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Integrated Systems Design is recognized by the Department of Homeland Security as an Essential Infrastructure Business in the national effort to fight COVID-19. To the extent possible, we will dedicate Service Center resources to ensure customers are able to safely continue operations without interruption.

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## Employee Safety Protocol

4.03.2020

*In an effort to contain any potential COVID-19 infection and spread among staff, business partners and our community, Integrated Systems Design workers will use the following precautionary measures:*

**NO EMPLOYEE will be allowed on-site who displays respiratory symptoms or has had contact with a person known or suspected to have Covid-19.**

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Employee will undergo **daily screening** including: symptom and temperature check, social contact and travel history.

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Employee will follow all **CDC hygiene protocol**.

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Employee will **contact customer prior to entering facility**.

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Employee will **follow any customer posted and implemented** Covid-19 protocols.

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Employee **will use rubber gloves** while working with equipment, parts or product at customer locations.

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Employee **will wipe down operator's touch points with disinfectant before and after service to equipment**. Employees will be supplied with a suitable disinfectant or use customer supplied cleaning product if requested.

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Employees **will practice social distancing on premises** and interact only with those in the line of the work.

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Employees **will wipe down computer and signature pads with disinfectant before and after customer signs electronic work order**.

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