

UNISS ENTERPRISES, LLC

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COMPANY:

SUBJECT: BUSINESS PLAN / COVID-19 SAFETY GUIDELINES IN OFFICE AND
JOBSITE

IMPLEMENTATIONS OF THE FOLLOWING SAFETY GUIDELINES:

- • Receptionist / Jobsite Superintendents ensures all customers / field workers wear masks upon entering the premises and designated work areas.
- • All employees are provided with proper instruction on how to clean and maintain PPE or face masks.
- • Infrastructure (i.e. air conditioning maintenance cleaning schedule, airflow system, etc.) for maximum sanitary conditions.
- • Hand sanitizer station in each workspace or public area.
- • Minimum 6-ft social distancing between chairs and workspaces and through the jobsites area.
- • Ensure seating and in all waiting areas meets physical distancing.
- • Disinfect all frequently touched surfaces regularly.
- • Disinfect and clean bathrooms (minimum once hourly). Ensure ample supply of hand soap, toilet papers, hand towels and sanitizers.
- • Sanitize shared equipment, tools before/after shifts or when transferred.
- • Managers / Superintendent will send any employees home who are sick with fever, cough, difficulty breathing.
- • Sign on the door to ask all who enter to sanitize hands upon entry and to maintain social distancing while in the space.
- ○ Sign on the door that if you are not feeling well (e.g. coughing or sneezing, fever), then you are not allowed to enter.

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- Record all names, contact number of people who come into the enclosed business premises, including all workers, customers or guests. • No physical contact greetings (e.g. hugs and handshakes) with non-contact recognition.
- No sharing personal pens, and phones; it must be cleaned with disinfectant regularly.
- Office operation, Receptionist checks guests temperature upon entry (above 100F, no entry).
- Jobsite operations, Superintendent checks all field staffs temperatures at beginning of shift.
- Face masks are worn and any other required PPE
- Hand Sanitizer are provided at the jobsite and frequent proper handwashing after bathroom / smoke breaks and before and after lunch break.
- Sick employees are to report their Supervisors and home and not return until CDC criteria are met.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor.

Submitted by:



Sang C. Nam, President
Uniss Enterprises, LLC