



To: All AFP Employees
From: Andy Blaszk, General Manager
Date: March 17, 2020
Re: COVID-19/Coronavirus Protocol

This memo is to outline the COVID-19/Coronavirus Emergency Protocol and the responsibilities of each employee at AFP.

Above all else, the health and safety of every employee, our customers, and our community remain the highest priority. AFP is a Life Safety company where the focus of each day is to ensure that the fire protection and life safety systems that we service and install are operating and functioning as designed in the case of emergency. Today, our expanded safety focus is immediate and requires the vigilance of each employee to do their part in minimizing the impact of COVID-19.

Effective immediately, each employee shall observe and enforce the items detailed below:

1. Prior to reporting for the workday, each employee shall take their temperature and contact his/her supervisor to report their temperature. If you are feverish (100°F or greater), you will be asked to remain at home for a minimum period of 48 hours or 24 hours after being fever-free without the assistance of medication whichever is longer.
2. Each employee is encouraged to use phone/video conferencing in lieu of face-to-face meetings as much as possible.
3. Employees able to work from home are encouraged to do so whenever possible.
4. AFP management will pay close attention to the apparent health of each employee, especially fever and cough. Should an employee appear symptomatic, AFP has the authority to send an individual home.
5. If you are diagnosed with COVID-19 or have had firsthand exposure (e.g. immediate family member has been diagnosed), you are to inform your supervisor immediately and will be asked to self-quarantine for 14 days.

Thank you for your understanding and helping to ensure we keep our community safe.

4905 South 97th Street Omaha, NE 68127 – Toll Free 800-550-1237 – Main 402-733-2800 – Fax 402-344-7469
www.associatedfire.net

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