



March 24, 2020

Essential Service Business

To Whom It May Concern:

Fireline Corporation is engaged in life safety services that are essential to the continued function of multiple Critical Infrastructure Industries that have each been designated a “Critical Infrastructure Segment” under Presidential Policy Directive 21 and Department of Homeland Security emergency readiness programs implementing the USA PATRIOT Act of 2001. 42 U.S.C. § 5195c(e). Per the *OLC Interpretive Guidance (COVID-19-04)* released by the Governor of Maryland on March 23, 2020 Fireline, a Maryland-based business, qualifies as a “Building and Property Maintenance Company” as well as a “Commercial Construction Company”, both subcategories of the Commercial Facilities Sector outlined in the. This qualifies Fireline Corporation as an approved business deemed essential in this time of the COVID-19 crisis.

As an essential service business, Fireline Corporation will remain open for all customers. This includes inspections, maintenance, design, installation, and emergency services for all departments of our company. Our administrative and sales support are working remotely and communicating daily with a small staff working on site for technician and customer support. On site staff includes our fire extinguisher shop and warehouse operations team.

Technicians have been provided supplies and will continue to be provided supplies as available. This includes gloves, hand sanitizer and wipes. A material pickup procedure is in place at our warehouse that requires no employee-to-employee interaction. Fireline has fixed our technician teams for the next several weeks to limit any employee-to-employee interactions. Should an employee test positive for COVID-19 we will contact customer sites that the employee visited within a two-week period.

Fireline employees are required to follow the following guidelines.

- Wash hands frequently with warm, soapy water for at least 20 seconds
- Cover mouth whenever sneezing or coughing, with tissues if possible
- Clean frequently touched surfaces
- Practice social distancing of 6 feet on jobsites, calling customers to avoid face-to-face interactions
- Avoid people who are sick with respiratory symptoms
- Stay home when sick, showing symptoms of COVID-19, or when a family member is sick or showing symptoms of COVID-19. Sick employees will be sent home and not permitted to enter jobsites until medically cleared.
- Minimize employee-to-employee interactions practicing social-distancing
- Identify possible work-related exposure and health risk



Baltimore, MD: 4506 Hollins Ferry Road, Baltimore, MD 21227 (410) 247-1422
Leesburg, VA: 12 Cardinal Park Drive, Ste. 104 Leesburg, VA 20175 (703) 779-8728
www.fireline.com



Fireline is also offering No-Contact Services for Fire Extinguisher Service:

Option 1 - Personnel at your location can gather all extinguishers and leave them in a secure area outside of your building (ie. Loading Dock). Our technician can arrive on site to complete the inspection. Approvals for completed service as well as any questions can be done via phone or email.

Option 2 - Personnel can bring all extinguishers to our service departments. Technicians will gather your extinguisher and take your information. Service can be completed while you wait inside of your vehicle.

Baltimore, MD: 4506 Hollins Ferry Rd. Baltimore Md 21227

Extinguishers can be dropped off at the loading dock next to the red service department door. Call 443-610-2437

Leesburg, VA: 12 Cardinal Park Dr. Suite 104 Leesburg, VA

Extinguishers can be dropped off in the rear of the building by the bay door.
Call 443-615-3891

Our efforts to inspect, repair, maintain fire protection systems shall continue as they are a matter of essential life safety. We will do everything in our power to provide our customers with uninterrupted service over the next few weeks. That said, local quarantines may bar us from getting to certain customer sites.

Should you have any questions concerning this letter, please contact the office at 410-247-1422 x244.

Anna Gavin
President, Fireline Corporation



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