



Memo

To: Action Lift Staff and Customers
From: Action Lift Management
CC:
Date: March 18, 2020
Re: COVID-19 Procedure at Customer Facilities for Techs and Customers

We at Action Lift are working very hard at Social Distancing and keeping all of our employees and customers safe while working at customer facilities. Please see below guidelines which are to be followed to help reduce potential spread of disease:

- Customers will drop equipment off in designated service area and leave it a distance greater than 10 – 12 feet from our techs then walk away.
- Techs are to spray off all controls and handles with Spray9 or other approved disinfectant.
- Once we are complete with repairs, tech will wipe down the equipment again with Spray9 or other approved disinfectant when it is returned to the staging area.
- Action Lift techs will be required to do this with every repair and are not going to be responsible for tracking down a piece of equipment from an operator directly.
- Please reach out to facility management for a way to request equipment to be dropped off at work stations.

Action Lift would notify our staff and customers promptly if we were to have a confirmed case of COVID-19 and will expect the same consideration in return.

Thank you and stay safe!

Mike DeL... Service Manager

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