



POST COVID-19 OPERATING PROTOCOLS

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Guidelines and protocols for returning to work set by 4 AV Now and following CDC recommendations.

DRAFT

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Forward

As we begin fully resuming company operations, this plan identifies the protocols 4AV Now has established and will enforce in an effort to protect our staff and clients from the further spread of the COVID-19 virus.

These practices are mindful of all 4 AV Now employees, and of our clients by prescribing cautious handling procedures of company rental and sales products, as well as safety protocols for crew hired for installations and operations. We will also extend these standards to new delivery and receipt practices.

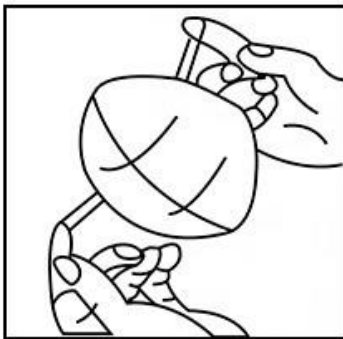
The following standards are company-prescribed and mandated as policy by The Companies. This plan will be distributed to all 4 AV NOW employees, who will acknowledge their receipt and their full understanding of these policies by signing and returning the document to 4 AV NOW Human Resources before returning to work.

Proper Use of PPE

All employees will always be provided with a mask and gloves to wear during working hours. Each employee will be given a demonstration of proper mask-wearing procedures and will sign off that they understand how to wear a mask and agreeing to wear the mask while performing all work tasks.

WEARING INSTRUCTIONS

Clean your hands with soap and water, or handsanitiser before touching the mask.



1. Hold the mask so that the stiff bendable strip is on top .



2. Pull the bottom of the face mask over your chin.



3. Hold the mask by the ear loops, and place a loop around each ear.



4. Pinch the nose strip to conform to the shape of your nose.



5. Check mask tightness before entering work area:

- Cover your face with both hands and exhale quickly,
- If air leaks from the nose, go back to step 4
- If air leaks from the edges, adjust the earband

To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water.

General Operating Procedures

Introduction

Company provisions for necessary safety supplies and protocols is accompanied with useful information aimed to ensure the safety of our employees outside the workplace, to be compliant with CDC safety guidelines, to follow the advisement of State Departments of Health, and to apply additional findings with our extensive research beyond these government agencies.

4 AV NOW disseminates these “personal guidelines” to its employees, and, where appropriate, to our clients via website and posted notices. This effort aims to promote awareness of good practices outside the work environment as prescribed by official agencies, in order to help minimize the spread of infection within the company environment. Information toward safe hygiene in the workplace is also provided and enforced.

CDC Best Practices

Physical Distancing: Defined

- Two people with masks on, 6 feet (2 meters) apart
- Physical distancing, also called “social distancing,” means keeping space between yourself and other people outside of your home.

To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms’ length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings
- In addition to everyday steps to prevent COVID-19, keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world.

When COVID-19 is spreading in your area, everyone should limit close contact with individuals outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Physical distancing is especially important for people who are at higher risk of getting sick.

Practicing Physical Distancing

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. COVID-19 can live for hours or days on a surface, depending on factors such as sun light and humidity. Physical distancing helps limit contact with infected people and contaminated surfaces.

Although the risk of severe illness may be different for everyone, anyone can get and spread COVID-19. Everyone has a role to play in slowing the spread and protecting themselves, their family, and their community.

All 4 AV NOW employees are required to follow social distancing guidelines to the best of their abilities while working.

Hygiene at the Workplace

4 AV NOW will educate all employees on the following and provide all necessary materials to exercise these practices.

4 AV NOW employees are REQUIRED to stay home if they are sick.

Workplace Hygiene Practices Effective Upon Opening

- Comply with physical distancing policies
- Promote frequent and thorough hand washing and hand-sanitizing
- Practice respiratory etiquette, including covering coughs and sneezes
- Respect seating arrangements, as mandated by management
- Discourage employees from using others' phones, offices, desks
- Employees are not to use others' work tools and equipment
- Practice routine cleaning/disinfecting of surfaces, phones, equipment, and other elements of the workplace; use only cleaning supplies that are company-provided
- Employees are to report to management if feeling ill

Work Environment

Conditions and Protocol

All 4 AV NOW locations will continue to practice safe social distancing, inside and outside buildings, in the parking lot, and in common areas.

Gear / Equipment

All shop equipment will be sanitized upon being returned to the warehouse with a CDC-approved disinfectant.

When equipment is rented, it will be sanitized before leaving the warehouse.

Office Spaces

All employees, visitors, and crew working in any 4 AV NOW office or job site are encouraged to use company furnished CDC-approved disposable disinfectant wipes to wipe down all surfaces, phones, keyboards, desks/tables, whiteboard markers, and computer monitors before work starts and on regular intervals, during breaks and lunch.

Workers with offices with closing doors should close their doors as much as possible. Visitors to any office with a closed door should maintain social distances when conversing inside an office.

Workers with office cubicles whose walls are 40-inches or higher should minimize interactions over the cubicle walls and wear their masks when leaving/returning to their cubicles. Workers are also made aware to minimize contact with cloth cubicle walls and use company-provided hand sanitizer frequently.

Shared office equipment (copiers, printers, scanners, fax machines) have CDC-approved disinfectant wipes next to each machine. Signs are posted on the devices to “Wipe the control panel BEFORE use”.

Printed documents must be picked up immediately by the person printing it.

Conference Rooms

Use of conference rooms are discouraged at this time if the number of participants prevent compliance to the 6 feet physical distancing radius. Instead, the use of individual video conferencing via company-approved, secure applications is preferred.

Conference room seating will be reduced to allow physical distancing if the conference room absolutely must be used.

All touched surfaces such as speakerphones, remote controls, HDMI connectors, etc. must be disinfected as part of the nighttime cleaning. Conference users must use the company-provided disinfectant wipes to wipe down devices at the beginning and end of each session.

Visitors must wear proper PPE masks. Visitors may request PPE, if necessary.

Breakroom

The break room is not to be used in the same manner as before. Individuals are reminded not to loiter in the break room. Break and mealtimes are staggered to prevent congestion in sitting areas.

Individuals' lunches and beverages may NOT be stored in the refrigerator; instead, personal coolers stored at their work area is acceptable. Meals and snacks should be eaten away from high traffic areas with consideration of physical distancing requirements.

All refrigerators will only be used to chill individual sealed beverages. Personal food items even in plastic sealed containers cannot be stored in the refrigerator.

Warehouse

In general, because of the high-level of foot and rolling stock (forklifts, scissor jacks, etc.) traffic in a semi-enclosed location, all employees, customers, vendors working inside and outside the warehouse MUST wear PPE.

All warehouse handheld equipment and touchscreen equipment must be wiped at beginning of shift, during breaks at the minimum.

Loading Docks

All 4 AV NOW personnel working in the loading dock must rigorously adhere to and be monitored in the use of PPE, particularly since the majority of this type of work is team-based. Activities such as loading/unloading, check-in, testing, moving, storing, palletizing equipment counts in often congested/high traffic staging areas necessitates use of the full set of PPE.

Customers and production crews will be asked to wear the PPE to protect themselves and to comply with their production companies' protocols.

Non-4 AV NOW transportation providers will be required to furnish their own PPE. At the minimum they must wear a face covering and minimize their time inside the building.

Processing Returns to Warehouse

All equipment received into any operation will be isolated inside the warehouse. The equipment is then properly sanitized.

The terms "returns" and "received" are defined by all of the following conditions:

- Equipment received by delivery from client
- Equipment picked up by company transport
- Preloaded truck package returns
- Equipment either received by a crew member or pulled for a crew member to accompany other equipment
- Equipment received by common carrier (owned or newly acquired)
- Any "sub rented equipment" (i.e., equipment owned by a third-party vendor) picked up by 4 AV NOW transport or delivered by vendor

No equipment received into warehouse will be replaced to the shelf or any other storage area until it is thoroughly cleaned with the appropriate method(s). Employees who sanitize equipment are advised to immediately wash their hands.

EXHIBIT A - WELLNESS DECLARATION

4 AV NOW WELLNESS DECLARATION

NAME:	
DEPARTMENT:	
DATE:	
MANAGER:	

Declaration (please tick)	Y	N
I have been self-isolating and practicing social distancing for at least the last two weeks.	<input type="checkbox"/>	<input type="checkbox"/>
I am currently fit for work and have no symptoms such as cough or fever.	<input type="checkbox"/>	<input type="checkbox"/>
I have no known underlying health conditions that would make me especially vulnerable to COVID-19.	<input type="checkbox"/>	<input type="checkbox"/>
I will notify the company by phone call by phone if I start feeling unwell at any time.	<input type="checkbox"/>	<input type="checkbox"/>
I understand the importance of regular hand washing/sanitizing.	<input type="checkbox"/>	<input type="checkbox"/>
I will keep to the work area designated to me and stay at least six (6) feet from coworkers.	<input type="checkbox"/>	<input type="checkbox"/>
I understand the need to wear a face mask when social distancing cannot be maintained.	<input type="checkbox"/>	<input type="checkbox"/>
I understand the importance of wearing gloves where equipment may have been handled before it is passed to me.	<input type="checkbox"/>	<input type="checkbox"/>
I will inform my manager if there are any issues of concern relating to control of the spread of COVID-19	<input type="checkbox"/>	<input type="checkbox"/>
I consent to having my temperature taken (non-contact) each day before work begins and acknowledge that for the safety of all, I may not be able to work if I have a cough or fever	<input type="checkbox"/>	<input type="checkbox"/>

I confirm I have read, understood, and been walked through the COVID-19 Risk Assessment and understand the control measures. All statements made above are correct at the time of answering to the best of my knowledge and have asked any related questions that have arisen. I will immediately inform the company of any changes to the declarations made.

Signature: _____

Print Name: _____

Date: _____

EXHIBIT B: 4 AV NOW

EMPLOYEES WILL BE SCANED
DAILY PRIOR TO THE START OF
WORK.

If it is determined that you have a
temperature of 100.4 degrees or higher,
you will be asked to return home.

We thank you for understanding as we
take necessary precautions to maintain a
safe and healthy work environment.

EXHIBIT B: 4 AV NOW

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Avoid touching your eyes, nose, and mouth.
- When in public, wear a cloth face covering over your nose and mouth.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.

 [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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THANK YOU FOR



SOCIAL DISTANCING

Courtesy of Plum Grove Inc.

WASH YOUR HANDS



PREVENT THE SPREAD OF CORONAVIRUS


Courtesy of Plum Grove Inc.

Please
**WEAR
FACE MASK**



Sign courtesy of Plum Grove Inc.

EXHIBIT B: 4 AV NOW




Take Your Temperature

Normal body temperature is 98.6°F / 37°C

Digit courtesy of Photo Disc Inc.

Prevent the spread of COVID-19 in 7 STEPS

- 01 Wash your hands frequently
- 02 Avoid touching your eyes, nose and mouth
- 03 Cover your cough using the bend of your elbow or a tissue
- 04 Avoid crowded places and close contact with anyone that has fever or cough
- 05 Stay at home if you feel unwell
- 06 If you have a fever, cough and difficulty breathing, seek medical care early — but call first
- 07 Get information from trusted sources



SOURCE: WORLD HEALTH ORGANIZATION

#StopTheSpread

How to use a mask?

Source: World Health Organization



Before Putting on a Mask:
Clean hands with alcohol-based hand rub or soap and a er.



While Wearing a Mask:

1. Cover your ou h and nose. Make sure there are no gaps between your face and the mask.
2. Avoid ou h the ask. f you do, clean your hands with alcohol-based hand rub or soap and water.
3. Replace the mask with a new one as soon as it is damp. Do no re-use single-use asks.



To dispose of the mask:

1. Remove the mask from behind using the strings. Do no ou h the front of ask.
2. Discard the mask i edia ely in a closed bin.
3. Clean hands with alcohol-based hand rub or soap and a er.



Keep Our Workplace Safe!


Practice good hygiene

-  Stop hand shakes and use **non-contact greeting methods**
-  Clean hands at the door and schedule **regular hand washing reminders**
-  **Disinfect surfaces** like doorknobs, tables, and desks regularly
-  **Avoid touching your face** and cover your coughs and sneezes
-  **Increase ventilation** by opening windows or adjusting air conditioning

Limit meetings and non-essential travels


- Use **video conferencing** instead of face-to-face meetings
 - When video calls are not possible, hold your meetings in **well-ventilated rooms and spaces**
 - Suspend all non-essential travels** and trips
- 

Stay home if...

- You are feeling sick
 - You have a sick family member at home
- 

Take care of your emotional and mental well-being

Outbreaks are a stressful and anxious time for everyone. We're here to support you. Reach out to hr@reallygreatsite.com anytime.



SOURCE: CDC.GOV