

# C. J. Hansen Co., Inc.

\*TRANE DEALER  
\*BOILERS  
\*HYDRONICS  
\*PRESSURE VESSEL  
\*ASME  
\*CLIMATE CONTROL

MECHANICAL CONTRACTORS SINCE 1948  
P.O. BOX 7397 3552 SILVERTON RD NE  
SALEM, OREGON 97303

PHONE (503) 362-3643, FAX (503) 371-7627, EMAIL [jay@cjhansen.com](mailto:jay@cjhansen.com)

\*PLUMBING  
\*MECHANICAL PIPING  
\*COMMERCIAL HVAC  
\*FIRE SPRINKLER  
\*DESIGN / BUILD  
\*24/7 SERVICE

CCB 499

Dear Valued Coworkers and Clients,

Rev-1.4; Date 12-3-2020

CJ Hansen Co., Inc. is committed to the safety and well-being of our community. This enduring value guides us as we face the difficult challenge of responding to the Coronavirus (COVID-19).

Rest assured, we are making every attempt to continue business as usual, while also maintaining our company's commitment to protect the health and safety of our customers and our employees and their families. With that, you can call CJ Hansen Co., Inc with confidence in knowing that:

- We are taking every precaution to keep our office; our equipment and our vehicles clean and sanitized (including sanitizing our tablets and phones after every call).
- We are keeping human contact to a minimum, employing virtual meetings and work-from-home capabilities where possible.
- Any employee who is ill or caring for a sick family member is required to stay home.
- We are closely following guidance from the Centers for Disease Control and Prevention (CDC), the Oregon Health Authority (OHA) and OSHA regarding hand hygiene and respiratory etiquette.
- The sales reps and techs servicing our customers are equipped with sanitizer and are required to wash hands upon entering customers' homes and businesses and when leaving customers' homes and businesses.

When working with CJ Hansen Co., Inc, here are some things you can expect:

- Please don't be alarmed or offended if we ask you if anyone in your home or business is ill or has visited high-risk virus areas; we simply need to protect our workers and their families. In fact, we ask that you let us know this in advance.
- Please understand that we have adopted a "no handshake/elbow bump or physical contact policy".
- Please let us know in advance if there are any specific instructions or policies that you have personally or your Organization has put in place for COVID-19 so that we can be aware and cooperate with your needs.
- Please be patient. We are making every attempt to meet our customers' needs; however, you may experience slight delays in service calls in the event we need to operate with reduced numbers in staff/techs.
- Prepare for possible material delays, especially for those materials coming from China, where government containment efforts and quarantines have slowed or shut down factories in many of the country's cities and provinces.

Thank you for your patience during this difficult time. Obviously, this is a quickly evolving situation, and we are adapting our responses as needed. Stay tuned to our website ,[www.cjhansen.com](http://www.cjhansen.com) and/or our [www.facebook.com/cjhansenco](http://www.facebook.com/cjhansenco) page for ongoing updates.

CJ Hansen Co., Inc has always prided itself at being responsive to the needs of our customers and employees, and – now more than ever – we are reinforcing that commitment.

With best wishes for your health and safety,

C. Jay Hansen V.P. COO.

## CJ Hansen Company Statement of Policy on Social Distancing

1. CJ Hansen Co., Inc Designates C. Jay Hansen as the Person in Charge (PIC) of the Company Policy on Social Distancing (SD) responsible for the Establishment, Implementation and Enforcement of the Social Distancing Requirements of this Policy Consistent with the guidance from the Oregon Health Authority during all hours of CJ Hansen Co., Inc hours of operation and activity.
2. In the absence of the PIC (C. Jay Hansen) the Manager on Duty will function as the PIC. In the Field each Field Technician is charged with the PIC for that specific work or Project and will be overseen by the PIC available in the Office for Clarification.

### Social Distancing Policy

1. Per the New OSHA Temporary Rule with 100% face covering/mask use more than one person at a time may transport within a Company Vehicle.

2. Meetings will be conducted Virtually when possible.
3. Maintain a minimum distance of at least 6 feet from all other people at all times, including customers.
4. As per CDC updated guidelines, wear gloves anytime you are disinfecting and cleaning surfaces.
5. Open windows, adjust air conditioning and ventilation when possible to bring in more outside air
6. CJH Co., Inc will provide gloves, hand sanitizer and cleaning wipes and/or solutions, and paper towels for all Coworkers and all Coworkers will use these products as previously mentioned but no less that at the beginning and end of each shift or at arrival and at departure of each Client location.
7. CJH Co., **will, at a minimum, require** all Coworkers to wear a cloth, dust type, mask while at work. N-95 Masks + Face Shields and or P-100 Respirators are to be worn in situations where Social Distancing, 6' Separation, is not fully possible and or Job Hazzard Conditions require their specific use.
8. Work Shifts will be staggered to the Maximum Extent Possible.
9. Work in isolated offices, rooms or cubicles.
10. Park at least 1 space away from other vehicles to the Maximum Extent Possible.
11. Wash your hands frequently and according to recommended CDC guidelines, minimum of 20 seconds with hot water and disinfectant soap.
12. Regularly wipe down hard surfaces including desktops, door handles, doors, handrails, fridges, tools, phones & tablets, dash boards & steering wheels, personal drinking devices, keys, sinks, bathrooms, tables, and all frequently touched items you can think of and can't think of with proper disinfecting cleaning wipes or spray.
13. Do not touch or sign vendor signature capturing devices.
14. Do not share mobile phones, tablets, landline phones or workstations to include all general office writing and measuring devices but also not limited to all field tools.
15. No Physical contact is allowed, don't touch people, shake hands, elbow bump or any form of bumping at all.
16. Do not touch your face.
17. Dispose of anything that touches your mouth, such as coffee cups, plastic utensils, paper napkins, and food remnants in a closed garbage receptacle then immediately wash your hands as noted above.
18. Wash your dirty dishes with soap and water immediately after eating, never letting them linger in the sink or eating areas.
19. Only one person at a time in lunch areas and stagger breaks and break areas, never share a Company Vehicle for breaks.
20. Do not share food especially from the same container.
21. Practice sneezing and coughing etiquette by always using your elbow or tissue only never into your hands or into the open (disposing of tissue immediately followed by immediate hand washing as noted above).

**\*\*\*Temporary change to Return to Work from Quarantine Policy due to current testing restrictions by local Health Care\*\*\***

**SHOULD YOU QUARANTINE OR ARE YOU SICK? If So-**

If you, or a member of your household, are experiencing any symptoms related to coronavirus, the flu or a cold, you will not report to work, contact your healthcare provider, and Quarantine per the flow chart at the end of this document. Contact the Office or your immediate supervisor right away so that Schedule modifications may be affected.

Note; for reference “**day**” means a full 24 hours & to account for the varying incubation times of the virus to be able to be detected via test, testing out of Quarantine is not a option.

***To help us understand and define Close Contact we will adopt the Current CDC Definition of “close contact”- Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.***

Failure of Policy Disciplinary Action:

Any Coworker failing to abide by this Policy will be immediately considered Sick and will follow the Quarantine protocols referenced.

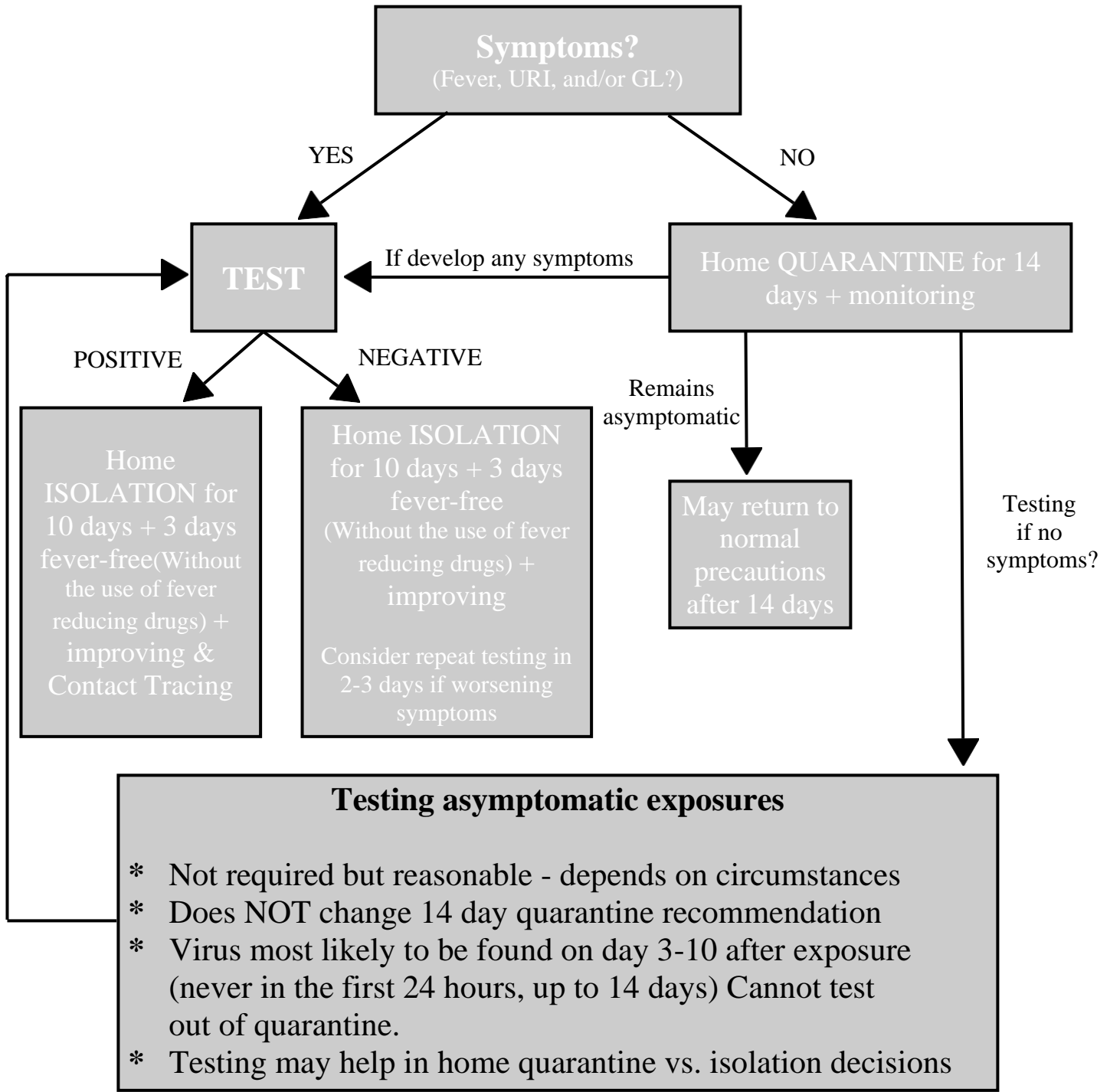
Those with the following Conditions will self-Quarantine to the Maximum Extent Possible.

- Underlying medical conditions that may increase the risk of serious COVID-19 for individuals of any age.
- Blood disorders (e.g., sickle cell disease or on blood thinners)
- Chronic kidney disease as defined by your doctor. Patient has been told to avoid or reduce the dose of medications because of kidney disease, or is under treatment for kidney disease, including receiving dialysis
- Chronic liver disease as defined by your doctor. (e.g., cirrhosis, chronic hepatitis) Patient has been told to avoid or reduce the dose of medications because of liver disease or is under treatment for liver disease.
- Compromised immune system (immunosuppression) (e.g., cancer treatment such as chemotherapy or radiation, receiving an organ or bone marrow transplant, taking high doses of corticosteroids or other immunosuppressant medications, HIV with a CD4 count <200).

- Current or recent pregnancy in the last two weeks
- Endocrine disorders (e.g., diabetes mellitus)
- Metabolic disorders (such as inherited metabolic disorders and mitochondrial disorders)
- Heart disease (such as congenital heart disease, congestive heart failure and coronary artery disease)
- Lung disease including asthma or chronic obstructive pulmonary disease (chronic bronchitis or emphysema) or other chronic conditions associated with impaired lung function or that require home oxygen
- Neurological and neurologic and neurodevelopment conditions [including disorders of the brain, spinal cord, peripheral nerve, and muscle such as cerebral palsy, epilepsy (seizure disorders), stroke, intellectual disability, moderate to severe developmental delay, muscular dystrophy, or spinal cord injury].

# KNOWN (CONFIRMED) COVID-19 EXPOSURE

(Were within 6 feet of a PCR lab-positive COVID case for > 15 minutes without mask/PPE within 3 days of that person's symptoms/positive test)



# SICK WITHOUT KNOWN COVID-19 EXPOSURE

Any concerning symptoms?  
(Fever, URI, and/or GL?)

Complete COVID-19 Quiz  
(Last page)  
Symptoms + Risk Factors

Any significant ACUTE symptoms,  
lower threshold based on risk

No significant ACUTE symptoms  
& low risk

Recommend Testing

Accepts

TEST

Declines

POSITIVE

NEGATIVE

Testing not Warranted

Recommend standard community  
precautions of social distancing, mask,  
handwashing, etc.

Monitor for symptoms or fever

If develop any concerns, repeat  
COVID - 19 quiz

Home  
ISOLATION for  
10 days + 3 days  
fever-free(Without  
the use of fever  
reducing drugs) +  
improving &  
Contact Tracing

Home  
ISOLATION for  
10 days + 3 days  
fever-free(Without  
the use of fever  
reducing drugs) +  
improving  
  
Consider repeat  
testing in 2-3 days if  
worsening symptoms

# COVID-19 Quiz

Symptoms of COVID-19 to be aware and self-critical of

- \* Fever (100.4 or more)
- \* Headache
- \* Dry cough
- \* Congestion and or Chest Tightness
- \* Sore Throat
- \* Stomach upset or Diarrhea
- \* Body Aches
- \* Fatigue
- \* Chills
- \* Loss of Appetite
- \* Sudden loss of the Sense of Smell

**\*IF YOU ARE EXPERIENCING ANY OF THESE SYMPTOMS, THEN FOLLOW THE ARROW TO THE LEFT.\***

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