



## **Schuon Kitchens & Baths, Inc.**

280 S. Atlanta Street, Suite 200  
Roswell, GA 30075

### **MEMORANDUM**

4.29.20

To: All employees, installers, subcontractors, project managers, vendors

Subject: COVID-19 policies

In the interest of safety of all parties, Schuon Kitchens and Baths, Inc. will institute the following policies:

Schuon Kitchens and Baths, Inc. will not work in violation of a State of Georgia Shelter-in-Place Order unless our business is deemed to be essential.

No employee, installer, subcontractor, vendor or project manager or any person under the direction of Schuon Kitchens and Baths, Inc. shall be forced, coerced or encouraged to work at a job site against their will.

No employee, installer, subcontractor, vendor or project manager or any person under the direction of Schuon Kitchens and Baths, Inc. that is not feeling well and/or has any symptoms associated with COVID-19 should not work at one of our job sites.

The homeowner and any subcontractors, vendors or project manager of a remodeler or homebuilder must agree to stay out of the kitchen, bath or any other rooms in which we are working.

An employee, installer, subcontractor, vendor or project manager or any person under the direction of Schuon Kitchens and Baths, Inc. must be the only person or crew in the room while working at the site (known as “one-person or crew-in-the-room” policy).

If the homeowner or subcontractors or vendors insist on violating our “one-person or crew-in-the-room” policy, the employee, installer, subcontractor, vendor or project manager or any person under the direction of Schuon Kitchens and Baths, Inc. shall immediately notify the Schuon designer or management. Schuon will ask the offending parties to respect our “stay out of the room” request. If they continue to disregard our request, Schuon will notify the client that we are pulling off the job site.



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An employee, installer, subcontractor, vendor or project manager or any person under the direction of Schuon Kitchens and Baths, Inc. must practice physical distancing by maintaining a six feet space from any other person encountered at a job site.

An employee, installer, subcontractor, vendor or project manager or any person under the direction of Schuon Kitchens and Baths, Inc. shall wear face masks while they are working on one of our job sites and is encouraged to wear protective gloves as much as is practical. In a situation in which the room is secluded and the client has approved not wearing a mask, working without a face mask is permitted.

An employee, installer, subcontractor, vendor or project manager or any person under the direction of Schuon Kitchens and Baths, Inc. must sanitize all surfaces, such as cabinetry, countertops and hardware, that they will be working on with Lysol spray on a soft rag before starting work and immediately upon completion. Cleaners such as Lysol should not be used on stained or painted cabinetry or parts **unless the finish has been on the surface for a minimum of two weeks.**

Our clients will have been notified about our COVID-19 policies and will expect us to follow them! Please abide by these common-sense guidelines when you are working on one of our job sites.

Sincerely,

Hans Schuon - President