COVID-19 Safety Procedures

❏ Verify cleaning contractor performed all cleaning, sanitizing and disinfecting of all areas properly

❏ Temperature screening is mandated before an employee enters the business, prior to the start of each shift, send employees home who have an elevated temperature or fever of 100.0 degrees Fahrenheit. Verify all employees temperatures were taken

❏ Practice Social Distancing – 6 feet – Verify this is being followed throughout the day. Or utilize Safety Barrier/Guard

❏ Masks are mandatory, gloves will be determined based on job. Verify all employees are equipped properly throughout the day

❏ Sanitize and Disinfect all break and lunch areas after each use.

❏ Sanitize and Disinfect all highly touched surfaces regularly during the shift

❏ Remind all staff to wash their hands frequently

❏ Visitors are prohibited

Upon discovery of an exposed employee who is a probable or confirmed case of COVID,

❏ Send employee home immediately. Notify General Manager and HR Director

❏ Close off areas visited by the employee

❏ Open outside doors and windows and use ventilation fans to increase circulation in the area

❏ Wait a minimum of 24 hours before cleaning and disinfecting

❏ Promptly notify employees who were close contacts of any known exposure to COVID-19 at the business premises, consistent with applicable confidentiality laws.

❏ If the employee has symptoms ask the employee to contact their health care provider or call 1-877-PA-HEALTH.

I have reviewed and verified the above Safety Procedures.

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Pandemic Safety Officer Signature   date

Verified by Building Manager_____(initials)