

Covid-19 Field Service Safety Checklist & Procedures

Before, during and after visiting customers and while traveling, follow these procedures in addition to your typical safety procedures to stay safe and healthy.

PPE to Have on Hand:

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| <input type="checkbox"/> Safety Glasses | <input type="checkbox"/> Anti-Bacterial Disinfectant Spray |
| <input type="checkbox"/> Gloves | <input type="checkbox"/> Paper Towels |
| <input type="checkbox"/> Facial Mask | <input type="checkbox"/> Sanitizing Wipes |
| <input type="checkbox"/> Hand Sanitizer | <input type="checkbox"/> Thermometer |

Pre-Arrival Procedures:

- Phone the customer in advance to ensure that they are open and accepting visitors to perform the planned service work.
- Ask the customer about their Covid-19 protocols and plan for any deviation from typical procedures.
- It's a good idea to take your temperature before departing for the customer – many customers will not allow you in their facility if your temperature is elevated.

Arrival Instructions:

- Before entering the plant, sanitize your hands and disinfect materials to be taken into the plant.
- You should also put on proper PPE to protect yourself and those around you before you check into the facility.
 - Safety Glasses
 - Gloves
 - Facial Mask
- During check-in, have a conversation with the plant contact to understand if there are any current Covid-19 concerns that you need to be aware of that could impact your health and safety (ex. current outbreak or reported cases).

While Working in the Plant:

- Practice social distancing procedures and ask that others around you do the same.
- Upon arrival to your work area, wipe down the area with your sanitizing wipes before you proceed to work on the equipment.
- Repeat as necessary as you move to additional work areas.

Preparing for Departure:

- After the service is completed, re-wipe down each area that you touched, including the equipment, with sanitizing wipes to ensure the area is disinfected for the customer prior to you leaving the plant.
- Check-out with the customer and inform them that the areas that you have touched have been sanitized.
- Before entering your vehicle remove your PPE and sanitize your hands and disinfect all equipment and materials before placing them back in your vehicle.

Additional Precautions:

- If the visit requires an overnight stay, be sure to sanitize all hotels surfaces upon arrival into the room.
- If the visit requires a plane flight, check with airlines to see what their requirements are to fly. Note that plane flights could affect the customer's decision to allow you to enter their facility.

Stay Safe. Stay Healthy. Help Prevent the Spread of Covid-19.