



RL JONES

INSURANCE & MVS

Authorized Third Party Provider for the Arizona MVD

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines.

RL Jones Insurance and MVS is taking the following steps in order to mitigate risks related to Covid 19

- We actively encourage sick employees to stay home.
- Routinely clean and disinfect all frequently touched surfaces, such as workstations, countertops, handrails, and doorknobs.
- All employees and customers must properly wear mask when on Company property at all times.
- All employees and clients must maintain social distancing when on Company property at all times.
- All employees must frequently wash hands
- Any employee who encounters any suspected or confirmed positive tested COVID-19 individuals shall immediately quarantine at home and contact supervisor and their healthcare professional immediately for further direction. They should not enter Company or client premises until they have been quarantined for 10 days and received a negative test.
- We are requiring customers to not enter our buildings if they are experiencing fever, coughing, shortness of breath and any other cold or flu like symptoms.