**Hygiene Guidance for Alta Equipment Group Companies**

From the beginning we have reinforced the message that the health and safety of our employees, customers and employee family members is paramount. In an effort to share best practices and have consistency within the business on how we are doing our sanitizing and cleaning, we wanted to offer the entire organization the following information.

**Immediate precautions to reinforce with all employees:**

* Avoid close contact with people, **including social distancing during breaks and lunch periods.**
* Avoid touching your eyes, nose, and mouth with unwashed hands.
* Wash your hands often with soap and water for at least 20 seconds.
* Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
* If you are feeling sick, have a fever (100.4° F [37.8° C]), or any other symptoms you should stay home and call your physician. Please contact your Supervisor as soon as possible.
* Cover your mouth in your arm or with a tissue when coughing and/or sneezing.
* Clean and disinfect frequently touched objects and surfaces.
* **Most technicians wear disposable gloves to work on equipment. Wearing gloves while working and disposing of gloves when finished with a job is a good practice and can help prevent the spread of the virus.**

**Cleaning and hygiene recommendations for all locations**: [(CDC Guidance: Click Here)](https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fhome%2Fcleaning-disinfection.html)

* Clean and disinfect surfaces at least twice a day. This includes tables, chairs, doorknobs, light switches, desks, phones, keyboards, and any other high touch surfaces. We recommend a cleaning checklist to make sure all areas are being covered. Assigning areas to certain people helps spread out the work.
* Cleaning solutions would be soap and water. **Disinfectant solutions would be a bleach based solution. (Clorox wipes or similar are good, bleach based cleaners are good.)**
* Branches that have cleaning companies coming into the branch should request they include disinfecting surfaces as part of the cleaning regimen.
* Stations with hand sanitizer, bleach and paper towel should be available at entrance counters, shop entrances, parts counters and any other areas that have high traffic and/or visitors.
* Technicians should be wearing nitrile gloves throughout the workday. Branches should be purchasing gloves and providing them to technicians.
* All technicians should be provided disinfectant to wipe down vehicle steering wheels, door handles, dashboard, tools, and toolboxes.

**Sample Cleaning and Disinfectant Checklist**

***Office / Branch Office Area:***

* Wipe down countertops, door handles, refrigerator handles, microwave handles, etc.
* Wipe down desks and chair handles
* Wipe down phones, keyboards, laptops, cell phones
* Wipe down office door handles

***Break Area:***

* Wipe down counters and tables
* Wipe down vending machines
* Wipe down door handles
* Wipe down any appliances (Refrigerators, microwaves, coffee makers, etc.)

***Shop Area:***

* Wipe down high touch items counters, parts bins, tables
* Wipe down toolbox handles
* Wipe down phones, laptops, cell phones
* Wipe down door handles or keep non-emergency doors open to reduce touching