

KINGDOM

AIR CONDITIONING

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DATE: 25 March 2020

SUBJECT: Coronavirus and its implications for Kingdom Air Conditioning

KINGDOM AIR CONDITIONING COVID-19 POLICY - as given to our personnel

The coronavirus (Covid-19) is, as you know a moving target. As we are moving in and out of people's homes and businesses, we must adhere to certain policies and procedures to ensure the ongoing safety of both ourselves, each other, clients and others we meet during the course of business.

Therefore, in the interests of maintaining safety and ongoing work for everyone, the requirements and procedures below are **EFFECTIVE IMMEDIATELY**, and must be adhered to until further notice.

- Obey ALL government bans, laws, rules, restrictions, safe distance rules, and social separation requirements
- Each morning, prior to leaving home, you will be required to take your own temperature, and report it to us via email or sms. Normal temperature range for our purposes is 36°C to 37°C. If your temperature is higher than this, you will be excluded from work and required to be medically cleared to work
- We will be requiring all clients or persons on sites where we are carrying out work to confirm that they are symptom free, PRIOR to you attending site
- Adhere to all COVID-19 policies handed to us by clients - these are recorded in your Job Cards
- Before entering any premises, ask the clients if there is ANYONE at the premises with a cough, fever, sore throat or ANY possible symptom of coronavirus. If anyone has symptoms, or if you encounter anyone in the course of your duties with possible symptoms, LEAVE IMMEDIATELY and notify the OFFICE IMMEDIATELY
- If you have ANY symptoms at all, DO NOT come to work. If anyone in your family has any symptoms, DO NOT come to work. Please call in sick. We will work around this, REGARDLESS of what commitments we have to clients.
- Advise us immediately if anything comes to your attention, either with others or with yourselves.

- Maintain a “safe” distance from all clients, and others, of at least 1.5 metres
- Maintain the one person per four (4) square metre rule
- Have NO physical contact with any staff member, client, supplier or any other person whilst working for Kingdom Air Conditioning
- Do not travel with any other staff member – please use your own vehicles ONLY, ie, no ride sharing
- We recommend that you wear gloves at all times
- We recommend that if you believe you should do so, wear a mask
- Carry hand sanitiser at all times and use it regularly (see soap option below)
- Wash your hands at your vehicle when you arrive at a job and when you leave the job and if you are on a job for a long period of time, also wash your hands regularly. If you are unable to obtain hand sanitiser, please carry water and hand soap in your vehicles
- Phones – we recommend using disposable wipes to wipe these down regularly as they are near your face and could possibly transfer anything that is on them to you
- Keep your hands away from your face
- When arriving home from the end of your day we recommend the following: Wash your hands before getting out of the van, put on gloves, make sure that all gloves etc that have been used that day are in a sealable plastic bag. Seal the bag and place in the rubbish BEFORE entering your house. Go straight to a shower. Put on disposable gloves and put dirty clothes into a plastic bag, then put these into the washing machine, washing only your work clothes and using an antibacterial wash.
- If at any time you believe it is in your best interests to not come to work, please advise us accordingly and we will respect this
- If you are unsure of ANYTHING, please ask us

IF YOU SUSPECT ANYTHING or ANYONE, YOU MUST NOTIFY Warren Brown or Jennie Brown IMMEDIATELY.

Please also note the following:

We will be minimising your movement between multiple work sites, therefore lowering your risk of exposure. This will mean that installation work will be prioritised, and particularly sites with minimal people on site. All other work, such as services and breakdowns, will be assessed on an individual basis.