



OUR COMMITMENT TO YOU



Overview

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- Social Distancing
- Health and Hygiene
- Employee Temperature Sensing
- Stay Home When Sick
- Office Cleaning and Disinfecting
- Required Employee PPE
- Staggered Shift Schedules
- Client / Visitor Hygiene Support
- How Can You Help

Returning to work for HiDEF does not mean business as usual. We have put policies in place to reduce the possibility of Covid-19 transmission in the workplace. We have trained our entire staff with the following material. If you have any questions or suggestions, please contact me.

~Tony L.



HiDEF Safety Policy

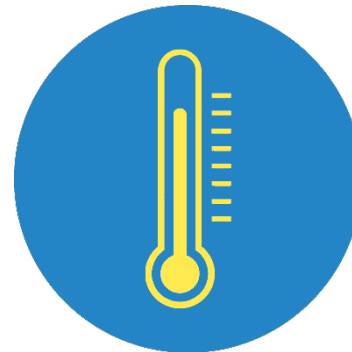
Fundamentals



Social Distancing



Health & Hygiene



Temperature Screening



Stay Home



Workplace Disinfection



Protection Equipment



Shift Planning



Client / Visitor Support



HiDEF Safety Policy

Social Distancing

Our Team Here At HiDEF Practices Social Distancing.

What is social distancing?

Two people with masks on 6 feet apart

Please keep a 6ft space between yourself and other people in the workplace.

To practice social or physical distancing:

- Stay at least 6 feet (2 meters) from other people
- Do not gather in groups of more than 3
- Stay out of crowded places and avoid mass gatherings

Since **people can spread the virus before they know they are sick**, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is especially important for people who are at higher risk of getting very sick.



HiDEF Safety Policy

Wash Your Hands

HiDEF Has Hand Sanitizer Throughout Our Facility And In All Service Vehicles

Clean your hands often

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.

Avoid touching your eyes, nose, and mouth with unwashed hands.



HiDEF Safety Policy

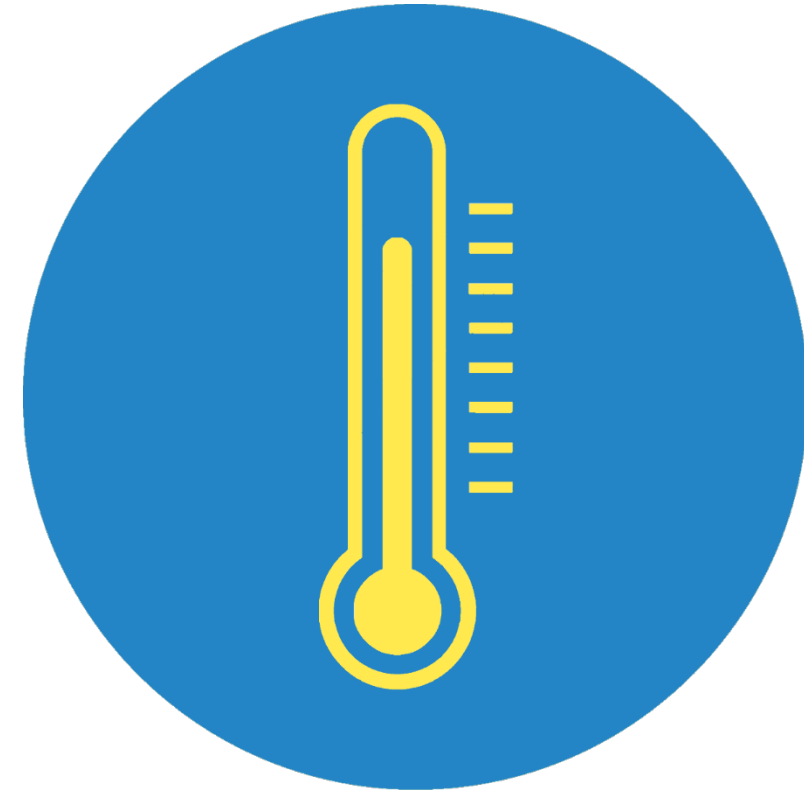
Temperature Screening

HiDEF Performs Pre-Work Screening And Temperature Checks.

All HiDEF employees will be screened with a temperature check when coming into work. This is in order to identify and immediately place individuals with symptoms under medical isolation. Staff performing temperature checks should wear recommended PPE (see [PPE section](#) below).

If an individual has symptoms of COVID-19 (fever, cough, shortness of breath):

- **Require** the individual to wear a face mask.
- **Ensure** that staff who have direct contact with the symptomatic individual wear [recommended PPE](#).
- **Place** the individual under [medical isolation](#) (ideally in a room near the screening location) and refer to healthcare staff for further evaluation.



If You Are Sick Stay Home

HiDEF Encourages Sick Employees To Stay Home.

We have Developed policies that encourage sick employees to stay at home without fear of reprisals and employees are aware of these policies.

- **If you are sick Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
- **Avoid public transportation**, ride-sharing, or taxis.



HiDEF Safety Policy

Cleaning and Disinfecting Practices

HiDEF Cleaning and Disinfecting Practices

Several times per day, HiDEF cleans and disinfect surfaces and objects that are frequently touched, especially in our showroom. Such surfaces include objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, sink handles, countertops, toilets, toilet handles, recreation equipment, kiosks, and telephones).

Staff should clean shared equipment several times per day and on a conclusion of use basis with EPA-registered disinfectants effective against the virus that causes COVID-19 as appropriate for the surface, following label instructions. This may require lifting restrictions on undiluted disinfectants.



HiDEF Safety Policy

Where A Face Mask

HiDEF PPE Employee Requirements:

- **Employees are required to wear a face mask** or face covering as part of every team members PPE until further notice
- **Face coverings must be in place before entering the workplace.**
No excuses: "My mask is in my car" or "My mask is at my desk" is not an acceptable excuse
- CDC recommends wearing cloth face coverings in public settings where other social distancing measures remain difficult
- **Wearing of a face mask is for the protection of OTHERS** more so for yourself. Wearing of masks will be strictly enforced.
- Dedicated PPE waste receptacles are placed in multiple areas around our facility.



HiDEF Safety Policy

Shift Planning and Coordination

HiDEF has Identified a workplace coordinator who will be responsible for staggered shift schedules and flexible leave policies.

We are using flexible shifts and flexible work hours to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet or 2 meters) between employees and others. Leave policies have been made flexible and non-punitive, and allow employees to stay home if they are ill or have sick family members,

We are continuously exploring new options and procedures so we can continue business operations if there are disruptions.



HiDEF Safety Policy

Accommodate Client / Visitor Hygiene

HiDEF Supports etiquette and hygiene for employees, customers, and visitors:

- Provide tissues, wipes and no-touch disposal receptacles.
- Provide sanitizer, soap and water for all employees, clients and visitors to our facility. We use alcohol-based hand sanitizer that is at least 60% alcohol and ensure that adequate supplies are maintained.
- We have placed hand sanitizers in multiple locations throughout our store to encourage proper hand hygiene.
- HiDEF will supply protective face masks upon request while you visit our showroom and latex gloves if applicable.
- For now, HiDEF discourages handshaking



HiDEF Safety Policy

How Can You Help?

Helping HiDEF Maintain A High Standard Safety Policy:

- Scheduling outdoor projects such as outdoor speakers or tv installations have extremely minimal, if any contact with our clients.
- Please have a safe place for our staff to work in, free of others.
- Please have a project plan and discuss specific instructions with a HiDEF consultant.
- Please practice social distancing with our staff and other showroom guests.
- Please call ahead for an appointment to ensure there will not be excessive crowds.
- Feel free to take advantage of our warehouse pick-up or free delivery service to your front door within a 25-mile radius of our showroom.
- Some of our networking and home automation services can be done outside your home by having a technician simply sign into your network. Ask us about our remote service offers.



HiDEF Safety Policy

HiDEF of Red Bank

www.HiDEFNJ.com

Call us today [732-530-5511](tel:732-530-5511)

At HiDEF, we are just like you, we don't appreciate long phone menus or canned email responses. HiDEF of Red Bank NJ provides the exceptional service we like to experience ourselves.

HiDEF Services:

- Outdoor TV Installations
- Outdoor Speaker Systems
- Crestron Home Automation
- Sonos Streaming Audio
- Home Theater Room
- Lutron Smart Lighting
- Lutron Motorized Shades
- Ring Doorbell
- Nest Thermostats
- Network and WiFi Systems

[Click Here to learn more](#)



HiDEF Safety Policy