



MARCH 25, 2020

COVID 19 COMPANY POLICY:

This letter outlines current company policies in response to the evolving COVID 19 Pandemic. The health and safety of the employees and customers of CE Spray Foam Solutions and South Okanagan Insulation is extremely important, and we are working to adapt necessary health measures daily. Due to the nature of the spray foam industry many polices are already in place that will address current regulations specific to COVID 19. Where current policies do not cover this current health crisis, we have implemented new standards.

Current Policies:

- Employees applying spray foam must wear PPE. This includes gloves, respirators, and hazmat suits.
- While applying spray foam the area must be clear of other trades, homeowners, inspectors, and anyone not wearing the above PPE.
- A sign must be posted during spray foam application to alert anyone who may wish to enter this area of the hazards. We have sandwich board signs with warnings on them that are set-up during spray.
- A notice is than posted following the completion time that alerts of a 24 hours no occupancy period.
- Spray Foam applicators are trained and certified and responsible for these measures to be followed.

New Policies:

- Employees must wear disposable gloves when re-fuelling.
- Employees are to practice social distancing of 6' from anyone else.
- Employees are not to be in the same vehicle together. *There is one exception to this as we have 1 crew that lives together at the same residence.*
- Employees are to wash hands frequently and / or change gloves once in contact with potentially contaminated surface and to keep in mind that the latest evidence of the virus survival on surface is: 1 day for paper and cardboard and 3 days for smooth surfaces.

- Employees will be given disinfecting wipes to clean door handles of vehicles and interiors including key fobs.
- If any employee feels ill, even if minor symptoms they are to stay home. We at CE Spray Foam Solutions and South Okanagan Insulation are in complete support of this and they are not to feel this would impact their future employment in any way.
- We will only work on vacant job sites and when more than one employee is on site the social distancing measures are to be followed, preferably by more than 6'.
- If any employee has any concerns or questions, please contact us immediately.

Customers:

- Office staff are working from home so there is no direct contact.
- All payments are electronic.
- We will arrange to communicate with customers over the phone and there is no need to meet directly with them at this time.