



**Fresh Air**  
Sash Cord Repair, Inc.

*Old windows that work!*

Protecting my employees and you, our Clients, while working in your home are top priorities at Fresh Air Sash Cord Repair. These are the measures Fresh Air is taking during these unprecedented times in response to the COVID19 pandemic.

We follow personal hygiene, social distancing, and face mask guidelines per CDC and OHA.

**Steps Fresh Air takes that are consistent with and beyond OHA guidelines:**

- My crew self-checks for COVID19 symptoms and reports to me twice daily.
- We wear nitrile gloves and face masks while in your home.
- We stay 6' away from you and each other.
- We wash hands often – upon arrival, throughout the day and before departure. We bring our own handwashing station (soap & water) and with your permission, set it up in your front yard.
- We sanitize frequently touched tools and equipment.
- We are isolated while we work - we build and work within a floor-to-ceiling plastic “bubble”.
- We use PPE - respirators, coveralls, gloves, safety glasses and shoe covers in the work areas.
- We work next to open windows (ventilation).
- Workers who feel/are sick stay at home and do not come to work.

**Steps we will do together:**

- We will communicate by phone, email, or text rather than in person, as much as possible.
- Call me if you or a member of your household falls ill or if you have been exposed to COVID19 within 2 weeks of scheduled repair work.
- Prior to starting and daily during the repair work, I will ask you whether you or members of your household are exhibiting COVID19 symptoms.

**Things you can do to help us: Please,**

- Clear personal belongings from the work areas, giving us at least 8-10 feet beyond and next to the windows.
- Wear a mask in your home when communicating with us. Remain at least 6 feet away from us while we are in your home. Move to a separate room or, if possible, a different floor while we are setting up and cleaning up the work area.
- Before we arrive, sanitize window hardware and the wood portions of the window units we will work on that day (sash, trim, sill), front and bathroom doorknobs, faucet, and toilet handle.

**We appreciate your business and look forward to restoring your windows.**

Stay well,

Patty Spencer, President and Owner

Patty Spencer  
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