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MANUFACTURERS' REPRESENTATIVE SINCE 1957
www.GoPSi.com

PSI Enhanced Safety Plan (COVID-19)

Proctor Sales Inc., including our service division Combustion & Control, acknowledge the risks related to COVID-19 and are adhering to all Federal, State and Local recommendations at any point in time. All staff members entering job sites and other workplaces are doing so voluntarily. The following precautions are being taken to keep our staff, customers and vendors safe:

1. Employee self-screening, each day before entering any PSI facility, customer jobsite, or any workplace complete the Employee COVID-19 Daily Self Screening Questionnaire.
2. Social Distancing – At any work location, employees should limit direct contact with other individuals (employees, customers, vendors, etc.) and maintain a minimum of 6 Feet distance when possible.
3. Wearing PPE (masks, disposable gloves, and eyewear) at all job sites. Sanitize reusable PPE prior to use.
4. Hand washing upon entering and exiting any facilities (PSI, customer, etc.), and regularly wherever you are working, if unable to wash hands, carry and use hand sanitizer before entering and upon leaving all job sites.
5. Prior to using and then when done disinfect reusable supplies and equipment.
6. Daily clean/sanitize surfaces of the service vehicle, steering wheel, gear shift, instrument panels, etc.; use aerosol sanitizers inside cabs on cloth seats and carpets.
7. Field service calls where an onsite visit is essential, service teams should call ahead to adhere with our customer's visitation policies in addition to PSI's policies.
8. Employees who have been exposed to COVID-19 may remain working, after determination has been made as to the extent of exposure and as long as they remain asymptomatic and wear a face mask for 14 days after exposure.
9. Employees who are caring for a person who is COVID-19 infected or symptomatic, or becomes ill with COVID-19 symptoms (signs of fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, new loss of smell or taste, fatigue), are asked to stay home and self-quarantine for 14 days, and should seek medical guidance as applicable. A medical release back to work may be required.
10. If an employee test positive for COVID-19 or is quarantined by a health official, they must report immediately to PSI Human Resources that they have been exposed or infected. They will be asked to provide a list of co-workers, customers or vendors they have been in close or prolonged contact within the 14 days prior.

Proctor Sales Inc. will make every effort to notify employees, customers and vendors when one of our employees has tested positive for COVID-19 or is quarantined by a medical official.

Respectfully,

A handwritten signature in black ink that reads 'Jason Patterson'.

Jason D. Patterson

Proctor Sales Inc. - President

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Employee COVID-19 Daily Self Screening

For Use Only During an International Pandemic as Declared by the World Health Organization

In order for you to work in-person in a Proctor Sales Inc. facility, customer job site and other business related place, you must complete this screening each morning and before entering any workplace. If you answer YES to any question, you are NOT permitted to work, please contact PSI Human Resources. This is to assure the safety of all.

1. Have you or anyone in your family been diagnosed as having COVID-19 within the last 14 days?
2. Have you or anyone in your family been in close contact (within 6 feet) with anyone who is confirmed or suspected by a health care provider to have COVID-19 within the last 14 days?
3. Have you or anyone in your family traveled outside of the U.S. within the last two weeks?
4. Have you been medically directed to self-quarantine due to possible exposure to COVID-19?
5. Do you have a fever of a temperature that is higher than normal for you?
6. Are you currently, or have you in the last 72 hours, experienced any of the following symptoms that you cannot attribute to another health condition?
 - Fever
 - Chills
 - Cough
 - Shortness of breath
 - Sore throat
 - New loss of smell or taste
 - Gastrointestinal problems, such as nausea, diarrhea, and vomiting
7. Have you had a temperature higher than 100.4 in the last 72 hours (without the use of medicine that reduces fever)?
8. Do you have any new muscle aches that you cannot attribute to another health condition or specific activity (such as physical exercise)?