



Perfect Video Conferencing Covid-19

Essential Workforce Notificaiton

April, 2, 2020

Purpose: Documentation of AV -Video Conferencing as deemed necessary workforce.

RE: Critical Infrastructure Workforce in COVID-19 Response Area per 3/19/2020 Memorandum provided by U.S Department of Homeland Security Cybersecurity & Infrastructure Security Agency

To Whom it may Concern:

We have been identified as a Critical Infrastructure Workforce. Our workers are permitted to continue to work during periods of community restriction, access management, social distancing, or closure orders/directives and are crucial to community resilience and continuity of essential functions in the area of Communications Infrastructure. Our installation, maintenance and repair technicians establish, support or repair essential services for our clients as needed.

Please contact our office if you have any questions or concerns regarding our workers' permissions to work in the impacted areas.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Marcotte", with a long horizontal flourish extending to the right.

April 2, 2020

Randy N. Marcotte, CEO | Perfect Video Conferencing | 516-282-2812 | orders@perfectvc.com

Perfect Video Conferencing Onsite Commitment

1. Facemasks must be worn at all times and social distancing practices used.
2. Frequent hand washing and hand washing/sanitization between rooms.
3. No tools or gear shared between technicians unless gloves are worn at all times.
4. Pre-shift, after hours and overnight work hours available at no additional charge.
5. PVC staff and technicians will not access common facilities outside of the washrooms, this includes employee cafeterias, lounges or game rooms unless otherwise requested for installation.
6. Post-install sanitation with bleach or disinfectant solution.
7. Touch-free confirmation of installation - no signatures required and remote room certification.
8. All staff is responsible for their own health and safety as well as accountable to that of the community, so full disclosure of coronavirus testing status, daily temperature checks, and no-penalty cancellation if a staff member is not well, or is unsure.
9. No charge for same-day cancellations if staff or customer contacts are unsure of current health conditions and want to shelter in place as a precaution.
10. Both PVC and customer contacts will provide access to cleaning supplies and facilities and request that customer contacts maintain the appropriate distance from any on-site contracted staff.