TOTAL MECHANICAL INC.
Mechanical Engineering and Construction
www.totalmechanical.com
CCB 30066

TMI Camas Office COVID Precautions: 5/22/20
https://www.totalmechanical.com/covid-19

Employees

- Complete COIVD-19 Hazard Awareness.
- Perform a self-screen before heading to work. Health screen is posted on the front door.
    - Sick or symptomatic people are to stay at home until they are symptom free for at least 72hrs without the use of medication.
- No standing desk use in open areas.
- Wash hands every time you re-enter the office, at a minimum 5 times a day.
- Facemasks are encouraged any time social distancing cannot be followed.

General Office Space and Meeting Room Configuration

- All office or jobsite non-critical personnel are to work from home.
- Social Distancing Officers (SDO) are responsible for enforcing the social distancing guidelines of 6 feet between all individuals.
    - Office SDO: Daniel C, John D, Dan B, Ben C
- Meetings of more than two people will be conducted online whenever possible.
- Hygiene stations and hygiene products for employees have been increased.
- Twice daily cleaning and sanitizing of all high traffic surfaces.
- Until further notice, Camas office is restricted to TMI employees only. The office doors will be propped open from 7:30am – 3:30pm.
- The office HVAC equipment filters have been replaced with MERV-13 filters. Filters are changed quarterly.
- Economizer settings in the office HVAC equipment have been adjusted to increase outside air intake.
- Conference room doors are to be propped open at all times.

Kitchen

- Onsite food service and preparation is suspended.
- If you touch it, wipe it down.

Administrative Controls

- TMI Delivery Guidelines for COVID.
- Paperwork coming from the field is sanitized.
- Elevator use is discouraged.

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