

# COVID-19 Safety Guidelines

1. No staff or consumer shall come to work if they are feeling unwell, are showing symptoms of COVID-19 (fever, cough, difficulty breathing, fatigue, etc.), or have been in recent contact with anyone diagnosed with, or with symptoms of, COVID-19
2. All staff and consumers must have their temperature checked and recorded before entering the work floor (anyone with a fever will not be admitted)
3. All staff and consumers must wear face coverings (shields/cloth masks, etc.) while on the premises
4. All staff and consumers must maintain social distancing (if possible) on the work floor, in the restrooms, and in the breakroom
5. All staff and consumers must wash their hands upon arrival/before beginning work
6. All staff and consumers must clean their work areas and materials before beginning work
7. Any shared work materials must be cleaned before and after use
8. All staff and consumers must clean their areas after breaks and lunches
9. All staff and consumers must wash their hands after eating, using the restroom, or sneezing/coughing/etc.
10. All staff and consumers must clean their work areas and materials at the end of the day
11. Daily cleaning tasks will be completed by staff to maintain facility sanitation
12. The entire facility will be thoroughly sanitized a minimum of once per week or more as deemed necessary