



Vanport Mechanical & Fire Sprinklers, Inc. is concerned for the safety of you and your family. We are following the development of the emerging coronavirus (COVID-19) closely, and in the interest of ensuring a safe and healthy work environment, we wanted to keep you posted on the actions that we are taking to keep you and our employees safe.

Prior to coming to work each day, we are asking our employees to take a personal health self-assessment, which includes questioning the following:

Do any of the following currently apply to you?

- Fever (greater than 99.1°F)
- Respiratory symptoms, dry cough or shortness of breath, headache, muscle aches and pains, chills, sore throat or other unexplained severe illness accompanied by a fever
- Possible contact (within 3 feet/1 meter) of symptomatic individuals or those who have come into contact with the virus.

If our employees answer yes to any of the above, they are being asked to self-quarantine for 14 days, and they cannot return to work until the risk has passed.

Likewise, we ask you to let us know if any of the above apply to you, and we can assess how we serve you, keeping in mind everyone's safety and health.

Your Health and Safety is our Top Priority. For this reason, Vanport Mechanical & Fire Sprinklers, Inc. has also implemented new protocols for our field personnel, including:

- No handshaking, we will be using other noncontact methods of greeting.
- Additional cleaning measure for our contractors such as frequent handwashing, disinfecting of service vehicles, and disinfectant hand wipes in vehicles.
- Practicing social distancing while in the home or office, on sales consultations, and during repairs or new installations. While we value face-to-face conversations about your HVAC system, we also value public safety, please let us know before your appointment if you would prefer our field technicians to follow up after service via phone rather than face to face, and we would be more than happy to accommodate. We thank you for your business and appreciate your flexibility as we navigate this unprecedented time while keeping you and our employees safe and healthy.

Regards,
Vanport Mechanical & Fire Sprinklers, Inc.

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