



# PFT - ALEXANDER, INC.

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To our customers and partners:

PFT-Alexander, Inc. is actively monitoring updates regarding COVID-19 and following the guidance of the United States Center for Disease Control (CDC) and the World Health Organization, as the health and well-being of our employees, customers and vendors is of utmost importance to us.

We are focused on our preparedness efforts to maintain a safe work environment and **ensuring business continues as usual**. Our office doors are closed to visitors except for those performing critical operational services. Technicians are still working in the field as needed and following the latest guidance from the CDC. In the case where needs can't be met, we are available remotely via e-mail, text, phone and online.

In response to the latest news on COVID-19, we have prepared a list of preventative and best practices to prevent the spread of any illness. We encourage employees to clean and disinfect personal office equipment frequently throughout the day. Below are additional CDC infection prevention measures which include:

- Practice social distancing – maintain 6ft away from people
- Avoid person-to-person contact (handshaking)
- Follow proper cough and sneeze etiquette; use tissue or the inside of elbow; throw used tissues in the trash
- Hand hygiene; wash your hands for 20 seconds and use hand sanitizer with at least 60% ethyl alcohol
- Avoid close contact with sick persons
- Stay home if you are sick with the following symptoms:
  - Develop of cough
  - Difficulty breathing
  - Have high fever (100.4)
- Avoid touching eyes, nose, and mouth with unwashed hands
- Avoid sharing personal items with co-workers (i.e. dishes, cups, utensils, towels, cell phones)
- Change rooms and breakrooms should be limited to three people at a time
- Avoid if possible, scheduling in-person office meetings; utilize other means of communication available (e.g. email, phone conference, web-ex)
- Avoid ride-sharing
- Prior to travel, check [CDC's Traveler's Health Notices](#)

As a temporary measure and one with conditions, Management has authorized eligible employees to work remotely from home. This action is in response to school and daycare closures, with no viable options for childcare and supervision and for those that have been identified as “high risk” due to age, have chronic health conditions or other health concerns. We also realize that keeping our workforce at home helps reduce the risk of exposure.

We understand the concern and uncertainty you may be experiencing surrounding COVID-19, and we are committed to being as responsive as possible to your needs and concerns throughout this situation. It is important for us to remain calm, stay informed, and be prepared.

Sincerely,

Management