



marxmoda

Ensuring Health & Safety During Installation



HermanMiller Certified Dealer



MarxModa is working hard to safeguard the health of our employees, while also staying focused on delivering excellent customer service for our clients in Michigan and throughout the United States. In order to be safe and maintain operations, we have developed a set of safety protocols for our employees and contractors while at worksites.

The protocols we have implemented are based on information available at this time from the CDC and OSHA and are subject to change as further information is provided.

HMPS

As a member of Herman Miller's Certified Dealer Network, we benefit from Herman Miller's Performance System (HMPS) which integrates lean practices throughout all our systems and processes. The Last Mile is a key component of HMPS and is the way we bring discipline, efficiency, and quality to our delivery and installation process.

Our installation process starts before we get to your project site. Through pre-work, we prepare for the delivery and installation in our warehouse. Our detailed planning reduces interaction of people on your site. It also means that:



Less time and fewer installers needed on site



Installation starts later in project timeline and allows for reduced contact with other trades



Minimal packaging on site, fewer contaminants and less product handling, minimizes risk



Completing sections of the project at a time allows for deep cleaning of product before occupancy

Protocols

MarxModa is committed to providing a safe and healthy workplace for our Warehouse, Installation, Delivery and Service staff as well as ensuring your worksite remains safe for your team. The protocols below will be enforced by the designated Site Lead who as the “COVID-19 Captain” is responsible for auditing each job site, assigning and overseeing cleaning procedures, and answering any questions or concerns regarding COVID-19 safety.

Site Access Control

- Individuals who are feeling sick or presenting any symptoms of a cold, flu, or COVID-19 will be asked to stay home and/or seek medical attention.
- Individuals who have been exposed or infected with COVID-19 must report this information to their supervisor and HR and will be asked to stay home until they have been symptom free for 72 hours.
- Individuals are required to complete a daily self-assessment and temperature check before coming to work. This information will be maintained in a centralized database and available to Site Leads.
- Individuals will be required to comply with any additional on-site temperature checks as required.

Personal Hygiene

- Personal Protective Equipment (“PPE”) including face masks, safety glasses or goggles, gloves, and hard hats with protective shields (as required) shall be required while on the job site and not be shared among multiple individuals.
- Individuals will be instructed to avoid touching their face, eyes, nose, and mouth while on the job site.
- Individuals will be expected to follow appropriate respiratory etiquette including covering coughs and sneezes
- Individuals will be instructed wash or sanitize hands often throughout the day especially:
 - Before, during, and after preparing/eating food
 - Before and after treating a cut or wound
 - After using the bathroom
 - After blowing your nose, coughing, or sneezing
 - After touching cardboard or packaging

Protocols

Worksite Sanitation

- Personal tools and equipment will be cleaned regularly.
- Shared tools will be cleaned before and after every use.
- The work area will be cleaned upon arrival and when leaving with special attention given to high-touch areas including furniture (work surfaces, chair arms, etc.) and facility elements (door handles, light switches, etc.).
- Break areas will be cleaned after breaks, lunches, and at the end of the day.

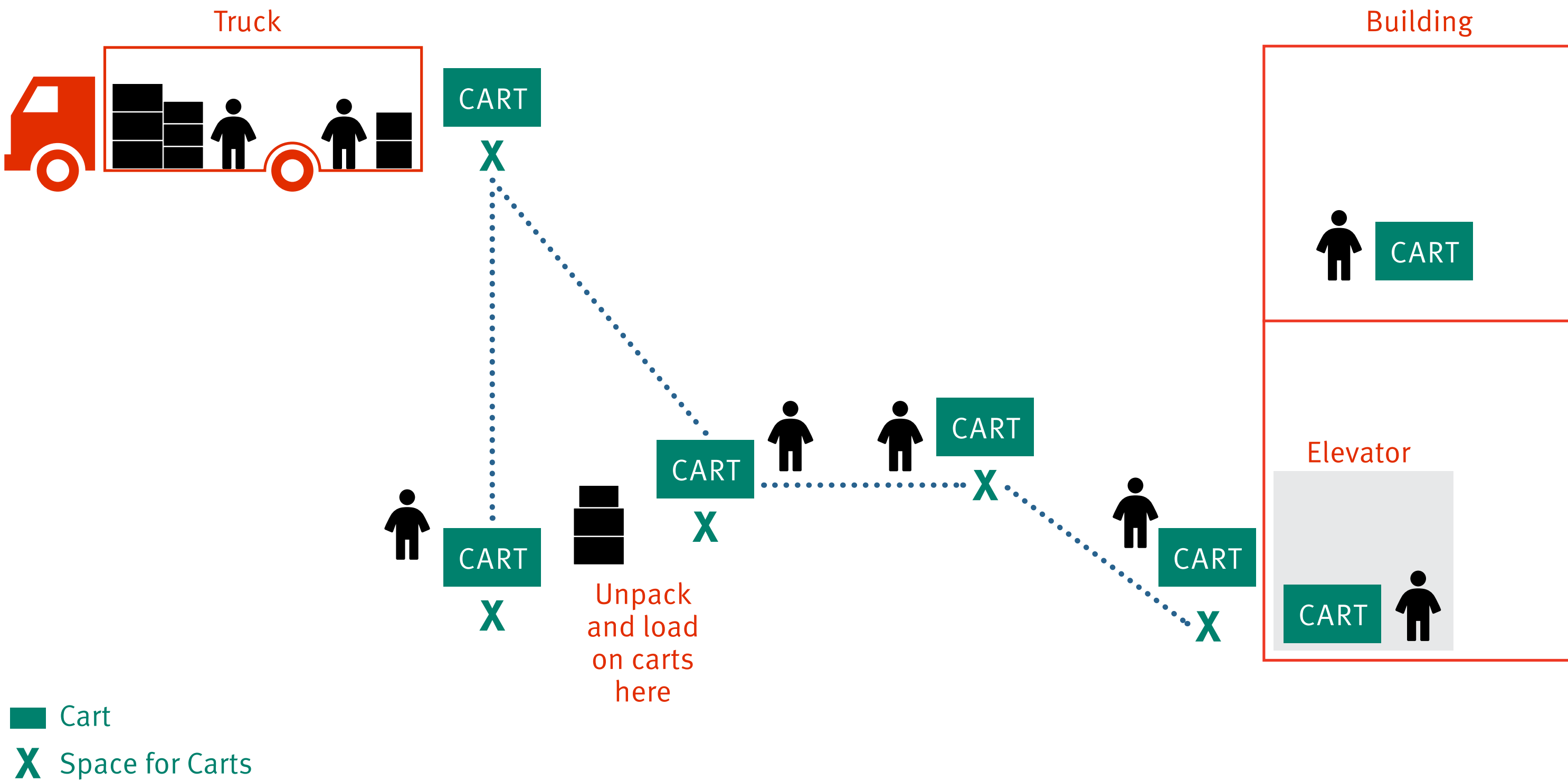
Physical Distancing

- Individuals will be instructed not to shake hands.
- Individuals will be instructed to remain 6 feet apart whenever possible.
- Work will be done in shifts to reduce the number of individuals on the worksite.
- Signs with information regarding COVID-19 protocols will be placed at worksite and removed upon project completion.

Installation Procedures

- Installation will not take place until worksite is free of other Trades.
- Drivers must sanitize inside of vehicle prior to entering and upon leaving at the end of the day.
- Trucks will be restricted to one person whenever possible and if two people are present PPE must be worn.
- No more than two individuals will be in the back of a truck while unloading.
- Toolboxes will be placed 6 feet apart whenever possible.
- The worksite and installed furniture will be thoroughly cleaned as disinfected at the end of each installation.

Unload Visual



Install Visual

