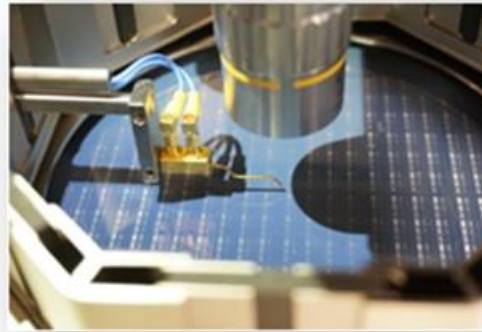# COVID-19 Protocols

COVID-19 – Global Pandemic Processes & Protocols

PREVENT

- Social Distance
- Face Coverings & PPE
- Hand Hygiene
- Workspace Disinfection
- Travel Restrictions
- Visitor Restrictions

SCREEN

- Symptom Self-Reporting
- Point-of-Entry Symptom Checks
- Testing Results
- Vaccine Regimen Completion

CONTROL

- Contact Tracing
- Return to Work Restrictions
- Site Readiness Assessment

REPORT & VERIFY

- Positive Case Tracking
- OSHA Recordable
- OSHA Reportable

All 25 of our Facilities Continue to Operate in this Modified Operational Status

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COVID-19 Business Continuity

Business Continuity: Pandemic Protocols and Best Practices

- **Minimum Staffing**: All facilities must utilize the minimum number of people to safely execute tasks and must comply with enhanced safety and health protocols – including symptom screenings, social distancing, disinfection of workspaces, and use of PPE.
- **Approval**: Any non-essential employee coming onsite for work must have pre-approval and acknowledge site industrial hygiene requirements prior to coming onsite (screening protocols, social distancing, PPE, etc.)
- **Point-of-Entry Screening**: Daily Point-of-Entry health screening is required for all people coming onsite. Screening questions may include:
    - Temperature check with contactless thermometer.
    - Verbal screening for CDC lists of emergency warning signs and possible symptoms of COVID-19.
    - Verbal screening for members of your household that may be ill with or recovering from confirmed or suspected COVID-19.
    - Verbal screening for close contact with a person with confirmed or suspected COVID-19. Close contact is considered contact within six feet (two meters) for a period of 15 minutes.
- **Masks**: Each person entering the site is provided a cloth (or better) mask. Masks must be worn at all times, while seated in a cubicle, when walking around the office, while in the bathroom, etc. Exceptions should be limited to eating/drinking or when alone in a closed office or conference room. This includes donning the masks when others enter the office or conference room. Politely challenge anyone who is not in compliance.
- **Social Distancing**: All persons must practice social distancing whenever possible, including keeping a distance of six feet from other people and observing posted signage or floor placards. Exceptions should be limited to the performance of tasks that require more than one person and only for the duration of that task. For example, to comply with safe lifting practices. Stagger break schedules, and post Occupancy Limits in breakrooms, conference rooms, and bathrooms. Stagger shifts, Checkerboard workstations, and create Physical Zones, where possible, to minimize the footprint of an exposed workplace.
- **Proper Hygiene**: Everyone should practice good hygiene practices, including:
    - Washing hands often with soap and water for at least 20 seconds, especially after having been in a public place, or after nose-blowing, coughing, or sneezing
    - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
    - Avoid the touching of eyes, nose, and mouth with unwashed hands.
- **Enhanced Cleaning/Disinfecting**: Conduct enhanced cleaning and disinfection of contact surfaces in buildings where people are working.
- **Reporting**: Any illness concerns in the workplace need to be reported to the appropriate personnel.
- **Personal Application**: Incorporate health checks, social distancing, proper hygiene, frequent cleaning/disinfecting, and wearing masks into your personal activities.

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