

COVID-19 PANDEMIC PLAN SUMMARY

As defined by the U.S. Department of Homeland Security on March 19, 2020, **TekClean** is part of the essential critical infrastructure in response to COVID-19. The definition includes but is not limited to data centers, manufacturers, technicians, logistics and warehouse operators, and distributors of personal protective equipment (PPE), cleaning, sanitizing, disinfecting or sterilization supplies, and tissue and paper towel products. The following is a summary of actions taken by **TekClean** in response to COVID-19.



FACILITIES

• Restricted Access to Essential Employees

Staff critical to the manufacturing and distribution of essential products. Support roles, when possible, transitioned to work-from-home.

Staff temperature scanned on entering facility.

Sales staff restricted from entering TekClean facilities.

Arrange for sample/product/resources pick-up without entering facilities.

Non-TekClean employees restricted with exception being critical service personnel for the uninterrupted manufacturing and distribution of essential products. Established social distancing, quarantine and hygiene practices apply to authorized 3rd party service personnel.

• Quarantine Exposure Plan

Staff with COVID-19 symptoms will be immediately isolated and removed from facility.

• Enhanced Cleaning and Sanitation

Cleaning staff trained and provided job cards for the enhanced cleaning and disinfection of critical high-touch hot-spots.

• Social Distancing, PPE

Critical staff trained in maintaining safe distances. Proper personal protective equipment provided in critical areas where required.



STAFF

• Communications

COVID-19 communications provide access to information for our people, running our business, and COVID-19 resources from the CDC.

Company-wide text alert system for critical communications.

• Awareness & Training

Training on hygiene, social distancing, preparedness and personal planning, travel safety.

Access to CDC, NIOSH, OSHA and National Coronavirus Hot-line: **877-435-8411**.

Written guidelines and training aids for maintaining productivity when working remotely.

• Employee Health & Well-being Resources

Access to instant hand sanitizers, disinfectants and paper product for work AND home use.

TekClean paid time off benefits.

• Travel

Internally restricted air travel and meetings.



CUSTOMER INTERACTION

• Guidelines

- Practice social distancing.
- Hand hygiene, all employees carry instant hand sanitizer.
- Follow CDC guidance.
- Abide by customer implemented restrictions.

• Account Managers

Minimize in-person meetings. Utilize technology to provide critical in-service training through web-base meetings.

• Operations Managers, Project Managers, and Service Technicians

Prioritizing critical cleaning and disinfecting service needs over scheduled preventative maintenance programs.

Service Technicians should be isolated from customer staff in the facility during the cleaning and disinfecting procedures.

Technicians are equipped with instant hand sanitizer and can wash their hands if facilities are readily available to them.