

# Workplace Coronavirus Plan

## ARE YOU SICK?

Go home if you feel symptoms coming on. IMMEDIATELY.

**Stay home** if you or someone in your home has these symptoms:

**CORONAVIRUS SYMPTOMS, OR SOMETHING ELSE?**

COLD OR ALLERGIES:	FLU OR CORONAVIRUS:
<input checked="" type="checkbox"/> ITCHY EYES	<input checked="" type="checkbox"/> FEVER
<input checked="" type="checkbox"/> STUFFY NOSE	<input checked="" type="checkbox"/> FATIGUE
<input checked="" type="checkbox"/> SNEEZING	<input checked="" type="checkbox"/> BODY ACHES
	<input checked="" type="checkbox"/> COUGH
	<input checked="" type="checkbox"/> WORSENING SYMPTOMS
	<b>CORONAVIRUS:</b>
	<input checked="" type="checkbox"/> SHORTNESS OF BREATH
	<input checked="" type="checkbox"/> HISTORY OF TRAVEL
	<input checked="" type="checkbox"/> EXPOSURE

SYMPTOMS AND RISKS VARY FROM PERSON TO PERSON. ALWAYS CHECK WITH YOUR DOCTOR.  
Sources: CDC, Mayo Clinic

The infographic features a dark background with a white border. On the left side, there are two stylized, glowing virus particles. The text is arranged in a clear, organized manner, with symptoms listed in two columns. A horizontal line separates the title from the symptom lists. The overall design is clean and professional.

## MORNING AT HOME:

It has been recommended that each of us take our temperature each morning BEFORE coming to work. Anything over 100.4 is considered a fever but after you take your temperature for a few days you will know what is normal for you. If you show a fever -- stay home and isolate from the rest of your family.

## **EVERY DAY STARTING NOW!**

Mandatory hand washing:

1. Before you clock in! (to keep finger reader clean)
2. Before you clock out to go to lunch
3. After restroom breaks
4. Before you clock out for the day and head for home

It is recommended that you stay on premises at lunchtime. If you must go out for lunch, wash again after returning to Plum Grove.

## **Wipe! Wipe! Wipe!**

We cannot rely on one person to clean every surface in the shop every day. It is now our job to clean our own workstations and one shared work area.

Every day each of us will be responsible to clean:

1. Phones
2. Keyboards
3. Desks
4. Counters
5. Doorknobs
6. Chairs – arms
7. Cabinets
8. Printers
9. Hand carts
10. Anything that you touch with your hands!
11. Communal fridges are all shut down – bag lunch
12. Communal snack machine and pop machine shut down

## **WORK FROM HOME AND STAGGERED SHIFTS:**

Management will coordinate with staff in each department to have as many people as possible work from home. Priority for home work will be given to those with high risk situations – immunity, lung issues, diabetes, and those with seniors or others at home with compromised immunity.

Management will coordinate with staff in each department to have staggered shifts in production to minimize contact and chance of spread. Current plan calls for three shifts of existing staff: 6 Am to 12 noon and 12:30 to 6:30 PM, and evening after 7 pm.

Wipe down workstations will be mandatory at end of each shift.

## **VISITORS, SERVICE TECHS, DELIVERIES**

We will require service techs and other delivery folks to wash or hand sanitize before touching equipment.

Clients and visitors will be requested to do so.

Immediately after visitor departure, machines and work area will be sanitized by staff, with hand washing.

Tables are set up at all entrances with signage and hand sanitizer for all staff and visitors.