



*"Protecting
Homes and Businesses
Since 1969"*

April 27, 2020

PASS Security Current or Prospective Customer:

PASS Security is committed to promoting and maintaining a safe and healthy work environment for all our customers and employees. As such, we have and continue to be committed to taking the necessary precautions to mitigate the risk of exposure and transmission of the COVID-19 virus. This document summarizes our policy and approach along with customer responsibilities for safely conducting business operations.

Company-Specific Prevention Policy

- Since March 23, 2020, almost all our office-based employees along with our Technical staff were relocated to a home-based model. Our network infrastructure and secured cloud phone services allow us to effectively serve our customers seamlessly while social distancing.
- All employees continue to follow CDC guidelines for self-screening, general hygiene and social distancing when at a customer's site or if a visit to the office is required.
- All technicians, security consultants and any other customer facing security professionals are required to check their temperature at the beginning of each workday in conjunction with our Home Screening Questionnaire.
- If they answer "Yes" to any question, of the Home Screening questions will required an employee to remain at home until a further assessment can be completed.

Site-Specific Prevention Policy

- When approaching your home or business, our technician will either call or ring/knock at main entrance and stand 6 feet back requesting entrance. We will be wearing a mask while in your home or business.
- In order to avoid unnecessary touch points, we ask that you either open all doors and remove any obstacles for us to easily gain access to your security equipment or escort at a social distance. This should avoid having to touch anything in your home or business outside of your security equipment.
- Upon completion, we will sterilize your equipment with industrial strength sanitized wipes along with any other unanticipated touch points for additional safety.

Site-Specific Customer Responsibilities

- Review Self-Screening questionnaire, prior to our Technician or Security Professional arriving on Site. If you answered "Yes" to any question, please call to cancel and reschedule your appointment.
- Prepare a plan to allow our technician easy access to your security equipment in order to eliminate any unnecessary touch points
- We ask that you also follow CDC guidelines for hygiene and social distancing while our security professionals are on site.

Please reach out our office or point of contact if you would like further information or to discuss any special circumstances during business hours Monday through Friday 7:30am to 4:30pm.

Sincerely

PASS Security Team

ON SITE SECURITY PROFESSIONAL / CUSTOMER COVID-19 HOME SCREENING QUESTIONNAIRE		
1)	Do you have any of the following symptoms or had them within the past 14 days? - Fever (100.0°F or higher) - Cough – Not from Seasonal Allergies - Shortness of Breath or Breathing Difficulties - Sore Throat – Not from Seasonal Allergies - Loss of Taste or Smell - Muscle or Body Aches – Not from Normal Daily Activities	YES NO YES NO YES NO YES NO YES NO YES NO
2)	In the past 14 days, have you been in close physical contact (face-to-face contact) with someone that is confirmed to be a case of COVID-19?	YES NO
3)	In the past 14 days, have you been in close physical contact (face-to-face contact) with someone who is displaying flu-like symptoms or COVID-19 symptoms including fever (100.0 F or higher), cough, shortness of breath/difficulty breathing, sore throat body aches or loss of taste or smell (outside normal activities and health issues such as asthma, allergies, etc.)	YES NO