



COVID-19 Safety Measures Information Sheet

as of May 22, 2020

Healthy Hygiene Practices and Etiquette

- PCWIN staff will wash their hands frequently and use hand sanitizer when handwashing is not practical.
- Hand sanitizer is available for customers, vendors and visitors to use.
- Everyone is encouraged to wear masks when visiting PCWIN offices.

Cleaning & Disinfecting

- PCWIN customer service counter will be sanitized on a regular basis and immediately after each encounter with a customer or vendor.
- PCWIN staff is sanitizing test and calibration equipment frequently.
- PCWIN staff is sanitizing vehicle door handles, steering wheels, other commonly touched surfaces in vehicles

Monitoring for Sickness and Screening

- Daily temperature screening is required for all PCWIN staff as well as for customers and vendors when visiting PCWIN offices.
- If you are feeling sick, you are asked not to visit the PCWIN offices.

Social Distancing

- If possible, you are asked to maintain social distancing of at least 6 feet when interacting with PCWIN staff.
- A sneeze/cough guard has been placed in the PCWIN customer service area for the safety of PCWIN staff and customers.