



7 Monroe Drive, Pelham, AL 35124
(205) 620-2433 or 1-888-620-2433 fax: (205) 620-2434

EDGE FIRE PANDEMIC RESPONSE PLAN

Misinformation can be very dangerous as it may expose you to risk or prevent you from taking proper precautions. For this reason, the information that we provide you throughout the coming weeks will be from reliable sources. We encourage our colleagues to follow suit and try to communicate with one another using known facts and not conjecture or myth. Here are some resources where you can follow the latest news on COVID 19 and tools to help you mitigate the risks of COVID 19 for you and your family.

CDC – latest update

<https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/cases-in-us.html>

Get your household ready

<https://www.cdc.gov/coronavirus/2019-ncov/prepare/get-your-household-ready-for-COVID-19.html>

Travel Update

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

Self-assessment

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

SOCIAL DISTANCING

Social distancing is a public health practice that aims to prevent sick people from coming in close contact with healthy people in order to reduce opportunities for disease transmission. With COVID-19, the goal of social distancing right now is



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to slow down the outbreak in order to reduce the chance of infection among high-risk populations and to reduce the burden on health care systems and workers. Here's how the EDGE Fire Pandemic Response Plan will exercise Social Distancing in the workplace;

- **Limit face to face interactions between coworkers;** Primary means of communication between office and field staff will be via phone, email or text. In all branches, Admin staff and Field Staff are encouraged to maintain physical distance by remaining in areas designated by their managers.
- **Postponement of all non-essential meetings, training and gatherings;** All company activities related to non-essential meetings are postponed. For personal gatherings, employees will be advised of the risks and controls and asked to report back to the company if they feel they have been exposed to COVID 19.
- **Limitations to Visitors-** Our office door will be locked preventing walk in clients and vendors. Signage will be posted advising visitors to make an appointment.

HYGIENE

Proper hygiene can help reduce the risk of infection or spreading infection to others. For this reason, the following measures will be taken to ensure workers participate in proper hygiene practices;

- **Basic Personal Hygiene** - All employees will be expected to wash their hands frequently throughout the day, using alcohol-based hand sanitizer if soap is not available and avoid touching eyes, nose or mouth with unwashed hands.
- **No Contact-** limits or eliminate contact with others by refraining from shaking hands and sharing tools, phones and iPads.



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- **Disinfecting work spaces** – using the disinfectant and paper towel provided to you, ensure that all work surfaces that you touch are disinfected regularly. This may include your iPad, phone, steering wheel, vehicle consoles, tools, testing equipment and PPE.

SUPPORT

If you find yourself affected by COVID 19, either through school closures or illness, please contact Kim Blackmon or Jun Shin (contact information to follow at the end). We will work with all of our employees during this unprecedented time.

- **Illness** – If you exhibit any of the symptoms of COVID 19, we ask that you stay home and report to Kim Blackmon or Jun Shin. You will be required to seek medical attention to assess if you have COVID 19. During the COVID 19 crisis, you will get paid for the following 2 business days after you report your illness and seek medical attention. If you are diagnosed with COVID 19, please stay home and follow your doctor's orders. If you do not have COVID 19, we require you to stay home until you have been cleared by your physician to return to work.
- **COVID 19 and EDGE Fire Pandemic Response Plan Updates** – as the COVID 19 situation evolves so will this response plan. As such, it is vital that we keep the lines of communication open and provide you with regular updates on our response to this ever-changing concern. We invite you to share your thoughts and concerns with us and allow us to assist you where we are able.
- **Additional Concerns** – If you have any underlying medical issues or other concerns that might make you susceptible to the effects of or exposure to COVID 19 please reach out to Kim Blackmon or Jun Shin.



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• **Customer Concerns** – If any of our customers ask you about your health or would like for you to complete a questionnaire regarding your health before they will let you enter their facility, please do. But, if you have any concerns about doing so, please call Kim Blackmon or Jun Shin. Please assist our customers as you can during this time.

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