

Chatham Trades, Inc.

Return to Work Plan

- Self-Exposed Individuals:** All individuals that are showing symptoms or have been exposed to the illness should stay home. Those who have tested positive for COVID-19 or have symptoms and have not been tested may return to work when it has been 10 days since symptoms began, it has been 3 days since last fever, and it has been 3 days since symptoms have improved. Individuals that test negative for COVID-19 can return to work after being fever free for 24 hours. Anyone showing symptoms should not be allowed to enter the building. If individuals develop symptoms during the workday, they should immediately inform their supervisor and leave the premises.
- Temperature Checks:** All individuals entering the building will have their temperature checked. Anyone with a fever (100.4 or above) or exhibiting other symptoms will be refused entry and should immediately leave the premises.
- PPE:** All individuals in the building will be required to wear a face mask and maintain social distancing if possible. Reusable cloth masks have been distributed to each staff member and consumer. Disposable masks and gloves will also be available for use. Guidelines on proper use and care of face masks and gloves are posted in the facility and should be followed.
- Social Distancing:** All individuals will maintain a distance of 6 feet from others if at all possible. Staff and consumers should have their own individual work stations and not share materials if at all possible. Any shared materials should be cleaned and sanitized before and after use. No more than 20 individuals are allowed in congregate areas. Use of these areas (e.g. breakroom) will need to be staggered. The lobby will continue to be closed to visitors.
- Hygiene:** All individuals should wash their hands immediately upon reporting for work and frequently throughout the day. Hand sanitizer, tissues, and trash bins should be available to all individuals. Hand sanitizer stations are available at several locations throughout the facility for use by staff and consumers. All individuals should follow guidelines for coughing and sneezing and refrain from touching their faces.
- Cleaning and Sanitation:** All work areas should be cleaned and sanitized at the end of the day using an EPA approved disinfectant for SARS-CoV-2. Staff and consumers are responsible for cleaning and sanitizing their work areas. All trash should be disposed of and common areas (breakrooms, bathrooms, lobby, etc.) should also be cleaned and sanitized daily. Door knobs and light switches should be included as well as other "high touch" items. Cleaning and sanitation duties will be assigned. The entire facility will be thoroughly sanitized (dipped) with an EPA approved disinfectant for SARS-CoV-2 at a minimum of once per week.
- Delivery Truck and Forklift:** Hand sanitizer, gloves, and sanitizing wipes should be available in the truck. The driver will clean and sanitize the truck (handles, steering wheel, etc.) before and after use. Gloves should be used when loading/unloading items and when refueling. The driver shall practice social distancing and wear a face mask when at customers' facilities. The forklift will be cleaned and sanitized before and after use.
- Staff and consumers who fail to follow COVID-19 health and safety guidelines may be asked to leave the premises.