



WILLOW IRON WORKS

Fire Escapes, Railings, Doors, Window Guards
Masonry & Carpentry Work, Welding & Snow Plowing
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Information Bulletin

Date: 3/27/20 – R1
To: All Employees
Subject: COVID-19 Best Practices Guidelines

Summary: Willow Iron Works will remain open for business during the current Public Health Emergency as defined in State of New Jersey Executive Order No. 107. As a non-restricted business, Willow Iron Works is establishing the following guidelines to create proper awareness and minimize any risk of spreading COVID-19.

- Conduct job responsibilities and shop activities in such a manner that best maintains the recommended social distancing guidelines.
- Wash hands frequently as required with soap and water for a suitable period of time to facilitate proper cleaning. Dry hands and properly dispose of paper towel in trash. Other recommendations are:
 - Keep fingers off of your face
 - Cover coughs
 - Avoid crowds
- Recommend that you pack lunch and bring it to work with you since there may be difficulty in getting lunch in a reasonable amount of time while minimizing risk of exposure by now going out.
- Customers are not permitted to enter the shop premises in an unrestricted manner. Customers must announce their presence and desire to enter along with stating their primary requests. This will allow the company staff to stop work safely and position themselves to attend to the customer in a way that adheres to the social distancing requirements in the best way possible.
- Change work clothes daily. Place soiled work clothes in bag and bring home to properly clean.
- Notify management immediately if you begin to feel ill or symptomatic with any of the commonly documented symptoms associated with the COVID-19 virus:
 - Fever
 - Body aches
 - Coughing
 - Chest congestion
 - Sore throat
- Continue to wear safety equipment (gloves, safety glasses, hard hats etc.) and work with a safety mindset
- Hours of operation may change if necessary
- In addition to the recommendations mentioned above, you should take care of yourself additionally by doing the following:
 - Eating well
 - Getting adequate sleep
 - Taking vitamins
- Please try to adhere to these and additional best practices not only here at work at Willow Iron Works, but also when you leave work and go home to your families.