

# [Company Name] Corona Virus Plan

## ARE YOU SICK?

Go home if you feel symptoms coming on. IMMEDIATELY.

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


**CORONAVIRUS SYMPTOMS, OR SOMETHING ELSE?**

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<p><b>COLD OR ALLERGIES:</b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> ITCHY EYES</li><li><input checked="" type="checkbox"/> STUFFY NOSE</li><li><input checked="" type="checkbox"/> SNEEZING</li></ul>	<p><b>FLU OR CORONAVIRUS:</b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> FEVER</li><li><input checked="" type="checkbox"/> FATIGUE</li><li><input checked="" type="checkbox"/> BODY ACHES</li><li><input checked="" type="checkbox"/> COUGH</li><li><input checked="" type="checkbox"/> WORSENING SYMPTOMS</li></ul> <p><b>CORONAVIRUS:</b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> SHORTNESS OF BREATH</li><li><input checked="" type="checkbox"/> HISTORY OF TRAVEL</li><li><input checked="" type="checkbox"/> EXPOSURE</li></ul>
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**SYMPTOMS AND RISKS VARY FROM PERSON TO PERSON. ALWAYS CHECK WITH YOUR DOCTOR.**

Sources: CDC, Mayo Clinic



## **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 [Company Name].

## **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 with your hands!

## **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.

Management will coordinate with staff in each department to have staggered shifts in production to minimize contact and chance of spread.

## **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.