



# Action Plan

## Coronavirus (COVID-19)

Last Updated 03.19.2020

Kamco Supply Corp. of Boston remains in full operation to support our customers. We will continue to do so unless otherwise directed by state or federal government.

This plan applies to all Kamco Supply Corp. of Boston branches and companies, including O'Connor Door Corp. and Kamco Lock Solutions.

### General

The following CDC recommendations have been translated in Spanish and distributed to all of our employees  
COVID-19 Precautions

- Wash hands frequently with soap and water for at least twenty seconds. If soap and water is not available, use alcohol-based hand sanitizers.
- Avoid touching eyes, mouth and nose
- Don't share personal items such as water bottles
- Avoid close contact with individuals who are symptomatic
- Cover your cough or sneeze with a tissue, and immediately discard the tissue in the trash
- Clean and disinfect frequently touched objects and surfaces.
- Do not come to work and seek medical attention if you are experiencing any of the following symptoms:
  - Fever, cough, sore throat, difficulty breathing

Doctor's Note will be Required for All Kamco employees to Return to Work

### Steps to Keep Kamco Offices and Warehouses Safe

- Cleaning companies have increased frequency and are focusing on disinfecting in our facilities
- All essential office functions are being performed in multiple location to ensure continuity of service
- All non-essential meetings, internal or with vendors and customers will be moved to web/phone or postponed
- Suspended offsite training for all Kamco employees
- Postponed Kamco hosted training—for customers and employees
- No unnecessary external guests – visitors, vendors, solicitors, will NOT be allowed in our offices. Limited access will be granted to vendors who are in the building for necessary repairs.

### Steps to Ensure Safe Delivery and Installation Service

Delivery, Installation, and Lock Technicians will follow all COVID-19 requirements along with the following Job Site Specific Procedures:

- Prior to arrival at the site, determine if there is COVID-19 Site Specific plan that must be followed.
- Upon arrival at the site, make contact with the Customer and/or GC Safety Officer
- Determine where hand wash stations are located.
- Wash hands upon arrival to site and prior to leaving the site. If possible, wear gloves while performing work on site.

Kamco will not require customers to sign for receipt of material or completion of work and considers a verbal confirmation of acceptance of work and deliveries. Pictures of completed work and deliveries will be available.

These measures are being put into place to limit exposure of our employees, customers and vendors. With new information becoming available every day, we are actively managing in a preventative way, adjusting as necessary and implementing additional precautions when and where appropriate.