



## **RESPONSE TO COVID-19**

### **Employees**

- **Stay home** if not feeling well, or if you have been near someone who is sick
  - **6' Distance** is to be followed at all times
  - **Wash hands** frequently
  - **1 person** in any vehicle at any time
    - **Do not share vehicles or equipment**
    - When done **Wipe Down Controls**
  - **Use the phone** whenever possible instead of in person meetings
  - **Do not share anything** or reuse any mask, gloves, wipes, etc
  - **Do not enter the office**
  - **Do not eat lunch together**
  - **Use the trash can** - make sure unwanted food, food containers, pop cans, and wrappers get into the trash can so that other people don't have to pick it up
- 

### **Jobsites**

- **Stay in the truck** whenever possible
- Remember **6' distance**
- **Do not touch** anything you don't have to
- **Be mindful of specific jobsite restrictions** such as masks and safety gear



## **RESPONSE TO COVID-19**

### **Customers**

- ***Please DO NOT ENTER the building*** – call first and we may meet you outside
  - ***Conduct business by phone or email***
    - Premix - 509-872-2200
    - Email Jesse – Jesse@motleymotley.com
  - ***Make sure the jobsite is ESSENTIAL, CLEAN AND SAFE***
- 

### **Deliveries**

- ***DO NOT ENTER*** the building
- ***Call Shirley*** - someone will meet you outside
  - ***509-872-3511***
- ***Call Premix***
  - ***509-872-2200***