



TOOLBOX TALK

Coronavirus

As we continue to monitor the emergence of the coronavirus we wanted to update you on the policies and practices the Company is instituting to provide a safe environment for our employees as an OSHA requirement.

We ask all employees to take the following steps in the prevention of transmitting communicable diseases in the workplace:

- Stay home if you are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue
- Wash your hands frequently with warm, soapy water for at least 20 seconds
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash
- Avoid people who are sick with respiratory symptoms
- Clean frequently touched surfaces

Employees who report to work sick with flu like symptoms will be sent home and be required to use available vacation time. If no vacation time is available time taken will go unpaid.

In order to return to work employees must be clear of any symptoms for 24 hours without medication.

Employees who may be diagnosed with coronavirus or exposed to someone known to have the virus will not be allowed to return to work until HR has received a doctor's note stating they have been tested and cleared to return to work.

To protect our employees from possible exposure of the coronavirus from customers, vendors and/or guests we will be placing pre-caution signs at all entrances of our facilities informing them to not enter if they believe they may have been exposed.

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Presenter Name

Signature

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