

We at NorcomCT are committed to safeguarding the health and wellbeing of our staff and yours while safely supporting our customer's mission critical communications needs. As a result, we have implemented several measures to ensure that we are able to continue service delivery during the COVID-19 pandemic.

As a part of our **Norcom Cares** program we are reviewing the working conditions at all our remote work sites prior to dispatching our technicians.

This review includes identifying situations that:

1. Inhibit acceptable physical distancing from other Norcom staff or other individuals on site,
2. Require that our staff transit or work in areas (such as hospital emergency departments and other patient care areas) which may house contagious individuals,
3. Require our staff to sanitize equipment or surfaces prior to performing their work,
4. Do not have hand washing or other personal hygiene facilities available for our use,
5. Require our staff to don Personal Protective Equipment (PPE), have health screens, or adhere to any customer requirements before entering a restricted building or area.

Prior to dispatching our technicians please expect our coordinators to contact you to discuss the work to be scheduled and the conditions at your location relative to the above.

If PPE is required to perform work at your location, we may ask that you provide it to our staff.

If an area or equipment should be sanitized prior to performing work, we may ask that your personnel sanitize it or that you provide materials to our staff.

We have implemented stringent physical distancing, personal hygiene and health screening requirements for all our staff at all their work locations. We appreciate your assistance in helping us continue to serve you while providing a safe work environment for all involved.