



**WATCH GUARD 24/7  
NY FORWARD / SAFETY PLAN AND PROTOCOLS  
WITHIN A COVID-19 ENVIRONMENT**

**INCLUDING HERO ACT REQUIREMENTS**

**WATCH GUARD 24/7, LLC**

**NEW SAFETY  
PROTOCOLS**

Updated August 18, 2021



WATCH GUARD 24/7

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#### INTRODUCTION / ABSTRACT

WATCH GUARD 24/7's Safety Plan mission is to continue to protect people and assets while utilizing safe practices to limit exposure to COVID-19. The following information is a window into our ongoing operations, COVID-19 safety practices, and protocols.

WATCH GUARD 24/7 was built and has evolved over the past 12 years as an on-demand, communicative, focused and flexible service which crafts and delivers customized security guarding programs to a multitude of industry sectors. We continue that proposition value to our clients. Our current client services are diverse and consists of commercial business, main office market, residential properties, construction, education, warehouse, and other business sectors.

As challenging as the COVID-19 pandemic has been, the necessary adjustments were planned and executed early, and therefore, are relatively seamless for WATCH GUARD 24/7. As a business whose infrastructure has been crafted for customization and flexibility, we are able to serve our markets as we always have, but with adjustments based upon mandatory and best practice adherence as well as the original new building re-opening protocols, and now, HERO ACT.

WATCH GUARD 24/7 is not beholden to external stakeholders demanding a specific return on investment; we do not plan to that end. Our mission is not restrained by processes within a narrow method of scalability.

Instead, our growth plans are crafted by our ability to scale our methods of customization through safety and flexibility of services. We remain a privately-owned service business and continue to offer clients and employees our hand in collaboration. We believe that this is the best way to build safe and successful security programs.

In 2020, WATCH GUARD 24/7 was deemed an Essential Business by Executive Order of New York State. Throughout the COVID-19 environment, the operations of WATCH GUARD 24/7 has remained completely intact as we continue to serve our clients optimally and are also servicing new clients and additional coverages with no interruption to recruitment and overall operational integrity. This has required much planning and operational alignment within our infrastructure through incorporating an emphasis on safety protocols into our business continuity methods and goals, and aligning the entire WATCH GUARD 24/7 team to those goals. It has also been a seamless conversion, which although challenging, has not adversely affected our ongoing operations in terms of compliance and continuity of security details and coverages.

This initiative has been extremely successful so that when new building re-opening requirements and protocols began, we had already crafted a well-oiled and sturdy platform for meeting those requirements and accommodating and initiating new client protocols. The same applies to HERO Act.

In March of 2020, WATCH GUARD 24/7 leadership moved its office staff to a remote platform, and operated as such until we went to a hybrid model in June of 2021. While our support staff and security personnel continued to ensue upon their responsibilities, we prepared such personnel and office space for the growing pandemic while simultaneously beginning a process which would become an eventual progression to adhering to sound safety planning and protocols in a COVID-19 environment.



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In developing and implementing these changes and plans, WATCH GUARD 24/7 incorporated policies and procedures in adherence with recommendations by the Centers for Disease Control (CDC), NYS Department of Health guidance, applicable safety regulations under the Occupational Safety and Health Act (OSHA), and other evolving federal, state, and local public health and COVID-19 safety guidelines. As a responsible employer and vendor to our clients, proper employee training was and is also critical to the effectiveness of this Plan.

Additionally, in 2021, WATCH GUARD 24/7 crafted and implemented a new Workplace Safety & Accident Prevention Program which not only addresses workplace safety for its office locations but as well for all of its client sites. This integrated plan also includes PPE checks and balances.

This document focuses on WATCH GUARD 24/7's safety protocols during the COVID-19 epidemic and emphasizes how it has assimilated its internal staff and on-site security personnel in terms of communications, safety, and regulatory best practice methodologies.

Furthermore, this document's intent is to be used as a guide for internal leaders and security officers alike as a basis to not only implement and harden new procedures and already instituted practices, but for our clients so that they are meeting their obligations under state regulations and best practice safety protocols.

To that end, we have outlined what we have implemented as a company to fully comply with the New York Forward Plan and HERO Act requirements but as well how we internally and externally communicate so that we may align our business model and focus on continuous improvement of our practices in an ever-changing marketplace.



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#### **SAFETY PROTOCOLS - REDUCING COVID-19 TRANSMISSION RISK, INCLUDING PPE AND HEALTH SCREENING**

WATCH GUARD 24/7 continues to support its business and employees as a remote and in-office hybrid workplace model. Our corporate staff is intact and had been remote and operational since March of 2020 prior to moving to a hybrid model in June of 2021. The remaining (non-security officer) staff, comprised of our 24/7 dispatch department, who supports security personnel and clients on a full-time basis, continues operating our command center facilities within our Glendale, NY branch office with enhanced safety protocols to meet with the challenges at hand. WATCH GUARD 24/7 ownership owns its offices which enables easy built-in protections and seamless protocol transitions.

Only vetted people are allowed within our corporate office and should a field inspector or other staff member need an item inventoried within the confines of the WATCH GUARD 24/7 corporate office, a pick up is coordinated and the item is placed outside of the office prior to pick up. Furthermore, office deliveries are left outside of the office and proper PPE is used to ensure safety in handling. These processes are contactless.

Our personnel continue to visit client sites, monitor those client sites on a continuous basis and continue to do so in support of our clients and security personnel. These client site integrity visits are performed with adherence to CDC guidelines relative to social distancing of 6-feet, at a minimum. Social distancing and masking is stressed in all that we do as a company and reiterated on memoranda distributed to staff and security personnel alike. This includes the WATCH GUARD 24/7 Field Inspection Team who continually visits client sites on off-hours.

Additionally, security officer touring systems, which are utilized to confirm security personnel's detail integrity in real-time, are fully operational and are set up in areas where guard tours do not impede upon stringent adherence to avoiding congregating populations.

We have also included corporate office posted signage relative to wearing company-issued masks and mandatory cleaning protocols. Those instructional posting requirements are managed, which enables us to confirm that office protocols are adhered to. We have made COVID-19 office issues virtually non-existent, for the most part, by positioning ourselves with COVID-19 protocols for deliveries, visitors, and our commercial office cleaning company, all of which are temperature screened prior to entering any WATCH GUARD 24/7 office space.

WATCH GUARD 24/7 transitioned to cloth masks in March of 2020 and will continue to keep and distribute ample inventories for the safety of our personnel and those they engage. Every security officer is offered company masks, which are washable, and our inventories allow for replacements when needed. Security personnel are encouraged to wash their cloth masks and when new masks are needed, they can send their operations manager a request for immediate follow through.

To distribute masks to our varied workforce within New York's 5 boroughs and New Jersey, we assign our Field Teams who deliver masks and other supplies to all client sites to ensure safety. As masks are distributed, they are deducted from corporate inventories and reordered when inventory thresholds are met. We also incorporated plastic face shields for responsibilities that include certain applications of temperature scanning and when security personnel may be involved with increased populations. Therefore, we also store inventories of plastic face shields.



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It should also be mentioned that every officer has a WATCH GUARD 24/7 supplied uniform and as a safety measure and best practice, 100% of those collected uniforms are discarded as security personnel transition out. This applies to all uniform distributions to include, sports jackets, winter wear, shirts, and ties.

The WATCH GUARD 24/7 Group has a strong alliance and sense of responsibility to our clients and valued employees. In communicating with staff members who have an existing health condition that may become compromised, we accommodate that specific situation and modify or fill that job description through other less at-risk personnel.

WATCH GUARD 24/7 is dedicated to operational excellence, but with a keen focus in consideration of the situation at hand. Our practices have been altered to the extent that our internal populations and the public stays safe and secure; however, those changes do not impede upon the quality of our operational processes and their management. We are in a position to take on any challenge as a security guarding company and extend to our clients an open invitation to contact us should they feel the need or want to communicate with us for any reason.

The WATCH GUARD 24/7 Team continues to seek to align itself with best practices on an ongoing basis. As an extension of our dedication to that alignment, this Safety Plan is placed within our website for our entire employee population to peruse as well as our existing client base and new clientele because we encourage feedback and welcome being challenged on our COVID-19 practices. In this ever-changing environment, and when it comes to health practices, we understand that there is no finish line.

WATCH GUARD 24/7 has incorporated redundancies in all areas of our business so that in the event a corporate or field-level staff member incur sickness or require quarantine, our operations will be prepared to seamlessly continue agendas and workflows. As an example, we have cross-trained operations managers in other operation managers' books of business and incorporated group initiatives throughout the year to that end. Director-level personnel and above report their individual client statuses on a weekly basis and multiple staff members engage those same clients. So, aside from adequate support, there exists familiar support should any issues arise with primary company representatives. To close the loop on that process, all client communications are entered into our cloud-based CRM system. This is important for continuity during any business condition but especially important during the COVID-19 pandemic.

As more area businesses re-opened, we worked closely with clientele to satisfy their new regulatory policies and safety concerns as we understand the direct correlation between how our own internal safety practices ultimately affect our clients'. We offer our clients COVID-19 support with their new building protocols while incorporating sound safety protocols to extend to our personnel which we believe transfers positively to safety for the public. The overall integrity of our client base, internal staff & personnel, and the public is extremely important to WATCH GUARD 24/7.

As such, WATCH GUARD 24/7 has implemented various protocols to protect its employees and those who come in contact with them. If an employee tests positive for COVID-19, WATCH GUARD 24/7 immediately incorporates an approved method of contact tracing. This includes an immediate investigation of potential contacts such as personnel that has worked at the same location prior to or after a said shift, or same location within the past several weeks. Referencing our pay/bill system will confirm the necessary schedule information. This process will also include visitors who had close



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contact with the COVID-19 positive individual and others that may have accessed the personnel or area in question.

During this process we maintain confidentiality as per state and federal law and regulations, but we do share certain information with our client. An example of this is initial notification of the event. Additionally, we will notify our client with consideration to personnel changes as a temporary workaround. To accommodate healthy practices to an end, we will need a client's assistance in contact tracing to confirm our tracing investigation insofar as information a client may have which may not have been available to WATCH GUARD 24/7.

Should an employee test positive for COVID-19, the employee will be placed on a mandatory 14-day self-quarantine. If an employee has had close contact with a COVID-19 infected person and is asymptomatic, the employee will be subject to a 14-day self-quarantine even if any symptoms that may exist are not related to COVID-19.

WATCH GUARD 24/7's Director of Human Resources is responsible for notifications to state and local health departments and our Operations Managers are responsible for notifications to our client. Our Operations Managers partner and work in coordination with our Human Resource Department and any one of several Directors of Operations to ensue upon contact tracing and its follow through. This process is overseen and directed by the Vice President of Operation who reports all actions to the Executive Vice President and Chief Operating Officer for review. Although the process is organized and fluid, every individual situation's circumstance must be assessed for its own inherent nuances. Therefore, all final decisions are assessed and concluded at the upper management level after a full investigation has been conducted.

WATCH GUARD 24/7 has implemented mandatory health screening protocols prior to employees beginning each workday shift. Because security personnel leave their homes prior to arriving at client sites, we have created, implemented and made mandatory a Microsoft 365-compatible cell phone application. This application displays a state mandated questionnaire which is completed electronically by all personnel and submitted to a confidential computer storage drive. Should a 'Yes' be answered to any of the following questions, email notifications are immediately sent to managers for follow-up.

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#### Mandated Questionnaire:

- i. Have you had COVID-19 symptoms in past 14 days?
- ii. Have you had a positive COVID-19 test in past 14 days?
- iii. Have you had close contact with confirmed or suspected COVID-19 case in past 14 days?
- iv. Each current and newly hired employee is being supplied with instructions as to these requirements. The responses are reviewed daily and stored for future reference.



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#### **CLEANING AND SANITATION PROTOCOLS**

From the onset of the COVID-19 epidemic, WATCH GUARD 24/7 created cleaning protocols for its corporate office, vehicle fleet and equipment. We also store ample cleaning products and inventories to ensure all areas of concern are cleaned and disinfected on a continual basis.

Our corporate office is equipped with cleaning supplies and 24-hour dispatch workspaces are cleaned before and after each dispatch shift. Relative to the greater areas of the workspaces, we have incorporated a hospital grade cleaning service to perform after hours cleaning of the office space, common areas and restrooms several times per week. WATCH GUARD 24/7 has also incorporated cleaning logs, notating each and every cleaning performed, its time and its date and what type of cleaning was performed.

Our practices include cleaning and disinfecting all areas in which we do and do not suspect COVID-19 exposure. If we do have a confirmed COVID-19 positive case, we would have our disinfecting service perform a thorough hospital-grade cleaning of the entire office while temporarily moving dispatch to an alternate location until the office is ready for resumption of regular operations. WATCH GUARD 24/7 has not had an office staff member test positive for COVID-19 while working within our offices, but is prepared should this occur.

Within the WATCH GUARD 24/7 corporate office we utilize anti-bacterial multi-surface cleaners which specifically kills COVID-19 and is specified as such on all product labels. Some of those products are Lysol Brand all-purpose cleaners, sprays and wipes which kill a multitude of influenza viruses, including COVID-19. The products are also listed on the EPA database as acceptable cleaners that Kill COVID-19. Additionally, we inventory and use bleach and mix the bleach with water, administering the mix through a hand-held spray for certain surface cleaning. Both WATCH GUARD 24/7 offices are also equipped with several hand sanitizer stations.

All cleaning supply inventory requirements for office and equipment are understood and are the responsibility of designated staff members or personnel for continuity and organization. In terms of our company security vehicles, each security personnel who use each vehicle is responsible to clean and disinfect the interior of the vehicle, door handles, and other areas of the vehicle after his/her shift has been completed. A laminated document reflecting specific vehicle cleaning protocols can be found in each WATCH GUARD 24/7 security vehicle.

There are several clients who require cleaning supplies and in those few cases we externally supply those products. These clients include a select number of construction sites where WATCH GUARD 24/7 personnel are responsible for keeping their WATCH GUARD 24/7 supplied security guard booth clean. Otherwise, approved cleaning supplies are inventoried in our corporate office and in field supervisor and client site vehicles. Other client sites incorporate their own cleaning supplies and protocols with which our employees comply.

In addition to these practices, WATCH GUARD 24/7's Glendale and Long Island City, NY offices have been outfitted with Medify, MA-40 Air Purifiers with H13 True HEPA Filters, with incorporate three levels of filtration to catch and remove allergens.





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#### COMMUNICATIONS – INTERNAL/EXTERNAL

WATCH GUARD 24/7 prides itself in its ability to communicate internally to its staff and workforce and externally to its clients. We have increased those communications as a needed safety support measure since COVID-19 was classified as a pandemic. WATCH GUARD 24/7 has communicated with all of its workforce relative to past NYC subway system closures (for maintenance / disinfecting purposes) and has enhanced its security personnel outreach to get ahead of any possible issues. We did not anticipate any mentionable issues with these closures and are always open and ready for workarounds should that schedule occur again.

WATCH GUARD 24/7 communicates through concise and consistent communications protocols with its workforce. The four (4) attachments at the end of this safety plan are examples of different communication protocols:

1. Essential Worker Update which is circulated and readily available on our security officers and other personnel's cell phones for easy access during restricted times
2. Office signage communicating mandatory office health disciplines and policies
3. One of several 'Employee Notifications' circulated beginning in the early stages and throughout the pandemic for our entire workforce and especially focused in support of COVID-19 best practices for our security officers.
4. Vehicle Safety Protocol laminated poster which is included in each security vehicle's interior for easy viewing by our valued Field Inspection Team.

The Executive Vice President and Chief Operating Officer (and the author of this document) continues to lead all COVID-19 related matters, but responsibilities extend to our Human Resources Department as well as other internal departments and key staff members within WATCH GUARD 24/7.

WATCH GUARD 24/7's Human Resources Department offers additional internal supports on COVID-19 related matters in terms of all employee accommodations, sick waiting periods prior to being eligible to return to work, and outreach programs in support of our workforce. The HR Director also communicates with external agencies like the Department of Labor and OSHA to ensure adherence to state and local compliance. Our Recruiting Department reports to Human Resources who act as an oversight group for security officer regulatory compliance. The result of these synergies ensures the process remains continuous and accurate.

Additionally, the EVP/COO is fully supported by WATCH GUARD 24/7's upper management team and ownership. Every issue, contingency plan, new regulation and associated investments relative to COVID-19 is discussed as a team and conferred with others to conclusion. We deal with issues realistically, communicate openly and extend that same disposition to our employees, clients and vendors.

We view our ability to communicate internally equal to our ability to integrally communicate externally. Therefore, we have crafted policies and procedures which enhance and maintain continuity of those communications. But we do not see that as enough to ensue upon successful



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communications as needs change. Therefore, as new protocols are needed and morph into new operating implementations, we consistently communicate and train on new protocols to meet the changing needs of the marketplace, while maintaining regulatory compliance. This has become most evident during the COVID-19 inception period and throughout the ongoing pandemic. Lessons learned have kept us operating efficiently and primed for any level of future upward resurgence of the epidemic.

In January of 2020, WATCH GUARD 24/7 created an internal Crisis Management Team, a sub-group of The Corporate Security Committee, comprised of Directors of the company, the EVP/COO and periodic other guest staff members, as needed. In these meetings the team discusses company risk issues that are time sensitive as well as new company initiatives, their impact, and how new initiatives assimilate with continuity of its existing business.

For a period of time, the Crisis Management Team was meeting electronically on a weekly basis and daily, if needed. During these meetings the team also shares and analyses our current business status and scenario plays to be best prepared for what may not be needed today but is a plausible consideration for the near, medium or longer-term future. Examples of this include which items of PPE to research and purchase, what quantities of PPE to inventory (based on WATCH GUARD 24/7's employee populations and turnover), and hence, what are anticipated company inventory turnover rates. We also review supplier selection and take into account the quality and reliability of such products against the realities of COVID-19 environments, with consideration to security officer details and scenarios.

Another example of crisis management with consideration to COVID-19 are discussions which reflect certain issues that occur with employee "no call/no shows" out of personnel's fear of catching the virus or staffing challenges occurring because of increases to and increased timelines associated with unemployment insurance payments. Additionally, discussions ensue relative to continually improving personnel communications, new protocols, and how to seamlessly partner with clients while simultaneously keeping our workforce safe and secure.

Yet another example of our discussions is the integrity of our recruiting efforts during the COVID-19 impact period and instilling best practices to ensure adequate and quality staffing at a time when the recruiting challenge has increased. As a highly regulated staffing business during the COVID-19 pandemic, much focus is given to this area of the business.

WATCH GUARD 24/7 has also assembled an Employee Action Committee (EAC) for employees who choose to be a part of discussing workplace safety issues and policies, among other items within an organized and safe committee setting. The EAC is comprised of two thirds non-supervisory employees who are selected randomly. The group is co-chaired by the EVP/COO and a non-supervisory employee. The committee meets quarterly for a scheduled 2-hour meeting and no employee's pay is lost as a result of the meetings.

Discussing all of these issues and others on a consistent basis and agreeing on solutions aligns our group and, therefore, aligns our internal/external messaging and overall safety concerns.

Should any of our valued employees or clients have any questions related to this Safety Plan, please feel free to email [mcoffino@watchguard247.com](mailto:mcoffino@watchguard247.com), at your convenience.



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**ATTACHMENT 1**  
**Essential Worker Update**  
**(Actual Circulated Document)**



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June 2, 2020

**MEMORANDUM Essential Worker Update**

**To: All WATCH GUARD 24/7 Security Officers, Dispatchers and Field Inspectors**  
**From: WATCH GUARD**

**24/7 Management**

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A curfew of 8:00 pm this evening has been mandated. As an essential worker for a security guarding company,

**IT DOES NOT APPLY TO YOU.**

**Licensed Security is considered an essential function.** With that authority, we will continue to protect our essential and important client sites while not forgetting to implement COVID-19 best practices (constant hand washing for a minimum of 20 seconds, no shaking hands whatsoever, social distancing (recommendation is 6feet), which is standard protocol. You must also **always wear a mask** when you are working for WATCH GUARD24/7.

**As per Governor Cuomo's Executive Order, the following list is considered *Essential Services necessary to maintain the safety, sanitation and essential operations of residences or other essential businesses including:***

- law enforcement
- fire prevention and response
- building code enforcement
- **security**
- emergency management and response
- building cleaners or janitors
- general maintenance whether employed by the entity directly or a vendor
- automotive repair
- disinfection companies

***You may print this and keep it with you or have it available on your phone. It is a requirement that you have your security license with you and displayed.***



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## **ATTACHMENT 2**

### **Office Signage**

**(Actual Circulated and Posted Document)**



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## **COVID-19 MANDATORY OFFICE PROTOCOLS**

To ensure a healthy workspace, please adhere to the following:



**Wear a face mask at all times while in the corporate office.**



**Wash your hands for 20 seconds or more after entering the office each time. Wipe down your workstation before and after your shift.**



**Always practice Social Distancing of at least 6 ft in and out of the office.**



**Please notify your supervisor if you are feeling sick or have a temperature. Do NOT come into the office if you are experiencing any COVID-19 symptoms.**

**THANK YOU FROM WATCH GUARD 24/7 MANAGEMENT**



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**ATTACHMENT 3**  
**Employee Notification**  
**(Actual Circulated Document)**



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#### WATCH GUARD 24/7

#### Employee Notification – CORONAVIRUS (COVID-19)

To: WATCH GUARD 24/7's Security Personnel and Staff:

From WATCH GUARD 24/7's ownership and management team, we want to thank each and every one of our security personnel and support staff for the strength and support you have shown throughout this challenging time. We realize that this is a very stressful time for everyone and want you to know that we truly appreciate you being on the front line in keeping WATCH GUARD 24/7 and its client sites safe and sound.

The reality is that we are fortunate to have employees like you. You make the business what it is and we applaud you for all that you do.

Please stay safe. We plan on moving ahead stronger than ever when the current situation ends and we can then transition into a sense of normalcy. There is a bright light at the end of this tunnel but to get there you must incorporate the safe practices outlined below. **THIS IS EXTREMELY IMPORTANT.**

Our top priority is the safety and well-being of our WATCH GUARD 24/7 security personnel, staff and those you come in contact with. Please follow guidelines as set by the **Centers for Disease Control and Prevention (CDC)** [www.cdc.gov](http://www.cdc.gov), and the **World Health Organization (WHO)** [www.who.int](http://www.who.int).

Additionally, and as a reminder, we have extended to you a **COVID-19 hotline number:**

**(347) 846-0436**

**This is a direct line to our Director of Human Resources.**

We ask that you call this line only should you have concerns about the virus which remain unanswered. Please continue to speak with your direct Supervisor and Operations Manager as it relates to operations and scheduling questions.

The below bullet points, which you received from WATCH GUARD 24/7 before, are mandatory practices and we are directing each and every employee to adhere to, without exception:

Practice frequent and meticulous **hand washing** with soap and warm water and wash for at least 20 seconds and, if available, use a hand-sanitizer that is at least 60% alcohol-based but not as a replacement for washing. **Avoid close contact with others of at least 6 feet** and DO NOT partake in any contact and handshaking, whatsoever.

- Avoid touching your eyes, nose, or mouth at any time but certainly with unwashed hands and after you have touched any surfaces. Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.





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- Cover your nose and mouth when coughing and/or sneezing and use a tissue and then immediately throw the tissue in the garbage and wash your hands thoroughly.
- Avoid any contact at all times with anyone with cold or flu-like symptoms
- If possible, increase ventilation by opening windows
- Please notify WATCH GUARD 24/7 Management immediately if you are sick.
- Use individual water bottles; do not share them. Towels should not be shared in any way.
- Maintain social distancing - Please stay away from large groups or public gatherings
- If you develop fever, cough and difficulty breathing, seek medical advice promptly as this may be due to a respiratory infection or other serious condition. Do not work if you are sick.

Your service is greatly appreciated! Thank you and please stay safe.

**THE WATCH GUARD 24/7 MANAGEMENT TEAM**



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**ATTACHMENT 4**  
**Vehicle Safety Protocols**  
**(Actual Circulated Document)**



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## COVID-19 VEHICLE SAFETY PROTOCOL



### To: The WATCH GUARD 24/7 Field Team

WATCH GUARD 24/7 continues to deter the potential impact of COVID-19 within our work spaces.

For your protection and the protection of your co-workers, it is mandatory that you adhere to the following protocol as a Field Inspector, or other personnel driving any company security vehicle.

When you complete your tour, please use the cleaning supplies provided within the security vehicle to thoroughly clean the following items:

- Steering wheel
- Door handles
- Window controls
- Gear shift
- Signal indicator
- Wiper control
- Fuel filler
- Radio

Should you run low on cleaning supplies please contact the Dispatch Department email group immediately and cleaning supplies will be replenished same day.

If you experience any of the symptoms consistent with COVID-19 (fever, shortness of breath, etc.) please contact WATCH GUARD 24/7's Human Resources Director, Frances Velazquez, at 347-846-0436, for further guidance.

We appreciate your attention and cooperation in maintaining a safe and healthy work environment.

**THE WATCH GUARD 24/7 MANAGEMENT TEAM**