

SAMPLE

Company Name COVID-19 Response New Workplace Procedures

Employees will return to the workplace on XX/YY/ZZ date:

- On a staggered basis
- 25%, 50% occupancy
- Combination of work-from-home and in-office schedule
- Speak with your supervisor to discuss specific plans for your return

New protocols for employees:

- Masks are mandatory within common areas
- Maintain social distancing, at least 6 feet between you and others at all times
- Limit the number of people in elevators to no more than 4 people at a time, and stand in opposing corners
- Observe the odd & even floor building policy for daily arrivals & departures
- Meetings must adhere to social distancing measures; allow space between attendees
- Handshaking is discouraged
- Follow proper hand hygiene practices

Regular hand hygiene for employees:

- Hand sanitizer is available in the common areas within the office
- Proper handwashing techniques are posted in the restroom and kitchen areas
- The CDC handwashing training video is available on (company website, shared drive, link in file or alternative location)

Employer will provide:

- Hand sanitizer in common areas
- Wipes to clean your desk / office area
- Enhanced cleaning of common areas
 - To have your desk cleaned over the weekend, clear desks of paperwork
- Electrostatic fogging – will take place prior to ending the work-from-home schedule and as needed following the return of employees in the office
- Masks are available from your supervisor
- Signage posted in common areas of CDC recommended guidelines and procedures
- Methods to physically separate employees, such as installing physical barriers and/or moving desk spaces, signs or floor markings, rearranging chairs in reception areas, etc.

Temperature Screenings:

- Mandatory (or not mandatory) for all employees
- Metroplex Medical Centres will provide temperature checks and log results
 - (in business office or in the clinic located at 201 Commerce Street)

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When to stay home (and notify supervisor immediately):

- If exhibiting symptoms such as fever, chills, cough, shortness of breath, sore throat, new loss of taste or smell or gastrointestinal problems
- If you have a fever greater than 100.4°
- If you have encountered someone with the Coronavirus

These procedures will be posted in the employee breakroom and on (the company website, shared drive or alternative location).