



**Critical Sector – Information Technology**

**Covid19 Mutual Agreement**

**Wilshire Media Systems has taken many steps to follow CDC guidelines for several weeks, which include:**

- Scheduling limited staff in office (80% have been working remotely)
- Monitoring employee health – no illnesses have been reported
- Training on personal sanitation best practices
- Daily cleaning of office facility, and all incoming shipments

**Company Responsibilities for In-Home Work:**

1. Maintain CDC guidelines for cleaning offices, vehicles, ect.
2. Employees will wear protective gloves, masks, and shoe coverings
3. Employees will keep at least 6 feet away from clients and coworkers
4. We will limit any contact (Invoicing, Credit card, ect.)

**Customer Responsibilities for In-Home Work:**

1. No family members or other trades in areas where we will be installing equipment.
2. No one in household is sick or has been sick in the past 2 weeks
3. We have a single point of contact that can answer any questions that may arise (Keeping at least a 6’ distance apart)
4. Wear protective masks and gloves when in the home, or if you prefer to leave the home during the installation.

If at any time the Technicians or Client are not complying with the above guidelines, or are simply uncomfortable, either party may suspend the installation and contact the manager to address the issue, and if needed to reschedule. Please call 805-497-1179, and ask for Brian Nabonne (Ext 232) or Mike McMaster (Ext 230)

**(sign or Reply “Accepted” via Email)**

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Customer                      Date

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Company                      Date