



Dear Valued Client,

March 19, 2020

During these trying and unprecedented times, Preman Roofing-Solar's top priority is our employees' and our customer's safety and health. The Governor of California implemented a "Stay at home" mandatory restriction. Under these guidelines, Preman Roofing-Solar is classified as an "Essential Critical Infrastructure Company" which results as an exempt classification under this mandate. Please see the guidelines set in place below for safe practices:

**COVID-19 OFFICE PLAN:**

- \* Limit of (10) people gathering and a minimum of 6' separation between people.
- \* Intercom use or telephone/mobile phone for communication purposes at all times.
- \* Sales, Staff, Production and Accounting Meetings will be held by way of virtual ZOOM.
- \* Confined to your office unless using the restroom, kitchen, break or outside exit for fresh air.
- \* Sanitize hands before entering Kitchen area. (Station set up by kitchen)
- \* Sanitize hands before entering the building or upon entry of the building.
- \* Sanitization wipedown process held 2x per day at all common areas.
- \* Sanitization wipedown process held 1x per day in all personal work areas.
- \* Touch free body temperature gauge located in (3) areas thru out the office.
- \* Please cough or sneeze in your sleeve, sanitize face/hands immediately.
- \* If you feel sick please notify the team and stay home.
- \* N95 Facemask required for use while outside of personal office.
- \* If supplies are needed in the production/sales office please send an email to reception.
- \* Eliminate the traffic back and forth between office spaces.
- \* Field employees report outside the production office.
- \* Refrain from gathering in confined spaces.
- \* Outside guests and deliveries confined to reception exterior area.

**COVID-19 JOB SITE PLAN:**

- \* Minimum 6' distance between each employee.
- \* Not more than 10 people per Jobsite
- \* Worker to have "ZERO" person to person contact or enter any building.
- \* Refrain from gathering in confined spaces.
- \* Workers to be equipped with gloves and hand sanitizer swabs. N95 Facemask use required.
- \* Touch free body temperature gauge in Safety Officer possession. Jobsite delivery available.
- \* Please cough or sneeze in your sleeve, sanitize face/hands immediately.
- \* If you feel sick please notify the team and stay home.

If you have any questions, comments or concerns regarding any of our workers safe practices or the guidelines set in place for this project, **PLEASE DO NOT HESITATE TO CONTACT OUR OFFICE IMMEDIATELY.**