



A J Leo Electric and Solar's COVID-19 Preparedness and Response Plan

In accordance with Executive Order 2020-91, A J Leo Electric and Solar ("Company") institutes this COVID-19 Preparedness and Response Plan ("Plan").

1. Below A J Leo Electric and Solar have provided training workplace infection-control practices as outlined by the CDC (links below)
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>
2. Below is a link to information on how to properly use personal protective equipment (PPE)
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>
3. A J Leo Electric and Solar has advised our employees on how to report unsafe work conditions, and the steps for notifying supervisors that they have symptoms of COVID-19 or have a suspected or confirmed diagnosis. Employees are to notify Amy Strutz (amy@AJleo.com) and Beth McCormick (beth@AJleo.com) via email and text immediately upon knowledge of exposure and/or diagnosis.
4. A J Leo Electric and Solar has set in place protocols in the workplace in the event that an employee tests positive for COVID-19 such as quarantining the space and/or equipment or by means of contacting a professional cleaning company. A J Leo Electric and Solar has set in place protocols for cleaning and disinfecting companies workplace (i.e. vehicles, tools, equipment) that they have come in contact with.
5. All A J Leo Electric and Solar's employees have been provided with sanitizer, Dawn blue detergent, and are provided sufficient time for employees to wash hands frequently or to use hand sanitizer.

6. A J Leo Electric and Solar will contact the local health department if an employee tests positive for COVID-19 and any coworkers, contractors or suppliers who may have come into contact with the person will be contacted also to the best of their ability to do so.

7. All of A J Leo Electric and Solar employees (will have to email their responses to the questions below daily to amy@AJleo.com and beth@AJleo.com), customers and/or contractors either at or prior to the start of their shift and/or prior to entering a workplace are required to go through a daily self-screening as outlined below of their current health conditions and whether they've had a "suspected or confirmed exposure to people with possible COVID-19." A J Leo Electric and Solar will keep records of the daily health screenings of the employees, according to the order:
ASK THE FOLLOWING QUESTIONS WHEN YOU SCREEN:
 - *Have you or has anyone in your home had contact within the last fourteen days with any person under screening/testing for COVID-19, or with anyone with known or suspected COVID-19?*
 - ***Do you currently have any of the following symptoms?***
 - *Fever (100.4°F or higher), or a sense of having a fever.*
 - *New cough that you cannot attribute to another health condition.*
 - *New shortness of breath that you cannot attribute to another health condition.*
 - *New sore throat that you cannot attribute to another health condition.*
 - *New muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise).*

8. A J Leo Electric and Solar has provided non-medical grade masks to all employees.

9. A J Leo Electric and Solar has encouraged employees to wear gloves, masks and use hand sanitizer when using public transportation to get to work.

10. A J Leo Electric and Solar will keep workers at least 6 feet apart "to the maximum extent possible." When they can't be more than 6 feet apart, employees are required to wear face masks. When workers have to be within 3 feet of each other, A J Leo Electric and Solar will "consider" providing face shields, according to the governor's order.
11. A J Leo Electric and Solar has restricted business-related travel for "essential" purposes only and "promote" remote working.
12. A J Leo Electric and Solar is prohibited from firing, disciplining "or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19."

ACKNOWLEDGMENT

By typing your name and returning this document via email to amy@AJleo.com and beth@AJleo.com, Employee acknowledges receipt of and training on the following:

- Company's COVID-19 Preparedness and Response Plan;
- CDC's "How to Protect Yourself and Others" poster; and
- CDC's "How to Safely Wear and Take Off a Cloth Face Covering" poster.

Employee understands it is his/her responsibility to review and understand the above. Employee acknowledges and agrees that he/she will comply with all safety and COVID-19 procedures implemented by Company.

Employee

Date

* [CLICK HERE](#) TO REVIEW OUR Customer COVID-19 Notice, Acknowledgment and Health Questionnaire