

Covid-19 Office Memo

Overhead Door Company of Cedar Rapids and Iowa City
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During this challenging time Overhead Door Company wants to assure our customers we are following the recommended steps from the CDC and WHO. 3/17/20

- Our entire staff and techs are practicing self-distancing.
- We are NOT currently shaking hands.
- Our showroom and warehouse facility in Cedar Rapids will remain open to customers since we have been deemed an “Essential Business”. Our crews will continue to work taking the necessary precautions.
- Our technicians and account reps are utilizing an extra strong hand sanitizer on job sites and wearing gloves. Washing hands often.
- Our technicians and account reps are utilizing Clorox wipes in their vehicles.
- We are monitoring employee health and recommending employees stay home if feeling ill.
- We are monitoring employee personal travel and recommending 14-day quarantine as recommended pending travel specifics.
- We have hands-free antibacterial soap and hands-free hand towels in all our office bathrooms and hand sanitizer at every desk. We are urging ALL employees to wash hands regularly.
- We have hand sanitizer available for our customers at the Reception and Service Counter at our facility in Cedar Rapids.
- Our Cleaning Service disinfects ALL desktops, counters, breakroom and bathroom surfaces and hard floors with a 99.9% virus killing cleaner.
- We are regularly spraying door handles, fixtures and counters at our facility with Lysol or Clorox wipes.
- Urging all employees to bolster their immune system by practicing good health, good sleep, nutrition and exercise.

