

COVID-19 AMENDMENT

In an effort to protect the safety of our employees, guests and the communities where we work, live and play, we have implemented certain precautionary measures designed to stop the spread of Covid-19. First and foremost, if you are feeling sick please stay home and seek medical attention if necessary. If you are diagnosed with Covid-19, notify your supervisor immediately. Second, if you begin to feel sick while at work, immediately notify your supervisor and you will be sent home or sent for medical attention if necessary. Third, if you have been exposed to someone that is symptomatic or has tested positive for Coronavirus, please let your supervisor know before reporting work. You may be requested to quarantine before returning to work in compliance with CDC and EEOC regulations.

All employees will be required to wear personal protective equipment (PPE), including a face mask and gloves, while at work. Employees must attempt to maintain 6 feet distance, practicing social distancing at all times. Finally, employees are required to clean and disinfect their immediate work areas and shared equipment routinely.

**These precautionary measures are based upon the CDC and EEOC's recommended practices. They are subject to change based upon advice of CDC and EEOC.*

ADDITIONAL POINTS TO CONSIDER WHEN PLANNING FOR RE-OPENING

1. Temperatures:
 - a. If you are implementing a policy to take employee temperatures before work, be sure that the policy is applied evenly to all employees.
 - b. Utilize the CDC recommended 100.4 degrees as the cut-off for fever
 - c. Keep a record of employee temperatures to confirm that you are following policy. The record, however, must be maintained as a confidential medical record.
 - d. Be sure to use forehead scanner thermometer
 - e. Try to limit exposure of person taking employee temperatures, by requiring both employees to wear a mask
2. PPE
 - a. Consider whether you will be providing the employee with PPE. If not, consider what is an appropriate "uniform" PPE mask and provide instruction on how to sanitize PPE masks between use.
3. Sanitizing Area
 - a. Instruct employees to keep their immediate work area sanitized routinely.
4. Cross-Training Employees
 - a. It may be beneficial to cross-train employees on different job responsibilities should there be a staffing shortage.
5. Shifts