

The primary intent of this training is creating a safe work environment, for all (Company Name) employees.

EFFECTIVE IMMEDIATELY

If an employee has experienced flu-like symptoms in the last 24 hours or last 14 days (to include fever, cough, sore throat, respiratory illness or difficulty breathing) and/or have been in close contact with or cared for someone diagnosed with COVID-19, they will not be allowed to come to work or enter our facility until they have been cleared by Human Resources.

If you have any flu-like symptoms and are calling in your absence to work you are required to contact Human Resources at (insert phone number). You should not return to work until you have been cleared to do so.

Every morning or start of your shift, you will be approached and asked by a designated person if you have:

1) Had close contact with a person that is symptomatic or cared for someone diagnosed with COVID-19 with the last 14 days?

2) Have you experienced any flu-like symptoms in the last 24 hours or last 14 days (to include fever of 100.4 degrees F [38.0 degrees C] or greater, cough, sore throat, respiratory illness or difficult breathing)?

If answered “yes” to any of the following questions, we will instruct you to leave the workplace and contact Human Resources by phone.

The following safety measures will be in effect immediately:

a) Social Distancing (this includes taking breaks and/or lunches). There must be an empty chair between you and another person, and no one can be seated directly in front of you.

b) Eliminating group meetings. IF you need to meet with your Supervisor, Human Resources or another Department Manager please keep a distance, of 1 Meter (40 inches apart).

c) When punching in and out, no more than 3-5 people in line at once, distance yourself from each other (there will be barriers in place).

d) Follow personal hygiene (hand washing including cleaning and disinfecting).

e) Self-Reporting when experiencing flu like symptoms (contact Human Resources and/or notify your supervisor if you become symptomatic).