

# THIS CONSTRUCTION SITE ADHERES TO

The State of New Hampshire - EXHIBIT A OF EMERGENCY ORDER #17  
COVID 19 Guidelines and Procedures for *Norfolk Kitchen & Bath Installations*

**Zero Tolerance - If you are sick, stay home, if you feel sick, go home, if you see someone sick, send them home.**

Workers who exhibit any of the following symptoms or notice a co-worker showing signs or complaining of any symptom is to report this to your supervisor (via email, phone, or text) and head home or stay home if already there. A co-worker exhibiting signs should be asked to leave the job site immediately and then notify your supervisor.

**Covid 19 Typical Symptoms: FEVER - COUGH - SHORTNESS OF BREATH - SORE THROAT**

**\*\*\*\*DO NOT ENTER IF YOU ANSWER YES TO ANY QUESTION BELOW \*\*\*\***

1. Have you traveled outside of the New England states (MA, CT, ME, NH, VT, RI) during the last 14 days?
2. Have you had close contact with anyone who has traveled outside of New England during the last 14 days?
3. Have you been in close contact or cared for anyone who has been diagnosed with COVID19 during the last 14 days?
4. Have you experienced any cold or flu-like symptoms during the last 14 days (to include fever (100.4 or higher), cough, sore throat, respiratory illness, difficulty breathing)?

### On the job requirements:

- \* A Non-Congregation Policy is in effect.
- \* No hand shaking.
- \* Regularly wash hands with soap or use hand sanitizer.
- \* Maintain 6' distance from co-workers if possible, even during breaks.
- \* Do not share tools or other equipment, phones, food, water bottles, etc.
- \* Tools and surfaces should be cleaned regularly including door handles, laptops, work benches, vehicles etc.
- \* Avoid touching your eyes, nose or mouth with your hands.
- \* Crew meetings will be held outside following social distancing guidelines.
- \* Where social distancing cannot be maintained, you must wear personal protection including face mask, gloves, and eye protection.

A FULL COPY OF THE STATE OF NEW HAMPSHIRE COVID-19 ESSENTIAL BUSINESSES LISTINGS IS  
ON THE WEBSITE = Office of the Governor <https://www.governor.nh.gov/>

### Consumers Please Advise:

- \* We ask that you inform us if you or a family member have, or has been in contact with someone that shows any of the symptoms above.
- \* We ask that you inform us if you or a family member has been quarantined.
- \* Please keep a 6' distance from our installers.
- \* Weather providing, please allow them to leave a window open.
- \* Please clearly communicate your expectations or special instructions for our installers when the project starts.

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Lead Installer: \_\_\_\_\_ Office: \_\_\_\_\_

Customer Acknowledgment: \_\_\_\_\_

Installation Department: New Hampshire Showrooms: 603-577-5450

