**Zenith Services Coronavirus Guidelines**

To the Clients of Zenith Services.

Coronavirus (aka COVID-19) is currently having a large global impact on the way businesses operate and people function day to day.  As always, Zenith Services is committed to keeping our employees and customers safe and healthy, and as such, we are currently following guidance provided by the Centers for Disease Control (CDC), as well as State and Local Health Departments.

As an Exterior Protection provider, Zenith Services’ functional goal is to maintain cleanliness in any environment in which we are working. In addition to standard guidelines, **we have also put the following procedures in place for our in-office employees:**

* If you are feeling sick, do not go to work.
* Don’t shake hands when greeting others.
* Try to stay three to six feet away from others in gatherings, meetings, and training sessions.
* Avoid contact with sick people.
* Avoid touching your eyes, nose, or mouth with unwashed hands.
* Wash hands regularly using antibacterial soap.
* Use hand sanitizer regularly.
* Avoid large gatherings when possible.
* Report any flu-like symptoms to a supervisor immediately.
* If you have had fever, a two-week home stay.

**For our field employees:**

* If you are feeling sick, do not visit client sites.
* Daily sanitizing of vehicles.
* Sanitizing all tools used onsite.
* Sanitizing personal safety equipment.
* Don’t shake hands when greeting others.
* Try to stay three to six feet away from others in gatherings, meetings, and training sessions.
* Avoid touching your eyes, nose, or mouth with unwashed hands.
* Wash hands regularly using antibacterial soap
* Use hand sanitizer regularly to include arrival and departure from job sites.
* Use masks or gloves when requested by clients.

**Please note:**

There may be times that we need to alter the size or location of our crew as well as their work hours in order to ensure that everyone is working under optimal conditions. As is standard, Zenith Services management will be remotely monitoring all jobs and request that we receive timely notifications from our customers regarding anything that could impact our team to ensure their safety. As with any safety rule on a job site, we reserve the right to remove our employees from any situation that has a potential for exposure.

Zenith Services will work in partnership with our customers to address any additional requirements that have been put in place at facilities and on the job site.

**We also welcome proactive notification of our customers' policies.**

We appreciate the opportunity to work together to ensure that Zenith Services’ employees and our customers' employees stay safe during this global crisis.

<https://www.osha.gov/SLTC/covid-19/>