

COVID-19 policy

We are deeply concerned for your safety. As such we are closely monitoring reports regarding the Coronavirus and we're implementing procedures to continue to serve your needs during this situation.

- All IS&D employees are required to stay home if they show any signs of illness.
- All IS&D employees will exercise respiratory etiquette, including covering coughs and sneezes.
- Clients are requested to wear masks within 6 feet of any IS&D employees on site and within 6 feet of any tools or equipment we bring on-site.
- All IS&D employees will wear masks while entering and leaving worksites. Employee masks may be removed when employees are at least 6 feet away from each other and/or from any and all clients (at clients' request, masks will be kept on throughout all visits). Masks will ALWAYS be worn in close proximity to or while using any microphones.
- All IS&D employees are encouraged to wash hands frequently with soap and running water for at least 20 seconds, or with an alcohol-based hand rub containing at least 60% alcohol. All employees will wear **gloves** while entering premises and while working on any surface clients may touch. This includes but is not limited to:
 - Equipment handles, locks and keys
 - Any door knobs, cabinet handles and drawer pulls
 - Any control surfaces including control knobs or buttons, iPads or other touch-pads
 - Any cables or connectors
 - Any wireless microphone transmitters
 - Any shared tools
 - Any new cabling to be pulled on-site.
- Hand-tools, phones, gloves and head-lights are not to be shared. All company tools used at jobsite will be cleaned and disinfected prior to entering each jobsite, and upon return to shop.
- All new equipment will be disinfected after any contact by employee or-where possible-irradiated with UVC light for at least 3 minutes.
- No food or drink will be brought onto jobsites by IS&D employees.

The health and safety of our employees and our clients is of the utmost importance to all of us at Integrity Systems & Designs. As this is a constantly-changing situation, it may be necessary to modify these procedures without prior notice. We thank you in advance for working with us to assure everyone's health and safety during this challenging time.