



An Information Update To KEVCO Customers Regarding Covid -19(5/2020)

KEVCO Building Services stands committed to providing superior services to all clients and the COVID-19 climate is NO exception. The safety of our customers and employees is our top priority moving forward and we wanted to share our plans as we persevere through these uncertain times.

- In order to minimize virus exposure, a majority of the services performed will be executed from the exterior side of the property or building site.
- The Kevco staff and crews have been trained on the importance of social distancing and COVID-19 prevention, symptom awareness and reporting.
- All KEVCO employees wear PPE (Personal Protective Equipment) when on a jobsite: rubber gloves, face masks and eye protection.
- All work vehicles are equipped with hand sanitizers and KEVCO employees have hand sanitizer at every worksite. They are instructed to use it before they enter a company vehicle and before entering a building. Handwashing instructions (20 second rule) have also been given when employees are on break.
- Employees have been instructed to stay home when they are not well or if they are showing any signs of being sick. If an employee is out, they are not cleared for work unless the Supervisor is given a note by a medical professional.
- All KEVCO Supervisors have been instructed to have a daily pre-work meeting with their crews to discuss:
 - 1) The health of the crew.
 - 2) The health of the crew's families BEFORE commencing work.
 - 3) Daily pre-work temperature checks for all crews.

At KEVCO, we realize the tremendous impact that the Covid-19 Pandemic is having on property managers. These professionals need to know that there are service providers they can rely on to help them maintain the continuity of building operation and maintenance. KEVCO is one of those companies. We want to take care of our valued property managers and assist, as best we can, by providing them with the best cleaning and sanitizing services to help them through this challenging time.

Stay Safe, healthy and socially distant

The KEVCO Building Services Team

7610 T Rickenbacker Drive Gaithersburg, MD 20879
T: 301-258-9750 W: WWW.kevco1.com