



Home Fire Stove & Grill City's Preventative Measures

Per Executive Order #20-12

COVID-19

In accordance with Oregon Governor, Kate Brown's **Executive Order #20-12**, Home Fire Stove & Grill City is taking all required and recommended precautions for the safety of our employees and the safety of our customers. The safety of our employees and customers is our highest concern. Outlined below are the precautions that HFS has implemented and is enforcing per #20-12:

SHOWROOM PRECAUTIONS

- Social Distancing. In accordance with required social distancing standards, Home Fire Stove & Grill City is doing the following for our customers and employees:
 - Employee work stations are being kept a minimum distance of 6 ft. apart
 - Employees and customers will keep a 6 ft. minimum distance from each other
 - Online appointments and showroom tours have been made available to the public and are advertised on the HFS website to encourage the health and wellness of HFS employees and customers.
 - Social distancing requirements for in-store checkout are being implemented by:
 - Oversight and direction of the assigned Enforcement Officer (Jeff Reynolds)
 - Tape on the floor, clearly marking a 6 ft. distance from cash registers and check out points
 - No more than 12 customers allowed in the showroom at any given time
 - Employees handling payment functions are required to wear gloves at all times.
 - Signs on front door and throughout showroom clearly indicate social distancing requirements and enforcement.
 - Employees are educated in proper distancing, hygiene and showroom sanitizing requirements.
 - Home Fire Stove & Grill City employees will continue our current daily sanitization process for all surfaces, door handles, light switches, and frequently touched items (see employer for detailed list). At the close of every work day employees will routinely clean all listed surfaces with supplied cleaning products.
 - Hand sanitizer will be available to all employees and customers. Employees are required to use hand sanitizer throughout the day and refrain from shaking hands with customers, for the safety of the customer and for the safety of the employee.
 - Employees who are sick are required to stay home. Those with respiratory illnesses are recommended to stay home for a minimum of 2 weeks.
 - Employees are encouraged to practice good hygiene and coughing and sneezing etiquette.
 - OSHA standards for COVID-19 are attached to this document.
 - Please note that Home Fire Stove & Grill City will abide by governmental mandates regarding COVID-19.

IN-THE-FIELD PRECAUTIONS

- During this outbreak, Installers, Installer's Assistants and Service Technicians are required to wear gloves at all times when on the job and in customer's homes.
 - Regularly, throughout the day, use provided hand sanitizer.
 - Practice good hygiene and coughing and sneezing etiquette.
 - Refrain from using customer's bathrooms.
 - Interior surfaces of service vehicles are sanitized at the end of every work day
 - Hand sanitizer is used throughout the day as a precautionary measure

PROCESSES AND BUSINESS FUNCTIONS

ENFORCEMENT OFFICER

Jeff Reynolds is the assigned Enforcement Officer per **Executive Order #20-12**. His role is to ensure that employees understand and adhere to Home Fire Stove & Grill City's risk management processes and all Executive Order #20-12 mandates. The roles and responsibility of the Enforcement Officer are as follows:

1. Actively monitor the development of the virus outbreak and work with management to disseminate messages to employees with clear instructions as needed.
2. Educate employees on the latest available information on the virus.
3. Make sure that all employees have contact names and numbers for the Business Continuity Manager, and that employees know to contact them if they are admitted to the hospital with suspected infections.
4. Check daily for governmental and regional updates on the virus and advisories.
5. Ensure that office has adequate supplies of toilet paper, paper towels, disinfectants and masks.
6. Brief employees on personal hygiene measures.
7. Put up notices in bathrooms about proper handwashing techniques
8. Ensure and oversee daily sanitation of showroom and service center
9. Identify nearest hospital and have emergency contact numbers on hand for all employees. Be prepared to make call to EMS and family members if needed.
10. Ensure that the company complies with all quarantine orders issued by local health authorities.

Home Fire Stove & Grill City is open for business and is taking all precautions to ensure the safety and wellness of our community. In-store and online appointments are available. We look forward to continuing the unmatched service and care to our customers and employees that Home Fire Stove & Grill City is known for.

Stay well, friends. We are in this together.

Jeff Reynolds

Owner

Home Fire Stove

& Grill City