



***Scimedico Operational Safety Protocol
COVID-19 Field Staff Service Operations***

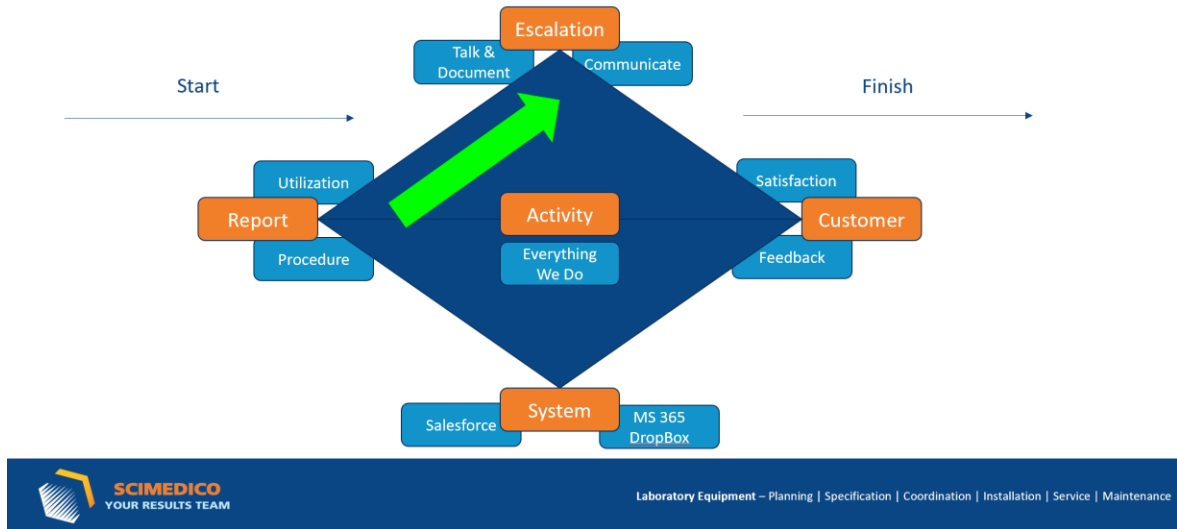


Assumption of Use Procedures and Best Practices

If you are in receipt of this document, it is assumed that you will apply all procedures and best practices as defined herein. If you have any question or decline to utilize the enclosed procedures and best practices, contact your supervisor immediately.

PLEASE CONTACT SCIMEDICO WITH ANY QUESTIONS AT covid19@SCIMEDICO.COM.

The *Service Diamond* Company Wide



It is essential that the enclosed procedures be put in place immediately in order to assure personal safety, business continuity, and to support our capacity to continue to provide the critical services Scimedico provides.

The Scimedico Service Diamond™ specifically relies on an escalation model when addressing any aspect of day to day operations. As a reporting entity, we begin with the assumption that we are *reporting before we deliver any service*.

The Scimedico Service Diamond escalation process specifically applies to safety and is to be put in use in addressing every aspect of COVID-19.



Appendix B Field Staff Protocol Sheet



SCIMEDICO FIELD STAFF PERSONAL PROTECTION PROTOCOL

As Field Staff, you are to carry your HAZMAT mask, goggles, and ear plugs with you at all times. As Field staff the protocol is:

- ☐ Assure you have your PPE in your vehicle
- ☐ Place clean garbage bag on driver's seat
- ☐ Place laptop on floor of car – do not bring notepad or laptop into facility
- ☐ Place phone in zip lock bag
- ☐ Put on safety goggles
- ☐ Put on Scimedico Coverall (over company uniform)
- ☐ Change into Facility Shoes
- ☐ Put Standard Mask on your arm
- ☐ Put on laboratory gloves
- ☐ Assure you have decontaminate spray decontaminate on your kit (tools, service kit – anything being brought into the facility)
- ☐ Place your extra shoes on the floor of the driver's side of your vehicle
- ☐ Call customer before entering facility and suggest entering through the loading dock or an alternate entrance – or enter if you know where you are going.

While on site:

- ☐ Do not shake hands
- ☐ Do not touch your face
- ☐ Request laboratory gloves
- ☐ Inspect work space – decontaminate if required
- ☐ Prior to leaving any room
- ☐ Decontaminate hands
- ☐ Use your phone – take more pictures, take more video
- ☐ Use your phone to dictate notes or do any Scimedico Sales updates in the Scimedico system on your phone
- ☐ Remove your gloves and dispose of them often
- ☐ If your gloves tear, remove, wash hands, put on new gloves
- ☐ Wash your hands every time you remove your gloves
- ☐ Prior to leaving the facility
- ☐ Decontaminate your phone
- ☐ Decontaminate your kit/tools (before leaving)
- ☐ Do not shake hands upon departure

When you leave – and BEFORE YOU enter your car:

- ☐ Spray your kit/tools with decontaminate and wipe down
- ☐ Spray "facility shoes" and wipe down
- ☐ Open your driver's side door
- ☐ Sit down on the garbage bag
- ☐ Remove your extra shoes
- ☐ Place extra shoes on pavement
- ☐ Remove "facility shoes" and put on extra shoes
- ☐ Place extra shoes on pavement
- ☐ Stand up and place facility shoes in garbage bag
- ☐ Remove goggles and spray with decontaminate and wipe down, place in car
- ☐ Wipe down phone
- ☐ Place garbage bag with shoes in trunk

When you arrive at home:

- ☐ Decontaminate your kit/tools – DO NOT BRING TOOLS INTO YOUR HOME
- ☐ Leave garbage bag in car or place in garage – DO NOT BRING FACILITY SHOES INTO YOUR HOME
- ☐ Upon entry to your home, remove clothing and wash your clothes with color safe bleach – DO NOT INCLUDE ANY OTHER LAUNDRY