

# WELCOME BACK TEAM!

As we reopen our facility and get back to work, we want to ensure that we do so safely. We have therefore put together the following Return to Work Guidelines:

## **Who May Not Return to Work:**

If you are considered to be at higher risk, or have close contact with someone at higher risk for severe illness per CDC or WHO guidance, you may not work onsite.

If you are feeling ill (even if symptoms are not consistent with COVID-19), you may not come in. You must check yourself for symptoms before work including fever, cough, shortness of breath or difficulty breathing, tiredness, aches, runny nose, sore throat or loss of smell or taste.

If you suffer from seasonal allergies and know your own baseline state, check against that before coming into work.

## **How COVID-19 Spreads:**

How easily a virus spreads from person-to-person can vary. Some viruses, like measles, are highly contagious while others do not spread as easily. Another factor is whether the spread is sustained, which means it goes from person-to-person without stopping.

- The virus that causes COVID-19 spreads easily and sustainably between people.
- The virus is thought to spread mainly from person-to-person, including:
  - people who are in close contact with one another (within about 6-feet)
  - through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land on people who are nearby.
- COVID-19 can be spread by people who are not showing symptoms.
- It may be possible that a person can get COVID-19 by touching a surface or object contaminated with virus and then touching their face.

## **To Mitigate Infection In Public, the CDC Recommends:**

- Maintaining social distance (about 6-feet) to prevent the spread of COVID-19.
- Practice frequent hand washing with soap and water for 20 seconds or using an alcohol-based hand rub.
- Routine cleaning of frequently touched surfaces.

## **Travel Recommendations to and from Work:**

- Come in to contact with as few people as possible.
- Touch as few commonly touched surfaces as possible.
- Avoid using public transportation. If you must take public transportation, wear a mask and gloves throughout your commute. You must remove this mask and transfer to your work mask once you reach work. Wash your hands in between removing the commute mask and putting on the work mask.
- Walk, cycle or drive whenever possible.

## **Entering the Building:**

- We will use touchless thermometers to take each person's temperature upon entering the building. Due to the temperature variation between thermometers, each employee will be assigned to a group, and each group will always have their temperatures taken by the same person using the same thermometer.  
  
Also, due to the variation from one person to another in their normal body temperature, we will be keeping a log of all readings for each person and will refer to that log to determine whether or not an individual is running a fever. Anyone that is running a fever will be sent home.
- Once in the building, apply hand sanitizer before touching anything. If for personal medical reasons you are unable to use hand sanitizer, immediately proceed to a sink you're able to access without touching anything else and wash your hands.
- Maintain a distance of at least 6-feet from other individuals.
- All individuals must wear appropriate personal protective equipment, including a mask, safety glasses and gloves.
- Our company will have 6 face masks for each employee - one for each day of the work week, plus Saturday. Use one face mask per day and wash it before wearing it again
- If you must scratch your face, use something other than your hands.
- We have a very limited supply of N95 masks and, until they become more available, they are assigned by individual and must be labeled and reused given the global mask shortage. Soiled masks may be replaced if our supply allows.
- Safety glasses are assigned by individual and must be labeled and cleaned with an antibacterial cleaning agent daily.

- Clean computer keyboards multiple times a day with an antibacterial cleaning agent that will not damage the keyboard.
- If a handoff is required between individuals or teams, it must be a no contact handoff communicated in advance.
- Our cleaning people will regularly clean all door handles and light switches.
- If we find that employees are unable to consistently follow ALL of the CDC recommendations, we may have to break employees up into two or three shifts.

#### **Breaks/ Lunches:**

- We will continue with our staggered breaks and lunch schedule that we instituted prior to shutting down in March.
- Do not congregate or linger in common areas.
- At all times maintain a distance of at least 6-feet if another individual is present in the common area at the same time.
- If you use the catering truck, at all times maintain a distance of at least 6-feet from all other persons in line.
- Wipe clean and sanitize the table you use after use.
- Use a cleaning agent on your hands prior to returning to work.

#### **End of Shift:**

- Clean you work area/cart/keyboard/equipment with an antibacterial cleaning agent before leaving your work area/office.

#### **Use of Bathrooms:**

- Wash hands after opening/locking the door.
- After using the bathroom, rewash your hands.
- Utilize the paper towel to turn off the faucet, unlock and open the door.

#### **General Rules:**

- Wash your hands frequently.
- Use your elbows or knuckles to open doors or turn on lights, if possible.
- Practice proper coughing and sneezing etiquette – into elbow of clothed arm.

- Sanitize your phone with an antibacterial or alcohol wipe frequently, including any time you have touched a common surface and then handled your phone before washing your hands.
- Person-to-person contact is prohibited.
- No feet on chairs, tables or sofas.

### **When and How to Wash Hands:**

During the COVID-19 pandemic, keeping hands clean is especially important to help prevent the virus from spreading. Hand washing is one of the best ways to protect yourself and those around you from getting sick.

### **Key Times to Wash Hands:**

- Before, during and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick
- Before and after treating a cut or wound
- After using the toilet
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

### **During the COVID-19 Pandemic, You Should Also Clean Hands:**

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
- Before touching your eyes, nose, or mouth.

### **Follow Five Steps to Wash your Hands the Right Way:**

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20-seconds. Need a timer? Hum the, "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.

5. Dry your hands using a clean towel or air dry them.

### **Use Hand Sanitizer When You Can't Use Soap and Water**

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60-percent alcohol. Sanitizers can quickly reduce the number of germs on hands in many situations. However:

- Sanitizers do not get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers may not remove harmful chemicals from hands like pesticides and heavy metals.

### **How to Use Hand Sanitizer:**

- Apply the gel product to the palm of one hand.
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20-seconds.

### **Outside Activities**

#### **Employees are encouraged to the extent possible to:**

- Follow all shelter-in-place orders issued by federal, state and/or local authorities.
- Seek out and follow public health guidance issued by global, federal, state and/or local health agencies.
- Wear a mask at all times when outside of your home as this significantly reduces the rate of transmission.
- Avoid contact with individuals displaying symptoms of illness.
- Attempt to keep a distance of approximately 6-feet from the nearest person.
- Cancel or postpone any unnecessary travel, as well as nonessential meetings, gatherings, workshops and training sessions.
- Avoid using public transportation. Walk or cycle whenever possible.

- Avoid handshaking as a means of greeting. Possible alternatives include using a slight bow, elbow bump or toe kick when greeting others.
- Adhere to public health hygienic recommendations by washing your hands after using commonly touched items or contact with someone who is sick.
- Proper hand washing involves scrubbing hands for at least 20-seconds with soap and water.
- Avoid touching your face, nose and mouth. Avoid rubbing your eyes.
- Practice proper coughing and sneezing etiquette – into the elbow of clothed arm.
- Properly dispose of anything that comes into contact with your face including tissues.
- Use only your knuckle to touch light switches, elevator buttons, ATMs or payment keypads, etc.
- When opening doors (especially bathroom or other public area doors) or touching public surfaces, use a paper towel, tissue or disposable gloves.

I have reviewed and acknowledge these guidelines:

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_