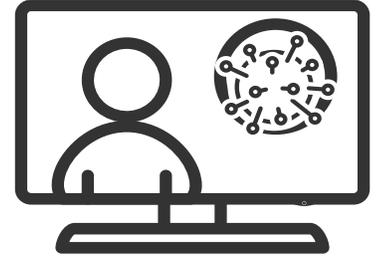


# Coronavirus Guidance

## ► Be aware of what orders are in place for every location where you have a client or active project

Local jurisdictions, like your county or city, may have more restrictive orders in place. Check them often because they can (and do) change!



## ► Check in with your customers

See what their needs are. Share the information you have about what types of work you can do in their location. Learn if they want service deferred. If your local order requires it, obtain a permission letter to do any work.

## ► Talk to your staff

Check in with your staff team to see how they are doing. Some may wish to work and others may not be able to or have concerns. Need to explore layoffs or furloughs? CLCA members can reach out to CLCA's HR on Call service for guidance.



## ► Use your resources

CLCA has resources available on our website to help you. Business resources like our CLCA Legal Hotline, CLCA Insurance Solutions, and CLCA's HR Hotline are valuable member benefits as you navigate these tough times.

[clca.org](https://clca.org)  
[clca.org/benefits](https://clca.org/benefits)

Various government programs are open to you to help with financial support and more. These programs include the CARES Act and Families First Coronavirus Response Act plus support offered from governmental agencies like California's Employment Development Department and the federal Small Business Administration.

## ▼ Practice all safety protocols

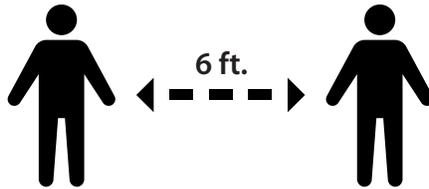


► Use all required personal protective equipment.

► Educate about proper handwashing. If you cannot provide handwashing stations, provide hand sanitizer.



► Do not permit workers to share transportation unless they reside in the same household.



► Have workers stay a minimum of 6 feet from each other and comply with other social distancing measures.

► Institute and enforce strict sanitation standards. Clean and disinfect all work environments and personal protective equipment daily, including machine handles, tools, safety glasses, safety vests, gloves, and soles of boots.



► Encourage workers to stay home when sick and avoid close contact with people who are sick. Mandate respiratory etiquette including covering coughs and sneezes, and avoid touching your eyes, nose, or mouth with unwashed hands.



► Consider conducting a pre-shift temperature check of every worker and send home any worker with a 100.4 F degree or higher fever.

