



## PROCEDURES FOR EQUIPMENT MAINTENANCE & ORDER PICKING – COVID PREVENTION

- 1) All tools and equipment that are returned will go into the **QUARANTINE AREA**. This is in the warehouse directly across from the repair shop.
- 2) Negative Air Machines are considered higher risk items. Please note any negative air machine that is picked up from a jobsite **MUST** have the filters removed on site and disposed of properly. Negative Air Machines will not be accepted with filters still in them.
- 3) Either on the jobsite or once in the quarantine area, the driver will take a manilla tag and will write the date on the tag and attach it to the tool or equipment.  
If an entire gang box of equipment comes back 1 tag can be used and put on the outside of the gang box. The tag will say "Entire Gang Box" and the date.
- 4) Tools must remain in the quarantine for 1 day minimum.
- 5) Once a tool or equipment has been in quarantine for 1 day the tool can then be brought into the shop for maintenance or repair. The following steps are to be followed during this stage:
  - a. Disposable gloves will be worn when handling the equipment during the sanitation process.
  - b. The outside of the case will be cleaned with a cleaner paying attention to handles and case locks.
  - c. The tool will be removed from the case and will be cleaned paying special attention to high touch points such as cords, handles and switches.
  - d. The case will be sprayed with a disinfectant, following the same guidelines for cleaning.
  - e. The tool will be sprayed with a disinfectant, following the same guidelines for cleaning.
  - f. Gloves will need to be changed at this time to prevent cross contamination
  - g. All maintenance procedures and repairs will be made
  - h. The tool will be put back into the case when ready
  - i. The tool or case will be marked with a green tag with the date and the tool number on it
  - j. The tool or equipment will be put in the ready room. Clean disposable gloves need to be worn during this task.
- 6) When tools are picked disposable gloves need to be worn and changed between order picking to prevent cross contamination.