOWNS (IF REQUIRED)
  5. DISINFECTING SPRAY AND DISPOSABLE TOWELS TO WIPE-DOWN TOOLS AND EQUIPMENT INSTALLED

### 4. PROGRAM FORMS

- \*PROGRAM FORMS ARE SUBMITTED ELECTRONICALLY TO CUSTOMER
- \*NO PHYSICAL COPIES OF FORMS ARE LEFT WITH THE CUSTOMER



Technician at the job site



Tech with Tyvek Suit, gloves & Mask

