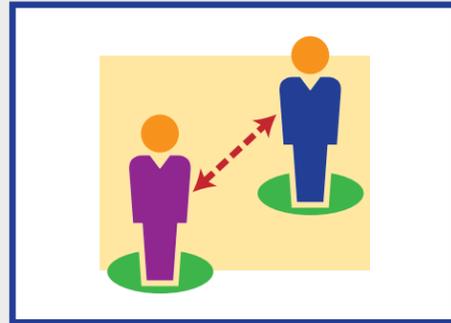


# COVID-19 QUICK REFERENCE



## Monitor Wellness

- If an employee is not feeling well or is experiencing any symptoms of COVID-19 as identified by the CDC, advise them to: stay home or leave work immediately and seek medical attention.
- A symptomatic employee must self-quarantine for 14 days and be symptom-free before returning to work OR receive a medical release if returning to work sooner. Notify all employees who worked in proximity to the symptomatic employee without disclosing their identity. If the symptomatic employee tests positive for COVID-19, follow Positive COVID-19 Test Procedures.
- Immediately upon arrival at work, each employee should:
  - a. Consider: Am I feeling ill or experiencing any symptoms of COVID-19? If yes, then leave immediately, seek medical attention, and advise your manager.
  - b. Take temperature using a no-touch thermometer, which should be available upon entry. Employees with a temperature of 100.4° F or higher should not enter the building or workplace, but should leave work, contact their manager, and seek medical attention. Sanitize thermometers before and after each use.
  - c. Sign attendance sheet provided and mark that temperature has been taken.
  - d. Immediately after signing in and before proceeding to their work area, employees should thoroughly wash their hands with soap and water at the closest available location.



## Social Distancing Plan

- Encourage employees to maintain social distancing of at least 6 feet.
- Install social distancing floor markers in areas where multiple people may converge.
- Mark separate entry and exit locations where possible to reduce cross traffic.
- Employees should not enter other employee offices without permission.
- If conference rooms must be used, rooms and other group-space seating must be organized such that social distancing is achieved. Maximum occupancy restrictions must be posted at entrances.



## Control Access

- Consider implementing an alternate-day schedule to limit the number of employees on the premises.
- Post signage encouraging workplace best practices (social distancing, hand-washing, cough/sneeze protocols, glasses vs. contact lenses, etc.).
- Masks are required in common areas. In meeting spaces where two or more people are present, masks are encouraged even if social distancing is adhered to. Masks are encouraged, but not required, in an employee's individual office or workstation provided there is a barrier from exposure to others.
- Meet using Microsoft Teams instead of holding in-person meetings as much as possible. Conference rooms should be used only when absolutely necessary.
- Visitors to our facilities should be discouraged. If you have a visitor, they must complete a "Visitor Questionnaire" in advance of arrival. (See manager.)
- Route documents electronically whenever possible.
- Implement and post procedures for handling mail, shipping and receiving, FedEx, UPS, and other deliveries.



## Limit Travel

- Carpooling should be limited to two individuals per vehicle, and the use of masks is encouraged.
- Essential travel for business should be done by car or truck if travel time is less than 8 hours.
- If commercial flight is utilized, the traveler must share this information with the parties they intend to meet at their destination and make sure there are no restrictions on entry.
- Travelers utilizing commercial air travel must wear a mask, social distance, wash hands, and use other CDC COVID safety protocols.
- Employees who utilize commercial airlines for personal travel must contact their supervisor or division manager prior to traveling and get alignment on their return to work after the trip.
- Upon their return, employees must complete the COVID-19 Risk Questionnaire and provide the information to the division manager, who will make a return to work decision.
- Employees who are experiencing symptoms of COVID-19, are sick or are coming from an area where the virus is significantly spreading, may not be permitted to return to work until a 10 day self-quarantine, or other requirements are complete.



## Reduce Touchpoints & Increase Cleaning

- Clean and disinfect common work areas thoroughly every day.
- Encourage periodic cleaning of personal work areas – doorknobs, keyboards, mouse, computer screens, drawer handles, etc.
- Users must clean copy machines before and after each use.
- Provide cleaning/disinfecting supplies near key areas.
- Washing of hands before and after use of coffee machines and water coolers is required.
- Frequently used handles and knobs (e.g., on refrigerators, microwaves, cupboards, drawers, and faucets) should be sanitized or cleaned with soap and water before and after each use.
- Sanitize food containers before refrigerating and after removal from the refrigerator before consuming the contents.