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## SALES REPRESENTATIVE PREPAREDNESS PLAN FOR CIRCUMSTANCES RELATING TO COVID-19

### Company Standard

Ensure business continuity and delivery of first-class services while demonstrating self-care and homeowner welfare, reducing the risk of exposure to and spread of COVID-19, and fulfilling our mission.

### Telework Contingency Plan

Due to the COVID-19 pandemic, sales representatives may be asked to prepare estimation by phone/email.

**The following measures will always be undertaken and maintained for the safety and health of all sales representatives, and homeowners.**

1. Six-foot minimum social distancing
2. Gatherings of any size will be permitted maintaining a six-foot social distance.
3. Personal protective equipment {PPE} such as gloves, goggles, booties and face masks as appropriate.
4. Safety and enforcement of this guidance is the sole responsibility of the sales representative.
5. Sales representatives are discouraged from using homeowners, phones, or accepting any food or drinks offered during the appointment. If joint use of iPad or laptop is unavoidable, these items will be cleaned and disinfected before and after use.

### HYGENIC/PREVENTATIVE PRACTICES

**The following measures will always be undertaken and maintained for the safety and health of all company workers, owners, supervisors and passing individuals.**

DO NOT!! Touch your face with unwashed hands or with gloves

YOU MUST!! Wash your hands often with soap and water for at least 20 seconds

Other Guidelines: Use of hand sanitizer with at least 60% alcohol, cleaning AND disinfecting frequently touched objects and surfaces such as computers, iPad, telephones, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the CDC.

Any staff operating outside the safety measures listed above to be reported to the office immediately 916-999-0171.