

Re: Precautions in Light of COVID-19

Our GFC corporate office is open and doing business as usual at this time. As it stands, we have plenty of inventory. The City of Phoenix has declared a state of emergency and is closing restaurants and bars to all usual business other than pick up and deliveries. However, ***our corporate office is not affected as of yet.***

That being said, we are taking every precaution to protect our employees and our customers from the spread of COVID-19.

It is extremely important for all of us to be **EXTRA** safe and cautious, now more than ever, as the COVID-19 virus continues to spread within the US. We are taking extra precautions in the office, in-field, and with our estimators and wanted to share our procedures with you. These are trying times but we will get through this TOGETHER!

The following procedures are effective immediately and are to be continued and in full effect until further notice by management:

Office & Warehouse Daily Sanitizing (Frequency: 2 – 3 times per day)

- All keypads (alarm, doors, etc)
- Light switches
- Time clock
- All door knobs/handles (inside and out)
- Kitchenette area, sink handles, countertops, cabinet handles, water machines
- Printer & copier screens
- Receptionist desk
- The conference room table and chair arm rests
- The exterior of lockers
- All phones (headsets and keypads)
- Mice, keyboards, staplers, calculators
- Garbage cans
- All in-use tablets and phones
- Bathrooms, urinal handle, flush handles/buttons
- Office staff must sanitize their desk, mouse, keyboard and phone nightly.

Field Crews Daily/Nightly

Sanitizing “stations” have been provided in the warehouse and at entrance doors to the office. Use these stations to:

- Sanitize your hands and any personal items upon arrival, before entering the office
- Sanitize cabs of the trucks upon return and the end of the work day
- Sanitize the inside and outside of vehicle door and rear door handles
- Sanitize respirators
- Sanitize phones

- Sanitize tablets and iPads (front and back)
- Sanitize lunch boxes, bags, miscellaneous personal items, etc
- Handle all money (cash and checks) with gloves
- Run the ozone machine in the truck cabs nightly

Additionally, on our daily scheduling calls we are notifying the customer that we will be taking extra precautions to minimize contact upon arrival. We will call or text them (based on the customer's preferred means of communication) so they can open the garage for access upon our arrival.

Field Estimating Procedures

- Call the customer upon arrival so you can meet the him/her outside/in the garage
- Estimators must wear gloves and not shake the customers hand
- Sanitize the coating system samples after each appointment
- Provide gloves for the clients to peruse the samples

Other Tips/Precautions

The best way to prevent illness is to try to avoid being exposed to this virus so you don't spread it to others. Here are some tips on how to protect yourself and your family:

- If you're sick, contact your manager ASAP and DO NOT COME TO WORK
- Be aware and selfless; keep us and all of our customers, dealers, franchisees, safe
- Cough and/or sneeze into your elbow if you do not have a tissue
- Throw used tissues in the trash immediately
- WASH YOUR HANDS often with soap and hot water for at least 20 seconds
- WASH YOUR HANDS after you've been in a public place
- WASH YOUR HANDS after you have blown your nose, coughed and/or sneezed
- When soap and water isn't available, use hand sanitizer
- Avoid touching your eyes, nose and mouth (a challenge but extremely important)
- Clean and disinfect frequently touched surfaces (phone, tablets) daily and nightly!
- Social distancing is key to minimizing the spread **

The CDC recommends we keep 6 ft. from other people. I know we can't follow that while working at this time, but we can do so when we are not at work.

For more information on how you can do your part in preventing the spread, please read the following article: [CDC - COVID-19](#)

We want to stay safe together, and we are here if you have any questions or suggestions on how to help. Thank you all for your cooperation as we try to fight this virus together!!