



COVID-19 SAFETY PROTOCOL AND PROCEDURES

My Guy Services has enacted the following policies in compliance with the [State/County Order] health care order related to COVID-19, issued on [Date].

Daily Screening Protocol

All employees of My Guy Services who are active in essential operations and enter our facility must follow these procedures each day.

1. Symptom Checks

- a. Perform a self-temperature check and view results. Disinfect the entire temperature sensor device with a disinfecting wipe immediately after use.
- i. Do you have a fever? Y/N
 - b. Are you experiencing shortness of breath? Y/N
 - c. Are you experiencing a sore throat? Y/N
 - d. Are you experiencing frequent diarrhea? Y/N

2. Other Screening Criteria

- a. Are you aware of having had any close contact in the last 14 days with someone who has been diagnosed with COVID-19? Y/N
- b. Have you traveled internationally or out of state within the last 14 days?

If you answered yes to any of the above questions, you must observe the following actions immediately.

1. Notify management with details on your responses to the above screening protocols.
2. Disinfect any surface you have touched at our facility with a disinfecting wipe.
3. Go home.
4. Stay home until you have fully executed the following protocols:
 - a. 3 days with no fever and 7 days since the first symptom.
 - b. 14 days if close contact of diagnosed case of COVID-19.
 - c. 14 days following travel.

On Site Protocols

All employees of My Guy Services who are active in essential operations and enter our facility must follow these procedures each day to ensure the safety of co-workers and limit the possibility of virus transmission.

1. Prevent entry of all non-essential personnel and any non-employee of My Guy Services.
2. At any given time, no more than three (3) employees may be present inside our facility.
3. All employees present inside our facility or in its immediate vicinity must maintain safe social distancing of no less than 6 feet of spacing, to the extent possible.
4. To the extent possible, maintain social distancing while traveling to service locations by using separate vehicles.
 - a. Employees may choose to use personal vehicles to travel to service locations, or use a second company vehicle for the same purpose.
5. Perform thorough hand washing using appropriate techniques immediately upon arrival at our facility. See video for guidance on proper hand washing technique.
6. Disinfect all high touch surfaces upon leaving the facility with disinfecting wipes or disinfectant spray. These surfaces include, but are not limited to:
 - a. Door knobs
 - b. Light switches
 - c. Toilets and sinks
 - d. Keyboards and mice

e. Vehicle door handles and steering wheels

The above listed protocols are available for online review at [\[Company Covid-19 Webpage\]](#) and are to remain posted and visible at our facility until further notice.

Sincerely,

Sam Elsts

Owner

My Guy Services LLC