Rosati Windows Covid-19 Protocols

### +[Factory](#_Factory) +[Showroom](#_Showroom) +[In-Home Sales](#_In-Home_Sales) +[Install / Service](#_Installation_and_Service) +[Office](#_Office)

# Factory

* Employees will arrive, take breaks, take lunches, and leave in two separate, offset shifts.
	+ Group A will arrive at 7am and take all lunches and brakes at normal times
	+ Group B will start everything 30 minutes later (i.e. work begins at 7:30am, break at 10:00am, lunch at 12:00pm, leave at 4:00pm)
* Employees will wash their hands regularly, including when entering the building or returning from lunch or break.
	+ Employees will use provided hand sanitizer if clocking in before washing hands. After clocking in, they must immediately wash their hands
* Employees *must* *wear a face mask at all times on property* (except lunch)
	+ We have ordered reusable cloth masks for everyone. They should arrive on May 6th.
		- Disposable masks will be available until then.
		- The CDC recommends that cloth masks be laundered regularly <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>. We recommend you obtain additional masks so you don’t have to wash yours every night. There are ideas on the above site for making additional masks.
	+ Any visitor to the factory (delivery drivers, etc.) will be requested to wear a mask or wait outside. Disposable masks will be provided.
* Employees must maintain a minimum of 6ft between other employees.
	+ Some adjustments have been made to the production line to allow this.
	+ X’s have been placed on the wall for the time clock to mark 6ft while waiting to punch in
	+ No more than 5 people in the break room at a time
	+ No more than 2 people in the restrooms
	+ Please do not smoke outside of the office. If you need to smoke, please do so in your car or off property
	+ Please limit visits to other employees’ offices to one visitor at a time.
* Daily symptom assessments will be preformed by your manager
	+ Please take your temperature every day at home before coming into work. If your fever is over 100.4, please stay home and contact your manager.
	+ Your manager will do a visual assessment looking for signs of coughing or difficulty breathing.
	+ If you are symptomatic *you must stay at home*
* Workstations and common areas will be disinfected
	+ Employees will disinfect work stations with provided methods after lunch and at end of the day or before any other employee uses the equipment
	+ Common areas will be disinfected after each break and lunch

# Sales

## Showroom

* Daily sales meetings will be held in two shifts, 8:30am and 9:15am
* The showroom will be by appointment only. If there are more than 5 people in the showroom, walk-ins will be asked to wait outside until someone leaves.
* Customers will be encouraged when scheduling appointments to please wear a mask when entering the showroom. Disposable masks will be provided if needed.
* Employees will wear gloves if customer is dropping off screens
* Employees will wash their hands regularly, including when entering the building or returning from lunch or break.
	+ Employees will use provided hand sanitizer if clocking in before washing hands. After clocking in, they must immediately wash their hands
* Employees *must* *wear a face mask at all times on property* (except lunch)
	+ We have ordered reusable cloth masks for everyone. They should arrive on May 6th.
		- Disposable masks will be available until then.
		- The CDC recommends that cloth masks be laundered regularly <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>. We recommend you obtain additional masks so you don’t have to wash yours every night. There are ideas on the above site for making additional masks.
* Employees must maintain a minimum of 6ft between other employees.
	+ No more than 5 people in the break room at a time
	+ No more than 2 people in the restrooms
	+ Please limit visits to other employees’ offices to one visitor at a time.
* Daily symptom assessments will be preformed by your manager
	+ Please take your temperature every day at home before coming into work. If your fever is over 100.4, please stay home and contact your manager.
	+ Your manager will do a visual assessment looking for signs of coughing or difficulty breathing.
	+ If you are symptomatic *you must stay at home*
* Workstations and common areas will be disinfected
	+ Employees will disinfect work stations with provided methods after lunch and at end of the day or before any other employee uses the equipment
	+ Common areas will be disinfected after each break and lunch
	+ Any area visited by a customer will be sanitized once the customer leaves the showroom

## In-Home Sales

* Customers will be encouraged to please cancel their appointment or schedule a virtual appointment if they are feeling at all symptomatic.
* Customers will be encouraged to wear masks during the presentation.
* Employees are encouraged to reschedule the meeting at their own discretion if the customer does not want to wear a mask or appears ill.
* Employees will sanitize their hands prior to entering customer’s home and upon leaving.
* Employees must wear a mask while in customer’s home

# Installation and Service

* Employees will wash their hands regularly, including when entering the building or returning from lunch or break.
	+ Employees will use provided hand sanitizer if clocking in before washing hands. After clocking in, they must immediately wash their hands
* Employees *must* *wear a face mask at all times on property* (except lunch)
	+ We have ordered reusable cloth masks for everyone. They should arrive on May 6th
		- Disposable masks will be available until then.
		- The CDC recommends that cloth masks be laundered regularly <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>. We recommend you obtain additional masks so you don’t have to wash yours every night. There are ideas on the above site for making additional masks.
* Employees must maintain a minimum of 6ft between other employees.
	+ No more than 5 people in the break room at a time
	+ No more than 2 people in the restrooms
	+ Please limit visits to other employees’ offices to one visitor at a time.
* Daily self-assessments will must be reported your manager
	+ Please take your temperature every day at home before coming into work. If your fever is over 100.4, please stay home and contact your manager.
	+ Your manager will do a visual assessment looking for signs of coughing or difficulty breathing.
	+ If you are symptomatic *you must stay at home*
* Customers will be encouraged to please cancel their appointment or schedule a virtual appointment if they are feeling at all symptomatic.
	+ Customers will be encouraged to wear masks during the presentation.
	+ Employees are encouraged to reschedule the meeting at their own discretion if the customer does not want to wear a mask or appears ill
	+ Employees will sanitize their hands prior to entering customer’s home and upon leaving
* Employees must wear a mask while in customer’s home

# Office

* Employees will wash their hands regularly, including when entering the building or returning from lunch or break.
	+ Employees will use provided hand sanitizer if clocking in before washing hands. After clocking in, they must immediately wash their hands
* Employees *must* *wear a face mask at all times on property* unless in their own office without visitors
	+ We have ordered reusable cloth masks for everyone. They should arrive on May 6th
		- Disposable masks will be available until then.
		- The CDC recommends that cloth masks be laundered regularly <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>. We recommend you obtain additional masks so you don’t have to wash yours every night. There are ideas on the above site for making additional masks.
	+ Any visitor to the factory (delivery drivers, etc.) will be requested to wear a mask or wait outside. Disposable masks will be provided
* Employees must maintain a minimum of 6ft between other employees
	+ X’s have been placed on the wall for the time clock to mark 6ft while waiting to punch in
	+ No more than 5 people in the break room at a time
	+ No more than 2 people in the restrooms
	+ Please do not smoke outside of the office. If you need to smoke, please do so in your car or off property
	+ Please limit visits to other employees’ offices to one visitor at a time.
* Daily symptom assessments will be preformed by your manager
	+ Please take your temperature every day at home before coming into work. If your fever is over 100.4, please stay home and contact your manager.
	+ Your manager will do a visual assessment looking for signs of coughing or difficulty breathing.
	+ If you are symptomatic *you must stay at home*
* Workstations and common areas will be disinfected
	+ Employees will disinfect work stations with provided methods after lunch and at end of the day or before any other employee uses the equipment
	+ Common areas will be disinfected after each break and lunch