



Service department Coronavirus guidelines

Employee protocols

1. If you or a member of your household are experiencing one or more of the following symptoms: fever, loss of taste or smell, respiratory distress or nausea...
 - DO NOT come to work
 - Contact your BFE office
 - Contact your physician
 - Remain at home until 1.) documented clearance is received from doctor, 2.) 14 days pass with no additional symptoms, or 3.) a documented negative COVID-19 test result is received
2. If you have direct contact with someone who has tested positive for COVID-19...
 - DO NOT come to work
 - Contact your physician
 - Contact your BFE office
 - Provide the names of the co-workers with whom you have been in direct contact
 - Return only after receiving a documented negative COVID-19 report or 14 days without symptoms have passed since last contact with the infected person
3. If you test positive for COVID-19 ...
 - Stay home
 - Notify your BFE office
 - Immediately provide the names of your co-workers with who you have been in direct contact
 - Follow the recommendations of your physician
 - You may only return to work after receiving a negative COVID-19 report and a return to work clearance from your physician

Entering a home or business protocols

1. Wear gloves, Glasses, and mask at all times while at work.
2. Uses provided hand sanitizer before and after each job.
3. Use on vehicle per person in order to keep up with social distancing.
4. Take payments over the phone and email out the work orders or invoice.
5. Maintain social distancing with the customer at all time.
6. Supply vendors bring material out to our vans dropped off to avoid unnecessary contact.