



Safety Alert 3-27-20

COVID-19 Updated Response Measures

Presented by Rob Machetta

As the COVID-19 virus situation continues to evolve, the health and safety of our Team Members continues to be our number one concern. Our Governor has issued a Shelter in Place Order, We feel it is necessary to take additional measures to assist in preventing further spread of the virus and to be compliant with the Order.

Our Company has been deemed Essential Services for the USA Food Supply Chain. This puts us in the position of needing to stay open and provide our normal services at any time requested by our clients. With our work force spread out over such a large part of the United States this presents several challenges. First and foremost is keeping our entire work force healthy and working.

We are implementing several strategies designed to keep our staff separated from each other and our clients in an effort to keep as many staff available as possible to respond to our clients' needs.

1. First, we are restricting access to our office and warehouse – All visitors and employees using the front door must sign in and out at the front desk. All employees using the side door will need to use their security cards to access the building. – All deliveries will need to avoid personal contact by opening the dock door and leaving deliveries on the dock or call for assistance. Signs have been posted on all affected doors.
2. Avoid inviting family or friends into the office or onsite.
3. All field staff will use a curb side pick up solution. Service Techs and Foremen will need to call ahead for what they need. It will be pulled and labeled for them. When they get to the overhead door, they will need to call for someone to bring their order to the door. Service Techs and Foremen should not visit the office, loiter in the office or warehouse, or walk through to visit.
4. Managers with multiple sites shall not perform site visits that are unnecessary; can be accomplished via electronics, or that include multiple job sites. Only unavoidable site visits are allowed, and must take into consideration that you are bringing, leaving and taking germs with every visit. Only one site visit at a time, with 5 symptom free days between sites to ensure you remain healthy and are not infecting an entire job site.
5. Office employees that have been set up for remote work, you may work from home.
6. Keep the 6ft distance when possible.
7. Concerned employees should work staggered hours to minimize contact for personnel that can't work remotely.
8. Any employee or crew member that presents any sickness symptoms must call Safety Rob 612-423-3549 before entering any jobsite or Gartner Office. We will determine then if the employee needs to seek medical clearance for work and when they can have contact with other Gartner Staff. We will be tracking all employees who get sick and their recovery process, as well as with whom they have been in contact.
9. Employees that are traveling must be constantly vigilant to ensure they follow social distancing guidelines when getting their hotel room, food, and interacting with clients.

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Gartner Refrigeration is taking the following actions, effective immediately.

- Field crews should take breaks in Gartner break rooms and avoid client breakrooms, restrooms, common areas and interaction with client workers as much as possible.
- Field crews will use Gartner bathroom washing facilities. If you do not have a Porta Potty and a wash station, please speak with your Project Manager and get one ordered.
- Field Crews should acquire or order hand sanitizer and wipes to keep available for all employees to use as needed. If none can be found, let Safety know so you can get some as soon as we can acquire a company supply.
- All employees shall know and follow any client COVID-19 policies when at their facilities.
- Group meetings should be kept to less than 10 individuals and have enough room for 6ft separations between attendees, Team Viewer and Conference call can be used to include more individuals.
- Travel for project essential personal will continue to be allowed but limited as much as possible and not involve multiple job sites. Driving will be preferred. Flying requires employees to get Executive approval prior to purchasing tickets.
- All Travelers please determine if traveling to the job site is absolutely necessary. If a video call or pictures sent with a report can accomplish what a site visit usually would, then use the electronic measures.
- Site visits must be minimized
- All Gartner employees need to practice good hygiene. Washing hands regularly throughout each day, particularly before and after eating, using the rest room, or having touched common areas of the facility.
- All employees shall follow good prevention practices:
 1. Increase physical distance between each other. Choose meeting locations that provide space for physical distancing
 2. Wash your hand frequently and thoroughly, avoid touching your eyes and face.
 3. Greet others with an elbow bump, wave or head nod.
 4. Discourage visitors and guests from our office and jobsites.
- Employees should not share items from their workstations.
- All employees are required to stay home and notify Safety if they have any of the following symptoms: fever, cough, shortness of breath. They also should seek medical attention if these symptoms persist or get worse. They can return to work with doctors notice that clears them for work.
- Gartner cleaning crews are sanitizing the lunchroom and bathrooms twice a week.
- Gartner has hand sanitizer and wipes located throughout the office facility. Employees are expected to keep their workstations sanitized daily.

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The health and safety of our employees is our top priority and is a shared responsibility. Please use your best judgement and consider any personal underlying health risks or conditions as you make choices about any travel or participation in meetings or gatherings. If you are wrestling with a choice or have questions, please speak with your Supervisor.

Gartner will continue to monitor the COVID-19 situation and will amend our mitigation strategy according to guidelines as issued by the Center for Disease Control and Prevention (CDC), along with Local, State and Federal Health Authorities.

If you are ill and need to seek medical attention for a cold or the flu, be sure to ask your health care provider for specific guidance on returning to work. **if you have come into close contact with, or been diagnosed with COVID-19, please stay home from work and inform Safety 612-423-3549.**

Any concerns can be submitted to your supervisor or our safety director.

WebMD			
COLD VS. FLU VS. CORONAVIRUS			
SYMPTOMS	COLD	FLU	CORONAVIRUS** <small>(can range from mild to serious)</small>
Fever	Rare	High (100-102 F) Can last 3-4 days	Common
Headache	Rare	Intense	Can be present
General Aches, Pains	Slight	Usual, often severe	Can be present
Fatigue, Weakness	Mild	Intense, Can last up to 2-3 weeks	Can be present
Extreme Exhaustion	Never	Usual (starts early)	Can be present
Stuffy Nose	Common	Sometimes	Has been reported
Sneezing	Usual	Sometimes	Has been reported
Sore Throat	Common	Common	Has been reported
Cough	Mild to moderate	Common, Can become severe	Common
Shortness of Breath	Rare	Rare	In more serious infections

Sources: National Institute of Allergy and Infectious Diseases. CDC. WHO. **Information is still evolving

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