



To Our Partners,

The health and safety of our teams is our top concern during the ever-evolving COVID-19 outbreak. We require your help to avoid spreading the COVID-19 virus. We must all work together to ensure the safety of our employees, clients, partner teams and vendors.

Whenever you are working on a job site, please follow the Buildings Rules & Regulations as well as the CDC/WHO directives and your own company's COVID-19 guidelines.

THESE ARE OUR EXPECTATIONS FOR VENDORS, PROVIDERS, STAFF, PARTNERS AND THEIR EMPLOYEES WORKING WITH SACCO'S EMPLOYEES OR AT SACCO'S WAREHOUSE.

Know the COVID-19 Signs and What to Do:

- All employees must be trained to recognize the signs and symptoms of the COVID-19 virus as directed by the CDC and WHO websites.
- Employees who are ill, exposed to, or have tested positive to COVID-19 are not allowed on our property.
- Employees who have traveled by air or had potential exposure to people with COVID-19 virus must report that to their supervisor.
- Any employees who show symptoms of illness (coughing, fever, respiratory distress, etc.) must be immediately removed from the jobsite and report that to:
 - The Sacco's Management Team
- If Jobsite employees are diagnosed with or show symptoms of the virus:
 - The general contractor and/or the on-site vendor must notify the Sacco's Project Representative for the project
 - The general contractor and/or the Sacco's Project Representative will notify all job site vendors of incident

Prevent Infections. Supervisors must take sure that employees:

- Practice proper hygiene, including frequent hand washing, and social distancing.
- Pay close attention to the cleanliness of the construction/maintenance areas and make sure to implement daily wipe downs with disinfecting wipes or solutions.
- Always wear the necessary PPE for their respective service while on the job site (Vendors are required to supply their staff with appropriate PPE)
- Utilize the loading dock and freight elevators in order to limit exposure to non-project related persons and or facilities (Maintenance and construction personnel may only use loading docks and freight elevators).

All individuals working on Sacco's job site or at Sacco's Warehouse must:

- Know and follow all Building Regulations on COVID-19 for the worksite.
- Pay attention to their personal space, practice social distancing.
- Practice personal hygiene, including covering their mouth for coughs or sneezes and cleaning their hands thoroughly and frequently.
- Keep their area neat and clean while working.

We are continuing to monitor the situation and act as needed to keep our people, customers and partners safe and healthy.