



**Guernsey, Inc.** is an  
essential business.

We are dedicated to supplying your  
workplace needs during this global crisis.



*We provide...*

Health & Safety Supplies, Janitorial Supplies, Breakroom,  
Furniture and Office Supplies!

[www.buyguernsey.com](http://www.buyguernsey.com)

# 01 Policy

## Information Galore

When it comes to creating a plan for your workplace there is no shortage of information provided by agencies. It's extremely important that companies meet requirements and follow set guidelines. Keep your plan simple and executable so everyone can follow along.



**Food and Drug Administration (FDA)**

General guidelines on products to use  
[www.fda.gov](http://www.fda.gov)



**Center for Disease Control and Prevention (CDC)**

General health guidelines  
[www.cdc.gov](http://www.cdc.gov)



**Occupational Safety and Health Administration (OSHA)**

Workplace safety requirements  
[www.osha.gov](http://www.osha.gov)



**United States Environmental Protection Agency (EPA)**

List-N is the go-to for approved disinfectants  
[www.epa.gov](http://www.epa.gov)



**World Health Organization (WHO)**

COVID specific guidelines  
[www.who.int](http://www.who.int)



**Local Government and Governor's Office**

State specific guidelines and phased reopening  
[www.usa.gov](http://www.usa.gov)

# 02 Process

## Plan and Respond

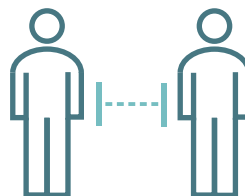
The workplace has changed forever. As a company, we have reconfigured our workspace to prioritize the safety of our staff in accordance to guidelines set by health and government regulations. Our goal is to maintain a comfortable workplace for all.

### Implementing best practices

Every employee is required to do their part to create a safe place of work.



It's simple: no mask, no entry allowed



Maintain six feet of separation in daily activities as social distancing is expected



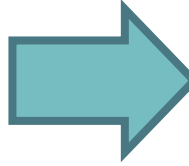
Temperature is scanned every single time anyone enters the workplace



Hand washing should be frequently done, add sanitizing stations throughout the building in congregated areas



Scheduled routine cleaning and disinfecting is mandatory for all work surfaces



Signage should be posted to direct traffic flow in communal areas



Install barriers to reduce transmission at points of close contact



Implement policies and procedures for the future, ensuring every possible situation is covered

## 03 Product

### Stock Up on Essentials

After your plan is complete, the supplies you need will come naturally. We offer a wide variety of workplace essentials to keep you prepared for any situation. Everything from copy paper to breakroom supplies and even face masks and gloves, supply yourself for the long run.



Gloves & Masks



Disinfecting Supplies



Hand Sanitizer



Signage



Air Purifiers



Personal Protection Barriers



Touchless Infrared Thermometers



Temperature & Face Recognition Scanner



### Working from Home?

Let us deliver approved workplace supplies to the home offices of your staff...quickly and easily, with all the benefits of your office program.