



ACS Electronic Systems – Automated Control Systems – ACS Building Services

## COVID-19 Policy & Procedures Requirements and Personal Protective Equipment

Given the widespread community transmission of COVID-19, ACS remains committed to providing high-quality work while ensuring the safety of our employees and clients.

With the increasing prevalence of COVID-19 in the community, the risk of exposure to an infected person continues to increase, even without the typical symptoms.

**ACS Employees must assume there is COVID-19 exposure everywhere they enter.**

The most common symptoms of COVID may include any of the following

- Fever  $\geq 100^{\circ}\text{F}$
- Cough
- Shortness of breath

Additional symptoms that are less common but have been present with COVID-19 include

- Sore throat
- Nausea, vomiting, and diarrhea
- Muscle aches
- Unexplained loss of sense of smell and/or taste

ACS is creating a policy concerning COVID-19 safety requirements. This Policy is effective immediately and for the foreseeable future, until further notice.

ACS implements this policy based on local, municipal, state and CDC requirements.

Employees must wear Personal Protective Equipment and follow clean/safe procedures as per ACS policy and CDC and municipal, state and federal requirements.

Employees are to self-monitor for symptoms concerning COVID-19 infection at the beginning of every day. If you feel you are displaying symptoms related to the virus or running a fever  $\geq 100^{\circ}\text{F}$ , we ask that you notify your manager and HR and stay home.

**SYSTEMS INTEGRATION**    Building Security – Card Access – CCTV – Fire Alarm – UL 24 hour Monitoring  
Energy Management – Building Automation – Environmental Control – Indoor Air Quality/Control/Purification –  
Services

**GLOBAL SOLUTION**  
HVAC/R Technical

5251 W 116th Place, Suite 200 - Leawood, KS 66211  
Topeka, KS

800-352-9872    acsSmartBuildings.com

201 N. Forest, Suite 147 - Independence, MO 64050  
Springfield, MO



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Employees are required to:

- Wear a Mask
  - mask should cover the nose and mouth
  - if an employee has a medical reason for not wearing a mask
    - ACS will require notice from the employee's doctor that they are exempt for wearing a mask.
    - The employee will be asked to wear a face shield instead of a mask
      - The face shield must wrap around the sides of the wearer's face and extends to below the chin.
  - Employees are expected to follow requirements at all times
    - Leawood office must follow Regus and Park Place requirements
    - Independence office must follow Ennovation Center requirements
    - Client locations per the client or building requirements
  - Mask Required
    - when in public buildings and spaces
      - Open work areas examples kitchen, hallways, warehouse, conference areas
      - outside, if social distancing of  $\geq 6$  feet can not be followed
  - No mask required (optional)
    - outside and can maintain at least 6 foot distancing
    - private office, if you are the only person in the private office. If someone enters the private office a mask / face shield must be worn
- Sanitize hands, vehicle, and equipment often
  - Do not shake hands
  - Disinfect surfaces in your vehicle regularly, including outside door handles, phones, Ipad, computer, tools
    - Wash hands frequently/regularly with soap (for at least 20 seconds) and use sanitizer regularly
    - Wear gloves (new/fresh upon entering an occupied space)
      - Exiting your vehicle and entering into a place of business (customer).
      - You may remove your gloves once you are in your workspace, as long as no one else is working with you in the same location. Gloves must be thrown in the trash.
      - Leaving your workspace and returning to your vehicle. Remove gloves and dispose of them in the trash before entering the vehicle.
    - Follow "Social Distancing Requirements" maintaining at least six-foot distance from other individuals
    - Avoid touching eyes, nose and mouth
    - Sneeze or cough into a kleenex or into your sleeve
    - Limit time/visits to the offices - only as necessary

If an employee has been exposed or has COVID-19, ACS will notify any and all customers, personnel, locations, etc. who may have been exposed to an infected person. ACS will not give out any information concerning the infected person and will always maintain the confidentiality of the infected person.

Disciplinary actions:

If management finds the employee not following the policy or if management receives a customer complaint:

- 1st occurrence - employee will receive a written warning

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- 2nd occurrence - employee will be sent home immediately for the rest of the day without pay (employee will not be able to use PTO)

### **COVID-19 Policy & Procedures Requirements and Personal Protective Equipment**

### **ACS Employees Scheduling Appointments with Customers Policy**

All employees, especially dispatchers, sales, and techs

Scheduling appointments

- Ask the customer what their policy/requirements are for entering the building and during the meeting

Dispatch receiving calls to setup service appointments and Techs scheduling themselves to start the project/service call. -

- Ask the customer what their policy/requirements are for entering the building and during the service call.
- Please note if the equipment is located in an office, will there be other people in the office. If this equipment is located in an equipment room or closet, will other people be near by and should a mask be worn at all times.
- Dispatch, be sure to let the technician know what the requirements are for entering the building and customer's workspace

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