



COVID-19 Operations & Safety Policy

[INSERT COMPANY NAME] takes great pride in ensuring a safe and healthy experience for all employees and visitors. As we maneuver through this sensitive time in our history, all employees must observe all recommended social distancing and health practices as recommended by the CDC.

- Health Monitoring: All employees will have their temperature measured upon arrival for their shift.
 - If you have any COVID-19 symptoms, please stay at home and report symptoms to your manager immediately. COVID-19 Symptoms are currently identified to include the following (but are subject to change as additional information becomes known regarding the virus): Fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, headache, sore throat, loss of taste and/or smell.
 - Any employee experiencing COVID-19 symptoms may be required to provide a doctor’s note before returning to work in order to protect others and prevent the spread of the virus.
 - Additionally, each employee shall report to their manager immediately if any of the following are applicable:
 - Employee or close family member has been to any location positively designated as hazardous and/or potentially infected with the Coronavirus by a recognized health or regulatory authority, such as a country for which the Center for Disease Control and Prevention (“CDC”) issued a Level 3 Travel Advisory for Coronavirus; or
 - Employee or close family member has been in direct contact with or the immediate vicinity of any person I knew and/or now know to be carrying the Coronavirus or has been identified as a potential carrier of the Coronavirus.
- Face Mask: All employees must wear an approved facemask while working.
- Social Distancing: All employees should maintain 6 feet and practice social distancing as work duties permit in the workplace. Meetings of more than three (3) people must be conducted via virtual/ electronic communication (phone, video chat, instant messenger). Employees are further requested to refrain from person-to-person contact (i.e., handshakes).
- Wash Hands: All employees are requested to wash hands frequently and as directed by the CDC (wash with warm water and soap for a minimum of 20 seconds).
- Disinfect and Clean Workspaces: We ask that all employees disinfect their work areas no less than every morning upon arrival and every evening upon departure. This includes cleaning and disinfecting all commonly touched surfaces (light switches, doorknobs, telephones, keyboards, shared office equipment, etc.).

We encourage employees to stay safe and healthy while maintaining a healthy environment for all of our customers and guests. Please report any violation of this policy or provide feedback on improvement opportunities to ensure that all of us remain healthy during this unprecedented time.

[INSERT COMPANY NAME] reserves the right to make any changes to protocol or procedures to ensure optimal operation and safety for all.

Signature

Date

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