



SAFETY IS OUR #1 PRIORITY

COVID-19 Protocol

Protecting Everyone Starts with an Effective Plan

Design Electric was built on a solid foundation of safety; for our employees needs a space between our and their families, so taking action to stop the spread of COVID-19 is in our DNA. To keep all of our jobsites and offices safe, we have developed several strict protocols:



Drafted a company-wide policy to prevent the spread of COVID-19



Created a comprehensive cleaning practice schedule



Appointed a COVID-19 Safety Monitor to oversee compliance on every project



Required regular temperature scans of workers at job sites



County-to-county compliance: As COVID-19 prevention regulations and restrictions change on a regular basis and vary from county-to-county, the Design Electric team maintains up-to-the-minute status to ensure we are always fully compliant while supporting the safest workplace possible.



DEI is providing PPE to our employees:

With the always-present potential risk of COVID-19, all Design Electric employees are outfitted with the most effective PPE available, from our offices to field work. Every step is taken to protect both our team, partners, and public.



DESIGN ELECTRIC COVID-19 PLAN

Every Design Electric employee is given specific requirements to help stop the transmission of COVID-19. Our prevention measures are detailed in our COVID-19 Plan:

MEASURE TO PROTECT EMPLOYEE HEALTH:

- 1.** All employees are to monitor symptoms daily. If employees have flu like symptoms, fever, cough, or shortness of breath they should not come to work. Everyone will check their temperatures daily before entering Design Electric. If employee has a fever of 100.0 or higher, they need to stay home.
- 2.** All desk and individual workstations are separated by at least six feet.
- 3.** Break rooms, bathrooms, and other common areas are being disinfected frequently.
 - a.** Bathrooms will be cleaned every two hours.
 - b.** Break room will be cleaned every two hours.
- 4.** Disinfectant and related supplies are available to all employees. These supplies will be kept in the breakroom.

5. Hand sanitizer effective against COVID-19 is available to all employees at the following locations: Front Desk, Hallway, Bathrooms, Copy Room, Kitchen, Warehouse, and CAD Department.
6. Soap and water are available to employees at the following locations: Bathrooms (x3), break room.
7. All employees have received a copy of this protocol.

MEASURE TO PREVENT CROWDS FROM GATHERING AND SOCIAL DISTANCING OF SIX FEET:



1. Only one employee should be in the copy room at a time. Others who are waiting will maintain a six-foot distance.
2. There will be no gathering in the break room. No self-serve food items permitted. If food is brought it must be individually packaged, or brought personally for personal use.

MEASURE TO INCREASE SANITIZATION:

1. Supplies to clean common spaces, and personal offices will be made available to all employees. All employees will have access to gloves, masks, disinfectant, soap, water, and hand sanitizer.



COVID-19 REFERENCE AND RESOURCES

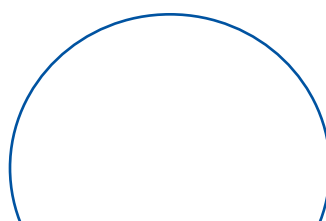
- RESUMING BUSINESS TOOLKIT
- CEA COVID-19 RESOURCES
- CAL/OSHA COVID-19 RESOURCES
- DEPARTMENT OF LABOR COVID-19 PAGE
- INTERIM GUIDANCE FOR BUSINESSES & EMPLOYERS
- ALAMEDA COUNTY COVID-19 RESOURCES
- ALAMEDA COUNTY SHELTER IN PLACE FOR COVID-19

HEALTH & SAFETY

- CDC RESOURCE PAGE
- DEPARTMENT OF LABOR RESOURCE PAGE
- OSHA GUIDANCE ON PREPARING WORKPLACES FOR COVID-19
- OSHA COVID-19 FACT SHEET
- UPDATES FROM THE WORLD HEALTH ORGANIZATION (WHO)
- THE NATIONAL INSTITUTE FOR OCCUPATIONAL SAFETY & HEALTH COVID-19 RESOURCES

TESTING

- ALAMEDA COUNTY HEALTH DEPARTMENT
- CDC: TESTING FOR COVID-19





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