

Air Designs

11900 Wicks St
Sun Valley, CA 91352
(818) 768 6639

Covid-19 Protocol Overview

1st June 2020

Employee Health

- Employees will be screened before work for symptoms.
- Employees showing any sign of illness will be sent home and placed on sick leave.
- Employees will be provided face coverings and gloves to be worn during their shift.
- Social distancing will be maintained between employees whenever possible.
- Restrooms will be limited to 2 person occupancy at any given time.
- Social distancing will be maintained during all breaks.
- Touchless faucets, soap dispensers, and towel dispensers have been installed in our restrooms.

Customer Health

- Customers will be screened before facility entry for symptoms including; touchless temperature check, questionnaire, and contact information.
- Customers showing any sign of illness will be refused entry.
- Customers will be required to wear face coverings while inside the facility.
- Social distancing will be maintained between employees and customers.
- Restrooms will be limited to 2 person occupancy at any given time.
- Touchless faucets, soap dispensers, and towel dispensers have been installed in our restrooms.

Office Procedures

- The office will be off-limits to everyone except salespersons and accounting.
- Partitions will be installed between workstations where social distancing is unavoidable.
- Order paperwork will be digitally signed and transmitted.

Shopping Procedures

- Shoppers are asked to wear gloves when handling inventory. Multiple hand sanitizing stations will be available for persons not wearing gloves.
- Inventory tagging will be performed by salespersons whenever possible.

- Order paperwork will be digitally transmitted.
- Salespersons will maintain social distancing from shoppers when assisting.
- Shoppers will maintain social distancing from each other.
- Digital shopping is available on our website www.airdesigns.net or through email by our salespersons.

Order Pickup and Drop Off Procedures

- The loading docks will be limited to every other space to provide physical distancing between crews.
- Barricades have been placed to separate crews and prevent unregulated access to the warehouse.
- Crews will be required to wear face coverings while they are present at the facility.
- Crew members showing any sign of illness will be refused service.
- Crew members will only be allowed on the loading docks. Crew members requiring entry to the warehouse will be screened per Customer Health Protocols.
- Crews from different productions will be required to maintain social distance between each other.
- Social distancing will be maintained between employees and crew whenever possible.

Cleaning and Sanitation

- Entry doors, stair railings, and restrooms and other high traffic areas will be sanitized frequently.
- Workstations, shared tools, and common areas will be sanitized daily.
- Inventory will be handled by staff while wearing gloves at all times.
- Non-porous inventory items will be cleaned before pickup.
- Hand sanitizing stations and wipes will be provided throughout the facility.

More detailed information can be found on the attached LA County Reopening Protocol for Warehousing

http://www.publichealth.lacounty.gov/media/Coronavirus/docs/HOO/HOO_Safer_at_Home_Order_for_Control_of_COVID_5.13.20_APPENDIX_C.pdf