



COVID-19 Company Policy and Procedures

Overview

This is a challenging time for all of us and we are doing the best we can. We appreciate any support, suggestions, recommendations, as well as your understanding as we navigate through these fast-changing times.

Our commitment is to continue to provide for our customers and employees while maintaining the highest regard for health and safety, all Executive and Public Health Orders, CDC recommendations, as well as being socially responsible.

We're making changes to improve our policy and procedures daily.

Section 1: How Governor Executive Orders Impact Merit Painting

The Executive Orders issued by the Governor specifies health guidelines, and requirements to prevent the spread of COVID-19.

Merit Painting is authorized to provide our painting services. However, we are taking extra precautions above and beyond what is required.

Executive Orders & Minimum Recommended Health Protocols:

[Coronavirus Executive Orders](#)

[DSHS Minimum Recommended Health Protocols](#)

Section 2: Our Company Policies and Procedures

This section outlines our company policies and procedures including how we are adhering to Executive Orders as well as our own additional precautions to ensure the health and safety of our team members and customers and to avoid any unnecessary spread of COVID-19.

Company-Wide Policies

All Employees & Contractors are screened for symptoms daily and any Employee or Representative who has any of the following new or worsening signs or symptoms of possible COVID-19 will be sent home

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

Employees or contractors with new or worsening signs or symptoms listed above will not be allowed to return to work until:

- In the case of an employee or contractor who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met: at least 3 days have passed since recovery; and the individual has improvement in symptoms; and at least 10 days have passed since symptoms first appeared
- In the case of an employee or contractor who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above
- If the employee or contractor has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation

period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

Employees or contractors with known close contact to a person who is lab confirmed to have COVID-19 will not return to work until the end of the 14 day self-quarantine period from the last date of exposure.

All employees will be working from home and only leaving their home for the Basic Operations for their position. This includes:

- Estimators measuring the outside of homes and picking up/dropping off supplies
- The colors team applying samples to a home, picking up samples from the paint store and picking up/dropping off supplies
- Project managers checking in on job sites for quality and compliance with our policies and picking up/dropping off supplies
- Painters picking up paint from the paint store and working on the job site
- Paint stores limit the people inside the stores and do curbside pickup to limit contact
- Proactive Daily Protocols
- Hand Wash 2x/Day to start the day and end the day
- Disinfecting 2x/Day to start the day and end the day including
- Wipe down all paint upon pick up
- Car door handles, steering wheel, all equipment to be used that day or that was used that day
- Social Distancing Requirements on the jobsite (maintaining a minimum of 6 foot distance at all times unless necessary)

Policies for Working on Projects

- Minimize all personal contact throughout the project with our customers, keeping a safe distance of at least 6 feet when doing any final walk throughs.
- Painters keep a minimum 6 foot distance between each other whenever possible
- Options for Customers:
- We can collect checks from a mailbox or the doormat after walking the house and assuring the quality of work.
- Any pre-job questions can be addressed over the phone instead of an in person walk through if desired.
- There is no need to communicate directly with the painters on-site. All communication can be done with our project manager directly.

- Our exterior projects can be started and completed without any personal contact.
- We are here to serve our customers. If you have any further questions, concerns, or requests please let us know.

If you have any suggestions to improve our policy and procedures please contact us at justin@meritpainting.com or [\(512\) 645-5512](tel:(512)645-5512).