

## Covid-19 Opening Plan For Pink Rose Home Service for Finger Lakes and Central NY Regions

Pink Rose Home Service (PRHS) has been operational as an essential construction service business for work by employees working alone for maintenance and repairs on inhabited homes in the Finger Lakes and Central NY Regions.

PRHS is providing this opening plan in accordance with the requirement by NYS to have a plan in place for Phase I Construction, scheduled for 5/15/20 in these two regions. This plan provides the current operational guidelines being followed, as well the guidelines and procedures for work on sites with more than a single employee and for work 'other than' for maintenance and repair on inhabited homes, hitherto considered non-essential.

This plan addresses the following areas:

- 1) Physical Distancing
- 2) Face Coverings
- 3) Sanitation
- 4) Health Screening

### Office Staff: Rochester and Syracuse Shop/Office Locations:

Payroll processing and bookkeeping shall work from home.

A sign shall be posted stating the following:

No entrance without a face covering or maintaining a 6' social distance

No more than 4 people allowed at one time in office; in shop/equipment area (1Rochester/2 Syracuse).

Use hand sanitizer at entrance

Avoid physical touching (hand shaking, hand slapping, high fives, hugs, etc.),

Frequently wash hands or sanitize them; avoid hand contact to eyes and mouth.

Work stations are to be 6' or more apart or wear face coverings.

All work stations shall be wiped down by user with disinfectant at the end of the day.

No sharing of work stations.

A bathroom sign posted stating:

After use wipe down all touched areas with disinfectant and wash hands for 20 seconds.

All areas with frequent touching such as light switches and door knobs and all bathroom frequent touched areas are to be wiped down with disinfectant at the end of the day.

Wash or sanitize hands after handling field paperwork and cash and store in a safe location.

Field employees are to minimize frequency of entering PRHS offices; make each visit efficient.

### Field Employees (Technicians):

Trucks are to be stocked with hand sanitizer, disinfectant wipes or liquid, cloth or paper towels, and face coverings.

Wipe down frequently touched areas of the van cab with disinfectant after every use of the vehicle; such as steering wheels, control knobs, door handles inside & out, etc.

Avoid touching mouth and eyes; wash hands or use hand sanitizer often.

Continue to be dispatched in company trucks, and work alone on a job site, unless directed otherwise,

Wear a face covering when interacting with others, or maintain a distance of 6’  
Face coverings can be removed when working alone on a job site and no one is within 6’ of you.  
Wipe down with disinfectant all tools used on job site and cell phones after use or daily.  
If additional employees are required in a truck or a job site maintain 6’ distance or wear face coverings, and do not share tools unless they are disinfected between users and hands sanitized.  
On Job sites wipe down with disinfectant commonly touched areas on the site and in areas entering and exiting a site such as handles, faucets, toilet seats, light switches, door knobs, gate latches, etc. after completion of a job or the completion of the work day for multiple day jobs.  
Politely leave the premises if the customer or anyone in their household exhibit any signs of a flue, cold, cough, fever, or if they tested and are currently positive for Covid-19.  
Maintain social distancing and wear a face covering in retail and supplier locations.  
When returning home always remove work clothing for laundering and shower prior to interacting with others living in the household.  
Wear a new set of company issued uniforms every day.

#### Employees Meeting and Interacting With Customers (Evaluating Jobs, Sales, Inspections, etc.)

Always wear a face covering; when possible also maintain a distance of 6’.  
Politely ask customers to wear a face covering or be 6’ away.  
Ask to wash your hands in kitchen sink, or use a hand sanitizer, upon entering and prior to leaving the inside of a premise. Wipe down the faucet/sink; use your own towel, never use the customer’s.  
Do not share writing utensils, ask customer to use their own writing utensils.  
Wash or sanitize hands after handling common paperwork and cash and store in a safe location.  
For credit card transaction on iphones ask customer for approval to write COVID authorized to eliminate customers touching your phone screen.  
Avoid touching frequently touched areas such as door knobs and light switches; if touching these objects is unavoidable, wipe them down with disinfectant after use (kitchen table, chairs, etc).  
Politely leave the premises if the customer or anyone in their household exhibit any signs of a flu, cold, cough fever, or if they tested and are currently positive for Covid-19.

#### All Employees Are to Follow The Following Health Screening Guidelines

- 1) Take temperature daily by 8AM. Report to dispatch immediately any temperature above 100 F.
- 2) Contact dispatch if you have been in close contact for more than 10 minutes with anyone who has tested positive for Covid-19 and is currently positive.
- 3) Contact dispatch if you or any member in your household exhibits any symptoms of Covid-19.
- 4) Contact dispatch if you have been directed by an authorized NYS contact tracer to take a Covid-19 viral test.

All employees are to contact dispatch “every day” by 8AM and text **“safe”** if none of the above (1-4) occur.

If any of the above (1-4) occurs you will be directed to not work. You must set up an appointment to take a Covid-19 viral test at one of the facilities in Monroe, Onondaga or a county in which you reside. You will be allowed to return to work only if you receive a negative test result. You must follow the county health organization guidelines for quarantine and contact tracing if you test positive. You will be allowed to return to work only when advised by your county health organization.

Dispatch is to keep a daily log of daily screening results for all employees

Responsibilities and Liability:

We are taking all of these practical precautions per CDC guidance to keep our employees and customers safe from exposure to the Covid-19 virus.

PRHS management is responsible to monitor and enforce these rules, and to provide all employees the supplies indicated (face coverings, disinfectant, hand sanitizer, paper or cloth towels) or to reimburse employees for purchasing such items.

PRHS employees are responsible to follow personal required actions outlined herein when working. Employees are to report to management any observed violations for corrective action.

Issued by:

Joseph G. Berardi

President

Skyline Builder, LLC,

DBA Pink Rose Home Service