

# We are committed to the safety of employees.

With the spread of the Coronavirus (COVID-19) we must take additional precautions to mitigate the outbreak and ensure the safety of employees. In order to stay safe and continue operations as an Essential Business, we have created the following exposure prevention, preparedness and response plan that is in compliance with the CDC, OSHA and local authorities

## Responsibilities of Employees

1

**Employees must familiarize themselves with symptoms of COVID-19:**



Coughing



Fever



Shortness of breath

**Early symptoms include:**



Chills



Diarrhea



Sore Throat



Body aches



Nausea/Vomiting



Headaches



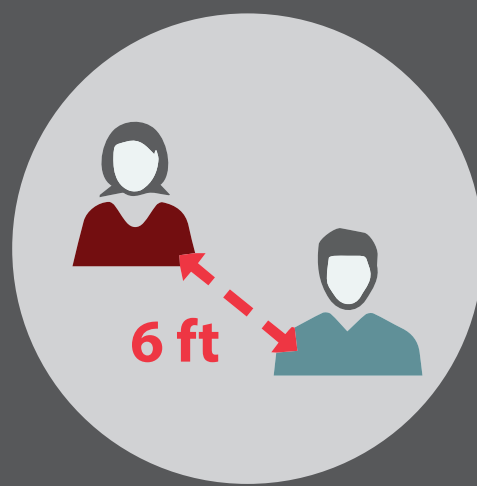
Runny nose

2

**All employees should practice the following healthy habits to help prevent the spread of COVID-19:**



Stop shaking hands



Practice social distancing, keep 6ft space between you



Frequently wash your hands for 20 seconds



Avoid touching your nose, eyes, or mouth



Cover your mouth when you cough or sneeze



Reduce unnecessary travel



Clean & disinfect your work area or personal space.



Stay home if you feel sick or have a sick family member