



## JMI-EDISON COVID-19 MITIGATION PLAN

### EDUCATION

- Provide information to employees about the COVID-19
- Provide easily accessible information to employees about mitigating COVID-19 Risk on the company Workplace by Facebook Site
- Provide updates on current news, information, and guidelines

### PROTECT HEALTH

- All employees highly encouraged to maintain safe practices at work and at home
- Hand sanitizer stations place at all office space entrances and store main entrance
- Temperature check station placed in customer area lobby
- Temperature check station placed at timeclock station for field technicians
- Plexiglass panels installed to separate customer space from staff space
- Plexiglass panels installed to separate Accounting/Admin Staff from other staff and visitors
- Restrictions placed on which employees are allowed to enter which rooms
- Customer area seating spaced at least 6 feet apart
- Conduct Hazard Assessment
- Conduct Employee Health Assessment

### MAINTAIN SAFE PRACTICES

- Social Distancing (specifically, staying 6 feet away from others when you must go into a shared space)
- Frequently washing hands or use alcohol-based (at least 70% alcohol) hand sanitizer when soap and water are not available
- Wearing cloth face coverings
- Avoiding touching eyes, nose, and mouth
- Staying home when sick
- Cleaning and disinfecting frequently touched objects and surfaces

### CLEANING AND DISINFECTING

#### ***For Durable Areas***

- Office Interior Door handles - 9AM, 11AM, 1PM, 3PM
- Office Exterior Door handles
- Lobby Entrance/Counter
- Light Switches, countertops, desks, tables
- Employee Workstation - tabletop, keyboard, phone - Arrival and After Lunch

***METHOD: Spray Disinfectant, Disinfecting Wipes, or Cloth/Paper Towel with Alcohol***

**For Food Safe Areas**

- Water Dispensers - Recommended to use a water bottle to reduce the number of refills
- Refrigerator
- Microwave
- Dining Table
- Sink

***METHOD: Disinfecting Wipes or Cloth/Paper Towel with Alcohol, NO SPRAY DISINFECTANT, or spray disinfectant into towel then wipe***

**FOR ELECTRONIC OR SENSITIVE AREAS**

- Canon Copier Interface and Display EXCEPT for Glass Platen, Conveyors, and Rollers
- No Shared Computers

***METHOD: Disinfecting Wipes or Cloth/Paper Towel with Alcohol, NO SPRAY DISINFECTANT, or spray disinfectant into towel then wipe***

***JMI-EDISON Sells and Uses Disinfecting Products on List N: Disinfectants for Coronavirus (COVID-19)***

**COMMUNICATION, CONTINUATION & REFERENCE**

- Person in Charge of Conformance – Romeo I. Oriondo
- Person in Charge of News and Information – Patrick Ilaio
- CDC Website: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control.html>