



covid-19

Exposure Control and

Response Plan

Policy/Procedure & Training



THE NEIDERS
COMPANY

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<https://www.neiders.com>



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I. Workplace Policy & Procedures

Policy Brief and Purpose

Policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions, we assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible through our communication platforms accessible to all employees.

Scope

This COVID-19 policy applies to all of our employees who physically work in any of our properties and offices. We strongly recommend to all of our personnel to read through this action plan as well, to ensure that we collectively and uniformly respond to this challenge.

Policy Elements

Here, we outline the required actions employees, employers, management should take to protect themselves and their co-workers from a potential coronavirus infection.

Company Commitment:

The safety and well-being of our team members, residents, and our communities have always been, and will continue to be, the paramount priority of [THE NEIDERS COMPANY](#). With the spread of the COVID-19, a respiratory disease caused by the SARS-CoV-2 virus, we all must remain vigilant in mitigating the outbreak. Management has been following the development of the COVID-19 pandemic through information released from the CDC, OSHA, WISHA, and WHO, as well as industry organizations, client partners, and business peers. Effective with the issuance of this document, [THE NEIDERS COMPANY](#) will immediately implement the procedures contained herein to ensure the safety of our team members while ensuring continuity of services to our residents. We believe with the appropriate precautionary procedures and shared responsibility among all team members, we can continue field operations with a safe and responsible manner.

This plan is based on the most current information available from the WHO, CDC, OSHA and WISHA. It is subject to change based on further information provided by the WHO, CDC, OSHA, WISHA, and other public officials. [THE NEIDERS COMPANY](#) may also amend this plan based on operational needs.

Your' Safety Matters!

CEO, Karl D. Neiders,

Date

II. Responsibilities of Managers and Supervisors

- Managers and supervisors, must be familiar with this Plan and be ready to answer questions from employees.
- Managers and supervisors, must set a good example by following this plan at all times.
- This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus.
- Managers and supervisors must encourage this same behavior from all employees.
- Managers, supervisors and leadership team will provide training on hazard recognition/mitigation of COVID-19, proper PPE use and care, and proper workplace cleaning and disinfecting.
- Managers, supervisors, and leadership will ensure that ALL EMPLOYEEs are maintaining proper social distancing of at least 6 feet.
- Proper training with staff related to COVID-19 death and or tested positive regarding residents

III. Responsibilities of Employees

Wear protective face mask when conducting business with resident, vendor, coworkers and adhere with proper care of masks when necessary. Wash hands before and after each workorder and project completion. Follow sanitizer guidelines.

- Report to your manager(s) or supervisor(s) if you are experiencing signs or symptoms of COVID-19.
- Ask your manager or supervisor if you have specific question(s) about this plan or COVID-19.
- If you develop a fever and symptoms such as cough or shortness of breath, **DO NOT GO TO WORK**. Notify your supervisor/HR and call your healthcare provider right away.
- Identify any hazards or potential hazards in your work area and report to direct manager/supervisor and leadership.
- If you have been out sick, please see our return to work policy.
- All employee's will adhere to all social distancing protocols, maintain at least 6 feet distance.
- Wash your hands after using the bathroom, before eating, and if you cough/sneeze into your hands (**follow the 20-second hand-washing rule**). You can also use the sanitizers you'll find around the work area.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- Open the windows regularly to ensure open ventilation.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave). Avoid close contact with people who are sick.
- Report any resident related COVID-19 death and or tested positive to direct supervisor and notify HR.

Section IV: Safety and Health COVID-19 Training

THE NEIDERS COMPANY is committed to providing relevant training to enable safe and healthful COVID-19 work practices. Management will provide training weekly and monthly on general and specific safety procedures for all employees and relevant for their specific work functions. In addition, training will include:

- Proper social distancing
- Individual employees will be retrained after the occurrence of a work-related injury and/or exposure event when deemed necessary by management
- Exposure Control Plan & Resources
- Monthly Safety Training & Topics

We will also provide relevant training, (initial and refresher) on the proper use of PPE or other required safety equipment related to potential COVID-19 exposure such as:

- How to don/doff safely in the context of your current work assignment
- How to identify safety concerns
- Where to locate all company safety resources

Note: Training materials are provided in the employee portal, Paychex Documents, share-drive and internal communication

Refer to Appendix J for COVID-19 related training materials and sign-in sheet.

Section V: Employee Communication

Effective communication of safety and health concerns, particularly with regard to COVID-19, will occur between workers and management. Our methods of communicating with employees are outlined in our training resources, employee portal, operations manual and employee handbook.

Section VI: Safety Compliance/Discipline

Our COVID-19 Exposure Control and Response program includes methods of ensuring compliance with all relevant safety policies with both our employees, residents and with vendors. Please refer to our Exposure Control Plan for specific details or contact direct supervisor.

Section VII: Hazard Identification and Incident Reporting

COVID-19 Safety and Health Inspection Policy

Effective identification and correction of workplace hazards is imperative to the success of The Neiders Company. Our program does not limit hazard identification responsibilities to the management /supervisory level and encourages / requires that all employees are involved in maintaining a safe work environment by reporting hazards to management.

Our definition of workplace hazards includes unsafe conditions or processes and unsafe work practices committed by employees with regard to COVID-19 issues.

- COVID-19 field, communities and/or office safety inspections will need to be performed throughout the day.
- Due to the nature of COVID-19 infection control work practice procedures, many out-of-normal routine activities will be required to be inspected/monitored.

Section VIII: Accident Investigation and Reporting

Accident Investigation and Reporting Procedures

Managers or Supervisors will perform a documented accident investigation using the designated company accident/exposure incident form (See Share-Drive under incident forms) immediately and not later than 24 hours after the accident/exposure incident. All incidents must be reported to VP and HR immediately.

Employers must report any instances of COVID-19 on the OSHA 300 log if it meets all of the following requirements:

- It is a confirmed case of COVID-19
- The COVID-19 case is work-related
- The case involves one or more of the general recording criteria per 29 CFR 1904.7 (e.g., medical treatment beyond first-aid, days away from work)

Procedures for conducting accident /incident investigations are outlined in our Share-Drive> Human Resources>Safety> under incident forms. All forms must be scanned and emailed to HR/VP and direct supervisor.

Section IX: Jobsite Protective Measures

Identifying COVID-19 Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus and may include:**

- Fever & Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Confirmed and/or Suspected Infected Employees

- The infected employee(s) shall be **immediately** sent home until released by their medical provider.
- Also send home all employees who worked closely with that employee to ensure that the infection does not spread.
- Before the infected employee departs, ask them to identify all individuals who worked in close proximity (within six feet) for a prolonged period of time (10 minutes or more to 30 minutes or more) with them during the 48-hour period before the onset of their symptoms.
- When sending the employees home, do not identify by name the infected employee.
- If you work in a shared office building or area, you should inform building management so they can take whatever precautions they deem necessary.

The CDC provides that the employees who worked closely to the infected worker should be instructed to proceed based on the [CDC Public Health Recommendations for Community-Related Exposure](#). This includes:

- Staying home until 14 days after last exposure
- Maintaining social distance from others
- Self-monitoring for symptoms (i.e., fever, cough, or shortness of breath)

Confirmed Positive Employees – Disclosure of COVID-19 Diagnosis or Exposure

Important Note: Employer must check applicable state laws concerning the confidentiality of medical information and state privacy laws to make sure employee(s) may waive confidentiality.

Employer should require employees to disclose to the employer if they test positive for COVID-19 or have been in contact with someone who tests positive for COVID-19 (and those employees should be required to work from home and not be allowed to return-to-worksite until medically cleared by their personal medical provider). The ADA allows employers to make sensitive inquiries of employees who pose a “direct threat” to the health and safety of themselves or others in the workplace.

To the extent that the employees are working in the workplace, (or plan to return to work in the workplace), employers should also require such employees to disclose if they or someone they live with are experiencing any COVID-19 symptoms.

Wherever possible, an employee who has been exposed to or tested positive for COVID-19 should be made aware of the employer’s need to make certain disclosures to the workforce. Employers should give the employee reasonable choice whether to permit particular uses or disclosures.

In some states, the employee’s written authorization for certain disclosures may be required. Employer may ask whether an employee is willing to disclose symptoms or positive diagnosis to others and whether they are comfortable with the employer doing so. Employer should be careful to exert no pressure on the employee to agree to either mode of disclosure. Any disclosure of identity under these circumstances should be voluntary on the part of the employee.

Even if it is not possible to get prior consent from an employee who has tested positive for COVID-19, the employer should notify specific co-workers, clients, vendors, etc. that a person with whom they were in contact over the past 14 days has now tested positive and that they should take appropriate precautionary measures.

Employer should ask an employee who has tested positive to provide a list of individuals (employees, clients, contractors, vendors) with whom the employee came into contact in the last 14 days in connection with their employment.

An employer may disclose this information to the other need-to-know personnel (without disclosing the identity of the individual). Further protocols with regard to this area are outlined in subsequent sections of this Plan. Please reference Appendix D for this authorization form.

Employee Communication Regarding Positive Test Individuals and Potential Exposure

An employer should disclose to other employees that a co-worker (or visitor to their company) has tested positive for COVID-19. An employer should not disclose the identity of an employee who has tested positive, or any specific details of the employee’s medical condition or symptoms, to others in the workplace.

Under the ADA, any information regarding the medical condition or history of an employee that the employer obtains as part of an examination or inquiry into a disability could constitute a confidential medical record that can be disclosed only to certain need-to-know individuals in limited circumstances. The FMLA also prevents the disclosure of records related to medical histories in connection with an employee's leave or eligibility. The EEOC and some courts have gone further and taken the position that any information concerning employee's medical information is protected under the ADA or FMLA. Employers are encouraged to err on the side of confidentiality and to seek legal counsel where there may any questions or concerns.

Please reference Appendix C for this Sample Announcement of Positive Test COVID-19 or Exposure form.

Remain-at-Home Guidelines - Employees Who Worked Near Confirmed Positive Employee(s)

Potentially exposed employees should first consult and follow the advice of their healthcare providers or public health department regarding the length of time to stay at home.

The CDC recommends that those who have had close contact for a prolonged period of time with an infected person should:

- Remain at home for 14 days after last exposure
- If symptoms develop, remain home for at least seven days from the initial onset of the symptoms, three days without a fever (achieved without medication), and improvement in respiratory symptoms (e.g., cough, shortness of breath).

Return-to-Work Following Potential Exposure to COVID-19

To ensure continuity of operations of essential functions, the CDC advises that critical infrastructure workers may be permitted to continue working following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

CDC recognizes "potential exposure" as being a household contact or having close contact within six (6) feet of an individual with confirmed or suspected COVID-19. The time frame for having contact with an individual includes the period of 48 hours before the individual became symptomatic.

Employer Guidelines

- Continue to consult relevant FAQs and guidance put forth by the Center for Disease Control (CDC), (OSHA), (EEOC) and the Department of Labor (DOL), among other government agencies.
- Be aware that time frames for when workers will be allowed to return to work may continue to change based on updated CDC guidance.
- Measure the employee's temperature and assess symptoms prior to permitting the worker(s) resuming work, ideally, before they enter the facility.
- Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

Employee Guidelines

- Self-monitor under the supervision of their employer's occupational health program.
- Wear a facemask at all times while in the workplace for 14 days after last exposure.
- Maintain a six-foot distance from others and observe social distancing in the workplace as work duties permit.
- Clean / disinfect all areas such as offices, bathroom, common areas, electronics, tools, machines, routinely.

Return to Work – Employer Pre-Screening Guidelines

Employee Temperature Checks

Prior to initiating temperature checks for employees returning to work, employers shall be aware of the following:

- Per the EEOC, it is necessary to show that there is a “business necessity” to avoid a direct threat of harm in order to conduct temperature checks as they are considered “medical examinations” under the Federal Americans with Disabilities Act.
- The employer must form a good faith basis for arguing that temperature checks are a “business necessity” to avoid a direct threat of harm under the Federal Americans with Disabilities Act.
- Temperature checks are not determinative of individuals having COVID-19; however, they are a deterrent.
- In general, employers may use temperature checks as a tool to curtail the risk of infection by COVID-19 in the workplace assuming they are used in a safe and consistent manner.

Employer must:

- Have a consistent process of how to conduct temperature checks.
- Conduct temperature checks on **ALL** individual before entering the work premises (including executives, hourly employees, etc. regardless of level or exemption status, whether a contingent worker, a vendor, or a visitor)
- Conduct temperature checks privately.
- Conduct temperature checks using individuals who are adequately trained to perform the checks consistently and safely.
- Provide personal protective equipment to persons performing the check as they will likely not be social distancing while doing so.

Guidelines for Conducting Temperature Checks

- Ensure monitoring device and method used is adequate, consistent, and accurate.
- Ensure use of same mechanism/monitoring device for all employees (recommend use of non-contact thermometer to reduce chances of accidental exposure).
- Ensure temperature check documentation is secured and stored in a file separate from the general personnel file of each individual.
- Ensure temperature check information and documentation is limited to individual employees and shall only be provided on a “need to know” basis specifically in response to the Corona Virus outbreak.
- Ensure information is maintained in a single logbook as it would not be possible to maintain confidentiality.
- Ensure records are maintained for the normal period of time that visitor logs are maintained (which may include industry or company specific standards), or for at least three (3) months.
- Ensure persons conducting temperature checks are authorized to perform such work.
- Ensure persons conducting temperature checks are provided with appropriate level of personal protective equipment.
- Establish consistent, objective cut off level for elevated temperature (policy can be equivalent to current CDC guidelines at 100.4 degrees F.)
- Require all persons exceeding the cut off level be excluded from the workplace regardless of status.

Guidelines for Personal Protective Equipment (PPE) for Individuals Performing Temperature Screening

Persons authorized to perform temperature screening and/or facilitate testing shall be provided with and required to utilize appropriate personal protective equipment. Recommended Personal Protective Equipment for testing includes:

- Non-contact thermometer
- Eye and face protection including mouth and nose covering, goggles and/or face shield
- Surgical or other approved gloves (Note: Non-medical gloves are not permitted or suitable in the prevention of COVID-19. It is suspected at this stage that COVID-19 may remain embedded in cloth surfaces.)

Employers shall review OSHA’s PPE standards at 29 CFR 1910 Subpart I and Respiratory Protection standard, 29 CFR 1910.134 for PPE selection, training, and other applicable requirements or State OSHA program equivalents.

From a process standpoint, it is recommended that temperature check facilitators should take the following steps:

- Perform hand hygiene
- Put on appropriate PPE
- Perform temperature check
- Remove and properly discard PPE
- Perform hand hygiene.

Employers also will ensure that hand hygiene facilities (*e.g.*, sink or alcohol-based hand sanitizer) are readily available at or adjacent to the temperature check station(s).

The temperature will be taken in private and the results should be maintained confidentially. Employers also will be mindful of Fair Labor Standards Act (FLSA) working time considerations regarding the time spent in this screening.

In the event of any situation requiring decision making on COVID-19 related matters, the Plan lists the key contacts with The Neiders Company as soon as possible.

ALL employees are directed to contact the office via telephone and/or email and/or our designated person for any questions, concerns, clarification of procedures, or other issues regarding COVID-19 in our operation.

Section X: Additional Work Practice Control Measures

Social Distancing

Social distancing protocols shall be implemented per Local, State, and Federal public safety orders and kept current. The Neiders Company will enforce social distancing practices, protocols and guidelines regarding:

- Breakroom etiquette
- Physical distancing while taking breaks
- Staggering break times
- Congregation in common areas
- Workplace seating
- Increasing physical space between employees and residents, contractors, vendors, visitors, etc.
- Implementing flexible meeting such as virtual options

Our social distancing protocols will be posted at each public and employee entrance in addition, to distributing social distancing protocols to all employees, which provides information on:

- Measures to Protect Employee Health
- Measures to Prevent Crowds from Gathering
- Measures to Keep People at Least Six Feet Apart
- Measures to Prevent Unnecessary Contact
- Measures to Increase Sanitization

Personal Protective Equipment

Employer Responsibility:

- Provide personal protective equipment (PPE) such as gloves, and facemasks as appropriate for the activity being performed.
- Employers should develop policies for worker protection. This includes providing training to staff prior to assigning cleaning tasks. Training should include when to use PPE, what PPE is necessary, how to properly wear, use, take off and dispose of PPE.
- Identify “choke points” and “high-risk areas” where workers are forced to stand together, such as hallways, elevators and break areas. Control them so social distancing is maintained.
- Discourage workers from using other workers’ phones, desks, offices, work tools and equipment. If necessary, clean and disinfect them before and after use.
- Post, in areas visible to all worker, required hygienic practices including not touching face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use of hand sanitizer with at least 60% alcohol, cleaning AND disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the CDC.
- Place wash stations or hand sanitizers in multiple locations to encourage hand hygiene.
- If you empty the trash, always wear gloves.

Employee Responsibility:

- Do not share PPE, hand or office tools.
- Ensure used PPE is disposed of properly. Gloves and gowns/coveralls/aprons should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- Sanitize reusable PPE per manufacturer's recommendation prior to each use.
- Utilize disposable gloves where appropriate.
- Minimize interactions when picking up or delivering equipment or materials. Always ensure minimum 6-foot separation.

Managing Sick Employees.

- Actively encourage sick employees to stay home. It is critical that individuals NOT report to work while they are experiencing illness symptoms such as fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue. Individuals should seek medical attention if they develop these symptoms.
- Employees who have symptoms of acute respiratory illness are recommended to stay home and not return to work until they are free of fever, signs of a fever, and any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medicine.
- Separate and send home employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day.
- If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

Visitor Policy for Offices and Work Sites:

- Visitors must comply with all safety guidelines implemented to prevent COVID-19 in our communities and worksites.
- Visitors will be screened in advance of arriving on the job site. Please see Appendix E: for Risk Assessment Screening Checklist.

Workforce Hygiene Guidelines

THE NEIDERS COMPANY will enforce proper hygiene guidelines to prevent the potential spread of COVID-19 that minimally include:

- Frequent hand washing with soap and water for at least 20 seconds
- Use of hand sanitizer (alcohol-based hand rubs and gels) between frequent hand washing sessions
- Avoid touching eyes, nose, and mouth with unwashed hands
- Avoid close contact with people who are sick and stay home when sick
- Cover coughs and sneezes using arm and/or elbow (not hands)
- Clean and disinfect frequently touched objects and surfaces

Worksite Cleaning, Sanitizing, and Disinfecting Guidelines

The Neiders Company will institute regular cleaning, sanitizing, and disinfecting practices to prevent the potential spread of COVID-19 including:

- Cleaning and disinfecting frequently used surfaces
- Disinfecting and cleaning workspaces: Cleaning and disinfecting all areas such as offices, bathrooms, common areas, shared electronic equipment workstations, countertops, handrails, and doorknobs
- Disinfecting reusable supplies before and after use
- Cleaning jobsite maintenance workshops and break/lunchroom areas at least once per day.
- Cleaning and disinfecting frequently used tools and equipment on a regular basis

General Best Practices:

- Wear gloves while cleaning

- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash
- Use chemicals in a well-ventilated area. NEVER mix cleaning chemicals with one another.
- Prevent chemical contact with food during cleaning
- Handle used towels, gloves, etc. as little as possible

To Clean Hard, Non-Porous Surfaces/Materials:

Hard non-porous surfaces include stainless steel, floors, kitchen surfaces, countertops, tables and chairs, sinks, toilets, railings, light switch plates, doorknobs, computer keyboards, remote controls, recreation equipment should be cleaned as follows:

- Follow labeled instructions on all chemical containers (Consult EPA list of COVID-19 approved disinfectants)
- Clean surface with soap and water to remove all visible debris and stains
- Rinse surface with clean water and wipe with clean towel
- Apply a disinfectant. To effectively kill the virus, make sure the surface stays wet with the disinfectant for at least 10 minutes before wiping with a clean towel
- Rinse with water and allow surface to air dry.
- Remove gloves safely and place in a trash bag and discard
- Wash hands after removing gloves and handling any contaminated material, trash or waste

To Clean Soft, Porous Surfaces/Materials:

Soft, porous materials include carpeting, rugs, towels, clothing, sofas, chairs, etc. should be cleaned by:

- Placing soft, porous materials in a bag
- Laundering using hot water and a detergent containing color-safe bleach
- Drying on high heat
- Large, fabric based surfaces require specific alternative cleaning/disinfecting.

Cleaning, Sanitizing, and Disinfecting Following Known or Suspected COVID-19 Exposure

The CDC has recognized that primary transmission of COVID-19 is through respiratory droplets. In situations where an employee has been confirmed Covid-19 positive and has been in a certain area of the facility or worksite (or a particular room that is more closed off), the CDC recommends airing out the area as much as possible by opening doors, opening outside windows (if possible) for a period of 24 hours prior to commencing cleaning.

For larger work sites and/or open plan facility work areas, the CDC recommends employers (to the best of their ability) identify where exposed or confirmed positive individuals have been and disinfect those areas.

For smaller spaces (with closed off areas), the CDC recommends a no access close down of the space for 24 hours, airing out, and doing a disinfection before bringing people back in.

Cleaning personnel shall clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the infected persons, focusing especially on frequently touched surfaces per the following:

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection (Note: “cleaning” will remove some germs, but “disinfection” is also necessary).
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
- Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer’s instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Cleaning staff should wear disposable gloves and coveralls/gowns for all tasks in the cleaning process, including handling trash.
- Gloves and coveralls/gowns should be compatible with the disinfectant products being used.

- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. Follow the manufacturer's instructions regarding other protective measures recommended on the product labeling.
- Gloves and coveralls/gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- Employers should develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks. Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- If you require gloves or masks or other PPE, prepare a simple half-page Job Safety Analysis (JSA): list the hazards and the PPE (gloves, masks, etc., as needed), and the person who drafts the JSA should sign and date it.

Note: If employers are using cleaners other than household cleaners with more frequency than an employee would use at home, employers must also ensure workers are trained on the hazards of the cleaning chemicals used in the workplace and maintain a written program in accordance with OSHA's Hazard Communication standard (29 CFR 1910.1200). Download the manufacturer's Safety Data Sheet (SDS) and share with employees as needed, and make sure the cleaners used are on your list of workplace chemicals used as part of the Hazard Communication Program.

Section XI: Confidentiality Statement

Except for circumstances in which **THE NEIDERS COMPANY** is legally required to report workplace occurrences of communicable/infectious disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practicable under the circumstances. When it is required, the number of persons who will be informed of an employee's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase. A sample notice to employees is attached to this Plan. (See Appendices/Attachments/Forms)

THE NEIDERS COMPANY reserves the right to inform other employees that a co-worker (without disclosing the person's name) has been diagnosed with COVID-19 if the other employee(s) might have been exposed to the disease so the employee(s) may take measures to protect their own health.

Section XII: Disclaimer and Key Company Contacts

This COVID-19 Exposure Control and Response Program contents are advisory in nature and The Neiders Company is responsible for updating and customizing as necessary to address exposures and safety management needed for our operation. Recommendations and services are advisory and not intended to provide a definitive listing of all potential causes of loss, OSHA violations, or exceptions to good practice. To aid you in further and ongoing identification of workplace hazards, we have included the Labor and Industries (LNI) website that provides additional information and regulations impacting your organization. https://www.lni.wa.gov/safety-health/safety-topics/topics/coronavirus?utm_medium=email&utm_source=govdelivery

Key COVID-19 Contacts for **THE NEIDERS COMPANY**

Name	Contact Title	Office Phone	Cellphone	Email
Frank Hornung	Vice President	206-973-2864	206-769-0001	frank@neiders.com
Ani Geragosian	Director, HR	206-430-5032	425-999-1963	ani@neiders.com

Section XIII: Appendices - Supporting Documents

NOTE: All of these attachments are available in the employee portal, shared-drive, Paychex Documents

- A. FFCRA
- B. DD.1.70 GENERAL CORONAVIRUS PREVENTION UNDER STAY HOME-STAY HEALTHY ORDER
- C. Guidance on Cloth Face Coverings from the Washington State Department of Health
- D. Employee Exposure Report
- E. Employee Notification
- F. Safety Training The Coronavirus – COVID-19
- G. COVID-19; how to protect yourself and others
- H. COVID-19 Safety Talk
- I. COVID-19 Share Facts
- J. Training and Attendance Roster
- K. Hygiene
- L. Jobsite visitor's log
- M. Employee Screening Log
- N. Employee Self-Assessment (2 pages)
- O. Employee Acknowledgement

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ½ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ½ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:

1-866-487-9243

TTY: 1-877-889-5627

dol.gov/agencies/whd



WH1422 REV 03/20

DOSH DIRECTIVE

Department of Labor and Industries Division of Occupational Safety and Health
Keeping Washington Safe and Working

1.70 GENERAL CORONAVIRUS PREVENTION UNDER STAY HOME-STAY HEALTHY ORDER

Date: April 7, 2020

I. Purpose

This Directive provides enforcement policy when evaluating workplace implementation of social distancing, sanitation and sick employee practices as required under the Governor's Proclamation: Stay Home - Stay Healthy Order.

Under the Order, people are required to stay home except for essential activities, which include a wide range of economic and social functions necessary to maintain minimum living conditions. Employers who continue operations under the Order are required to maintain coronavirus prevention practices consistent with DOSH, OSHA and Department of Health guidance. Coronavirus is recognized as a very serious workplace hazard.

II. Scope and Application

- A. DOSH does not enforce the Governor's Order directly. Under existing DOSH rules, employers are required to protect workers from biological hazards and implement programs to address known hazards in the workplace.
- B. DOSH staff will not determine whether an employer is engaged in essential activity. If there is no clear rationale for the business operating, this may be referred to the Washington State coronavirus.wa.gov page. (See the Governor's site "What's open and closed" at <https://coronavirus.wa.gov/whats-open-and-closed>).
- C. DOSH staff will limit actions related to infectious disease only when there is an aspect of exposure that is specific to the relationship between employers and workers. DOSH will do so in a manner consistent with public health orders and issued guidance.
- D. There are extensive recommendations for healthcare workplaces with specific guidance related to infectious disease prevention. Therefore, this Directive will normally not be used in specific healthcare delivery work task settings.

III. References

- Chapter 296-800 WAC, Safety and Health Core Rules
- WAC 296-800-11045 Protect employees from biological agents
- WAC 296-800-140, Accident Prevention Program
- WAC 296-800-22005, Keep your workplace clean.
- WAC 296-800-23025, Provide convenient and clean washing facilities
- Proclamation by the Governor: Stay Home - Stay Healthy Order
- CDC: Infection Control in Healthcare Personnel
- CDC Coronavirus (COVID-19) Page
- Washington State Coronavirus Response (COVID-19) Page
- OSHA Publication 3990: Guidance on Preparing Workplaces for COVID-19.pdf (English)
- OSHA Publication 3992: Guidance on Preparing Workplaces for COVID-19.pdf (Spanish)
- Washington State Department of Health Recommendations for Temporary Worker Housing Facilities

IV. Background

Staff shall learn and consider the baseline expectations for employers to provide workers a safe workplace during the coronavirus (COVID-19) virus outbreak. Overt workplace specific practices by the employer must be made to implement the Governor's Executive Order. There are four basic categories of prevention elements that must be addressed during the inspection/investigation. Employers must ensure social distancing practices for employees and control customer flow; ensure frequent and adequate employee handwashing and surface sanitation; and ensure sick employees stay home or go home if ill. Employers must also provide basic workplace hazard education about coronavirus and how to prevent transmission in the language best understood by the employee. DOSH staff will need to be thoughtful on how these four elements are addressed based on the

challenges that the specific worksite tasks present, but all four elements must be addressed in each operating workplace.

DOSH Staff shall ensure that employers and employees are made aware that it is against the law for any employer to take any adverse action (such as firing, demotion, or otherwise retaliate) against a worker they suspect for exercising safety and health rights such as raising safety and health concerns to their employer, participating in union activities concerning safety and health matters, filing a safety and health complaint or participating in a DOSH investigation. DOSH Staff will ensure workers are informed they have 30 days to file their complaint with L&I DOSH and/or with Federal OSHA.

Employers must institute these prevention program elements or equivalent protections to limit the spread of the disease within the workplace under DOSH rules and in connection to the Governor's Order. These procedures are specific to COVID-19 prevention and the related virus. If a workplace has a concern about exposures to another pathogen, Technical Services must be consulted on procedures specific to that pathogen.

A. Basic Program Elements.

The following bold program elements are essential to the program whenever feasible. Employers who can establish work rules consistent with this section are not required to have further active monitoring or ongoing assessment of their workplace.

1. Educate workers (and customers) about COVID-19 and how to prevent virus spread.
 - a. Post posters/information from the local health department, state Department of Health, Center for Disease Control and Prevention, and other authorities.
 - b. Inform workers about the steps being taken in the workplace to establish social distancing, increased handwashing, and to prevent the spread of the virus.
 2. Maintain at least 6 feet of spacing at all times.
 - a. Occupied workstations are separated by 6 feet or have physical barriers
 - b. Only infrequent intermittent passing within 6 feet is allowed between employees without wearing respiratory protection.
 - c. Materials, produce, or work items are transported between workers by mechanical means or by using staging points.
 - Workers may be along a conveyor or production system carrying product.
 - Workers may go to a central point one-at-a-time to drop off or pick up items that transfer between workers.
 - Workers may have mailboxes, bins, or other surfaces at the periphery of their workspace where materials are left for them by other workers.
 - Provisions should be made to clean objects handled extensively by more than one worker when the items are transferred. Physically wiping the object so it is visibly clean (no obvious soiling, smearing, or streaks) is sufficient.
 - Social distancing is maintained during breaks and at shift start and end, while workers are at the employer's worksite.
 - Meetings with workers are limited in less than 10 and maintain 6 foot spacing of all in attendance.
 3. Regular cleaning of area, frequent cleaning of common-touch surfaces.
 - a. A cleaning schedule must be kept to maintain general housekeeping to prevent buildup of dirt and clutter.
 - b. The first step in cleaning is to remove buildups of dirt and other materials on surfaces. Water and soap or other cleaning fluids are used with wipes, clothes, brushes or other physical means of removing these materials so that there is no visible build-up, smears, or streaks on the surface. Disinfecting is the second step and is primarily needed for high touch surfaces. Bleach solutions or an EPA approved disinfectant must be used to make sure this is effective. (See the list of approved disinfectants at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>).
- Surfaces that are commonly touched with the hands but difficult to clean (fabric, rough surfaces, and so forth) may need to be covered to make sure the environment is hygienic.

- c. Cleaning supplies need to be available to workers to do spot cleaning when necessary.
 - d. Surfaces that are regularly touched by workers must be cleaned regularly to maintain a visibly clean state (no obvious soiling, smearing, or streaks).
 - For surfaces touched by multiple workers, this can be on a frequent schedule, or between workers.
 - For surfaces touched by a single worker, this should be done periodically, at least once per shift or when unclean.
4. Workers must have facilities for frequent handwashing readily available, including hot and cold (or tepid) running water and soap.
- Staff must pay particular attention to transient outdoor and delivery workers and non-fixed worksites where there are no exceptions being granted. Portable wash stations are readily available.
 - To facilitate more frequent cleaning, secondary handwashing or sanitizing stations can be provided with either hand sanitizer, or wipes/towelettes.
 - Workers must be able to wash their hands after touching any surface/tool suspected of being contaminated, before and after eating and using the restroom, and before touching their face.
5. Sick Employee and Post- employee illness procedures.
- DOSH staff will ensure employers have a program to prevent sick employees from entering the workplace and when recognized, that ill employees are sent home.
- a. Ensure a system for preventing sick employees to be present at work.
 - b. Establish a process for deep cleaning after any worker leaves the workplace reporting a suspected or confirmed case of COVID-19.
 - c. Thoroughly clean areas where the worker worked or would have stayed more than 10 minutes.
 - Wipe all accessible surfaces
 - Clean up any visible soiling including any smears or streaks.
 - Sanitize common touch surfaces in the vicinity.
 - Do not allow other workers into these areas until the cleaning is complete.

B. Consider Possible Alternate Strategies.

- Some industries may have challenges with basic elements so one or more of the following alternatives may be used to provide protection for workers.
- 1. Engineering controls can be established and maintained to provide an effective distancing of employees when it is not feasible to fully separate them.
 - a. Barriers must block direct pathways from face to face between individuals, and make it so any indirect air pathways are greater than 6 feet. Sneezes and coughs should not be directed into the air above someone within 6 feet.
 - b. Covers can be used on common touch surfaces that cannot be easily cleaned. The covers may create a cleanable surface, or be something that can be changed out between individuals.
 - c. Ventilation that provides a clean air supply to a worker's breathing zone.
 - 2. Job modifications may be necessary to facilitate appropriate social distancing. Although an operation may be overall part of an essential industry or service, there may be portions of the work which can be deferred until a later time. In some cases, reorganizing the work may be necessary to break up tasks in a manner that facilitates social distancing or other protective measures.
 - 3. Health surveillance can be done to identify early signs of infection, and separate workers who may present a risk to others.
 - a. There will usually be an initial screening and then periodic review (probably daily with COVID-19).
 - b. Initial screening will involve some review of the worker's history that may be relevant to their risk of contracting the disease. This may also include review of the worker's susceptibility to the disease and an education element on the disease and prevention.
 - c. Periodic screening will involve tracking symptoms and ongoing risks for contracting the disease.
 - d. The employer should set up surveillance in consultation with a physician or occupational health nurse and consider having ongoing participation or review by the healthcare professional.

- e. The employer needs to consult with health professionals and determine whether the program relies on self-reporting by workers or if someone will be actively reviewing worker health on a regular basis.
- 4. Personal protective equipment may be helpful to prevent transmission of the disease.
- 5. Face shields can prevent direct exposure to expelled droplets and provide protection from disinfectants.
- 6. Respirators require care in use and management under a program covered by the Respirator Rule, Chapter 296-842 WAC. Respirators are not normally recommended for social distancing purposes, but may be appropriate where workers must have close proximity to others.
- 7. Surgical face masks (loose fitting cloth covers over the mouth and nose) do not prevent respiration of fine aerosols and are not protective in close proximity. The primary purpose for these devices are to prevent exposures to others and may have a use when individuals enter the workplace with a cough or sneeze.

C. Evaluate Special Circumstances

Two situations where strict social distancing may not be generally feasible are for employer provided housing and businesses with extensive public interaction. The following sections provide additional considerations which are applicable in these situations.

- 1. Employer provided worker housing is provided by the employer in some circumstances such as agricultural guest workers.
 - a. Workers may have limited control over their environment in some worker housing situations and to the extent that the employer controls conditions, the basic program elements should be maintained as feasible during non-working time.
 - b. Social distancing must be supported for occupants during the time workers are housed, which may require additional resources. This includes accommodation of social distancing during cooking, sleeping, and in transportation.
 - c. If strict social distancing is not feasible (including options for dedicated individual or family rooms or offsite accommodations) then health surveillance should be instituted (see above) prior to and during the housing period.
 - d. Housing occupants must be provided cleaners and equipment to maintain a hygienic living space.
 - e. Plans for ill employees must be in place. If a housing occupant becomes sick:
 - Employers must provide them with accommodations that are separate from others.
 - A separate building or room if available, or use barriers or distance to separate them from others.
 - Separate food and bathroom access is also necessary.
 - Arrangement for medical access.
 - Telemedicine resources should be utilized first to determine appropriate care.
 - Provide for transportation, if necessary in a manner that does not expose others.
 - The employer needs to consult with a physician or public health authority to monitor the situation and provide guidance on treatment and continued housing of all workers.
- 2. Frequent customer/public interaction may be necessary in some places of employment.
 - a. To the extent feasible, establish social distancing with physical systems.
 - Set up tables that position people away from workers.
 - Place pay stations at a safe distance.
 - Install barriers between people.
 - Place markers and lane dividers to encourage appropriate distancing.
 - b. Have managers or floor leads observing individuals in the workplace and prepared to address behaviors that may put workers at risk.
 - c. Provide supplemental washing facilities to allow additional handwashing when workers handle objects after others, such as:
 - Hand sanitizer stations
 - Wipes or towelettes
 - Tepid water and soap in portable containers.

NOTE: Gloves may be provided, but also must be washed regularly to prevent the spread of the virus. This may help for workers whose hands are bothered by frequent washing.

V. Enforcement Policy

Inspection findings will be reviewed on a case by case basis. Conditions related to COVID-19 and the virus are still emerging. Public health recommendations and orders are being regularly revised, and so any compliance action must take into consideration current understanding of the situation and current rules and guides.

A. Accident Prevention Programs.

1. Employers are not expected to have comprehensive COVID-19 prevention programs at this point. In conducting program reviews, DOSH staff must look at all documents used by the employer to communicate with workers to determine their overall program. Where the employer is clearly implementing recommendations of the public health authorities, they do not need additional documentation of their specific program. Where strict social distancing is not implemented, there needs to be clear communication to workers of the employer's prevention expectations.

2. Violations of the sections of WAC 296-800-140, Accident Prevention Program, should be considered where the employer does not communicate workplace specific expectations to workers or is not effective in implementing those expectations.

3. Serious violations should specifically be considered in cases where the employer adopts practices or policies that clearly contradict the goals of coronavirus prevention practices published by DOSH, OSHA or public health recommendations.

4. Accident prevention program violations must follow instructions in the Compliance Manual.

B. Housekeeping.

Where a workplace is not being cleaned and kept sanitary per public health guidance, a violation of WAC 296-800-22005, Keep your workplace clean, may be considered. A serious classification should be strongly considered.

C. Handwashing.

1. There is a requirement for handwashing facilities that applies to all workplaces at all times. A serious and potential willful violation of WAC 296-800-23025, Provide convenient and clean washing facilities, will be considered whenever workers do not have basic handwashing facilities available at all or they are grossly inadequate in either number or maintenance.

2. Where employers cannot provide unlimited access to full handwashing facilities at all times, they must provide alternate means for frequent hand cleaning. A serious classification should be strongly considered if not adequate to achieve prevention. This is specifically necessary where workers regularly handle or touch objects or surfaces touched by others. Alternate hand cleaning may include:

- a. Portable wash stations with tepid water and soap.
- b. Wipes or towelettes with water and soap.
- c. Hand disinfectant gel.

D. Exposure to Biological Hazards.

1. Workplace conditions which have a direct potential for worker exposure to the COVID-19 virus may be cited under WAC 296-800-11045, Protect employees from biological agents. This is the primary WAC code to be used for social distancing practice violations. This may include situations such as ineffective barrier or ventilation systems, or specifically allowing workers to be in close proximity, but where there is no written record of a policy or management decision.

2. Violations of this section are safe place violations in that they must be serious in classification and must follow the Compliance Manual instructions for safe place.

E. Temporary Farmworker Housing.

Temporary worker housing in agriculture is covered under Chapter 296-307 WAC, Part L, Temporary Worker Housing and Cherry Harvest Camps. This rule has specific requirements for hygiene facilities and housekeeping. Employers must in general achieve adequate social distancing; frequent handwashing during work; sanitation practices during work; sufficient disinfection supplies in housing; and sick employee practices outlined above. Consult with Technical Services and Compliance Operations on application of these rules when there is a COVID-19 concern.

VI. Point of Contact

DOSH staff should contact Compliance Operations if there are questions about applicability of WISHA rules to an infectious disease in the workplace. Technical Services may be contacted with technical questions about workplace practices.

VII. Review and Expiration

DOSH will review this Directive, and it will remain effective until superseded or canceled.

Approved: Anne F. Soiza, L&I Assistant Director Division of Occupational Safety and Health

Where can I get good information about COVID-19?

Sharing correct information is the best thing we can do to keep the wrong information from getting out. Check the Department of Health's website at www.doh.wa.gov/coronavirus or the Center for Disease Control and Prevention's (CDC) website at www.cdc.gov/coronavirus for updates on COVID-19.

You can also call Washington's call center at 1-800-525-0127 and press #. The call center will answer questions about what is happening in our state or how the virus is spread. If you do not speak English, tell them you need an interpreter.

More COVID-19 Resources:

- [Washington State Coronavirus Response \(COVID-19\) - Business & Workers](#)
- [Traveler's Health, CDC](#)
- [OSHA Guidance](#)

Guidance on Cloth Face Coverings from the Washington State Department of Health

Washington State is currently experiencing significant community-based transmission of COVID-Recent information suggests that a significant portion of persons with COVID-19 may not have any symptoms, and even those who do have symptoms can transmit the infection before showing signs of illness. The Washington State Department of Health and the [Centers for Disease Control and Prevention](#) now recommend that people wear cloth face coverings when they are in public settings where they cannot maintain 6 feet of distance from others. This might include trips to the grocery store, pharmacy, hardware store, health clinic or similar places.

This recommendation is not a substitute for existing guidance to maintain 6-feet of physical distance from non-household members and performing frequent hand hygiene with soap and water or alcohol-based hand sanitizer. Wearing cloth face coverings will not prevent spread of COVID-19 without these other protective measures. This is not a mandate that you must wear a face covering. It is considered an additional layer of protection.

Guidance

Our best community and individual defense against COVID-19 is:

- Performing frequent hand hygiene,
- Avoiding touching eyes, nose and mouth with unwashed hands,
- Avoiding being around sick people, and
- Practicing social distancing, especially by staying at home.

If you wear a face covering, wash your hands before and after touching and adjusting the mask.

It is critical that this guidance does not put increased demand on medical grade masks, such as N95 respirators and surgical masks. This guidance is for cloth face coverings only.

A strong health care delivery system and emergency response system is also an essential core defense to save lives when people do get ill.

FAQ

What is a cloth face covering?

A cloth face covering is fabric that covers the nose and mouth. It can be:

- A sewn mask secured with ties or straps around the head or behind the ears
- A piece of fabric tied around a person's head.
- Made from variety of materials, such as fleece, cotton or linen.
- Factory-made or made from household items such as scarfs, T-shirts or towels.

If you would like to sew your own mask, see [How to Sew a Face Mask](#) (New York Times) for step-by-step instructions.

Do cloth face coverings prevent the spread of COVID-19?

There is limited evidence to suggest that use of cloth face coverings helps reduce disease transmission. However, they can reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who has COVID-19 but feels well. Cloth face coverings are not a substitute for physical distancing, washing your hands, and staying home when you are ill, but they may be helpful when combined with these measures.

When should I wear a cloth face covering?

You may choose to wear a cloth face covering when you are in public for an essential activity, such as shopping at the grocery store. Wearing a cloth face covering does not eliminate the need for other preventive measures, such as washing hands and social distancing.

How should I care for a cloth face covering?

Wash your cloth face covering frequently, ideally after each use, or at least daily. Masks should be washed with detergent and hot water and dried on a hot cycle. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face. Discard cloth face coverings that:

- No longer cover the nose and mouth
- Have stretched out or damaged ties or straps
- Cannot stay on your face
- Have holes or tears in the fabric

More COVID-19 Information and Resources

Stay up-to-date on the [current COVID-19 situation in Washington](#), [Governor Inslee's proclamations, symptoms, how it spreads](#), and [how and when people should get tested](#). See our [Frequently Asked Questions](#) for more information.

The risk of COVID-19 is not connected to race, ethnicity or nationality. [Stigma will not help to fight the illness](#). Share accurate information with others to keep rumors and misinformation from spreading.

- [WA State Department of Health 2019 Novel Coronavirus Outbreak \(COVID-19\)](#)
- [WA State Coronavirus Response \(COVID-19\)](#)
- [Find Your Local Health Department or District](#)
- [CDC Coronavirus \(COVID-19\)](#)
- [Stigma Reduction Resources](#)

Have more questions about COVID-19? Call our hotline: **1-800-525-0127**. For interpretative services, press # when they answer and say your language. (Open from 6 a.m. to 10 p.m.) For questions about your own health, COVID-19 testing, or testing results, please contact your health care provider.

EMPLOYEE EXPOSURE REPORT

Name of the facility

Address
.....

Phone#

Employee Name

Soc Sec # or EE #

Date of Exposure

Location at which Exposure occurred

Methods of Exposure: Needle Stick Cut Splash Other:

Route of Exposure Skin Mucous Membrane Ingestion Inhalation

Other:

Body part exposed:

Source of Exposure Blood Saliva Semen Airborne

Other:

Description of circumstances that led to exposure:

.....
.....
.....

Hepatitis B Immunization status of the employee Immunized Not Immunized

Employee's blood drawn for testing: Yes No

Employee's blood tested for: HIV HBV HCV COVID-19

Other:

Employee given post exposure prophylaxis: HBV Immunization Immune Globulin Other:

Employee referred to Licensed Health Care Professional (LHCP) Yes No

EMPLOYEE EXPOSURE REPORT (CONT)

Source Person's Identity known: Yes No

Source Person tested for: HIV HBV HCV COVID-19

Other:

.....

If not tested, reason for not testing:

.....
.....

The evaluating LHCp has been given the following documents:

- Copy of Exposure Control Plan
- Description of employee's task
- Information regarding route and circumstances of exposure
- Test results of source person, if available
- Employee's relevant medical records

.....

.....

Employee's Printed Name

Employee's Signature

This document, along with the post exposure test results and the written reports from the evaluating LHCp must be made part of employee's confidential medical record.

Employee Notification

DATE: **[DATE]**

TO: **[Affected CLOSE CONTACT EMPLOYEE]**

FROM: **THE NEIDERS COMPANY**

We have been informed by one of our **[employees/customer/vendor/etc.]** working at **[SITE]** that he/she has a confirmed case of COVID-19, commonly known as “Coronavirus,” based on test results obtained on **[DATE]**. Per company policy, this **[employee/customer/vendor/etc.]** has been directed to self-quarantine until permitted to return to work.

We are alerting you to this development because, based on the Company’s investigation, we believe that you may have come into contact with the confirmed-positive case, on or about **[DATE]**. Based on Company policy we are directing you not to report to work (i.e., self-quarantine) until, at least, **[Enter the date from 14 days of last contact with confirmed case]**. In the interim, we encourage you to seek medical advice and a COVID-19 test, especially if you are exhibiting symptoms of the virus.

If you do not test positive for COVID-19, or experience symptoms, by **[enter the date from 14 days last contact with confirmed case]**, you may return to work. However, please inform **HR** if any of the following occur during your self-quarantine: you experience flu-like symptoms, including fever, cough, sneezing, or sore throat; or you test positive for COVID-19.

We are committed to providing a safe environment for all of our employees and top quality service to our customers. It is in the interest of those goals that we provide this information out of an abundance of caution.

We also want to take this opportunity to remind you that one of our core values as a company is respect for and among our employees **[or customers]**. We will treat information regarding the identity of employees **[or customers]** with suspected or confirmed cases of COVID-19 as confidential to the extent practicable and will comply with applicable laws regarding the handling of such information. Further, per Company policy, we will not tolerate harassment of, or discrimination or retaliation against, employees.

Any questions in regard to this notification please connect with:

Ani Geragosian at 425-999-1963 or Frank Hornung 206-769-0001.

Sincerely,

The Neiders Company

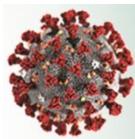
1120 E. Terrace Ave #300

Seattle WA 98122

www.neiders.com



Safety Training The Coronavirus – COVID-19



By now you have heard of the outbreak of a new flu called the Coronavirus – COVID-19. For [most people in the United States](#), including most types of workers, the risk of infection with COVID-19 is currently low.

How does one potentially get the flu-like COVID-19?

According to the CDC, respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and severe acute respiratory syndrome (SARS) are spread by:

- ✓ Coughing or sneezing
- ✓ Unclean hands
- ✓ Touching your face after touching contaminated objects
- ✓ Touching objects after contaminating your hands

How do we reduce our likelihood of exposure to COVID-19?

The CDC's general guidance for all U.S. workers and employers, regardless of specific exposure risks, is that *it is always a good practice to:*

- ✓ Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- ✓ Avoid touching your eyes, nose, or mouth with unwashed hands.
- ✓ Avoid sharing personal items.
- ✓ Practice proper coughing and sneezing etiquette -
 - cover your mouth when coughing or sneezing
 - cough/sneeze into your elbow area
 - move away from people when coughing or sneezing
 - use disposable tissue and throw the soiled tissue away
- ✓ Avoid contact with people who are sick and practice “social distancing” - ***remain more than 6 feet away from all personnel.***

How can we further reduce our risk of exposure?

- ✓ If you have flu-like symptoms like a fever, coughing, sneezing ***you should not come to work.*** Call your supervisor to discuss your health status.
- ✓ Practice polite social distancing like respectfully bowing to the other person as a professional greeting.
- ✓ Keep company trucks clean and disinfected by using appropriate disposable wipes before and after use.
- ✓ Perform routine environmental cleaning of shared workplace equipment and furniture.

For more information about COVID-19, consult the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

HOW TO PROTECT YOURSELF AND OTHERS

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

Know how it spreads

KNOW HOW IT SPREADS

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent this illness is to not come into contact with the virus.
- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.



EVERYONE SHOULD:

- **CLEAN YOUR HANDS OFTEN**
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.



AVOID CLOSE CONTACT



- Avoid close contact with people who are sick.
- Stay at home as much as possible.
- Put distance between yourself and other people.
- Remember that some people without symptoms may be able to spread the virus.
- Keeping distance from others is especially important for people who are at higher risk of getting very sick.

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

COVER YOUR MOUTH AND NOSE WITH A CLOTH FACE COVER WHEN AROUND OTHERS



- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public,
- For example to the grocery store or to pick up other necessities.
- Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.



COVER COUGHS AND SNEEZES

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

CLEAN AND DISINFECT

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>
- If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.



COVID-19 Safety Talk

What is COVID-19?

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (“CDC”), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the United States.

How is COVID-19 Spread?

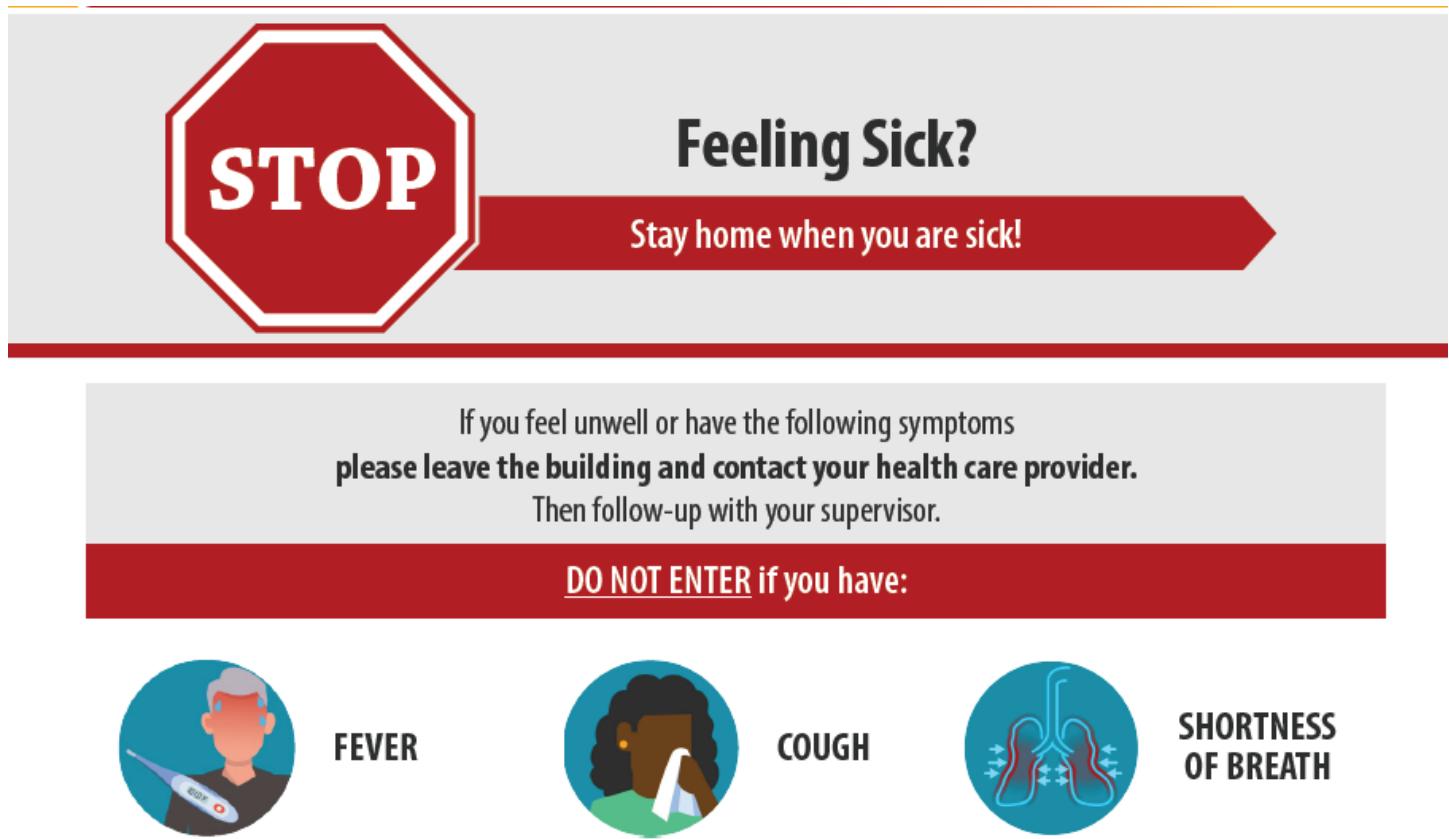
COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly *via* respiratory droplets produced when an infected person coughs or sneezes, like how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if

workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus.

Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures.

There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.



SHARE FACTS ABOUT COVID-19

Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of rumors.

**FACT
1**

Diseases can make anyone sick regardless of their race or ethnicity.

Fear and anxiety about COVID-19 can cause people to avoid or reject others even though they are not at risk for spreading the virus.

**FACT
2**

For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low.

Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.

**FACT
3**

Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease 2019 web page.



CS31546-A 08/16/2020

**FACT
4**

There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

**FACT
5**

You can help stop COVID-19 by knowing the signs and symptoms:

- Fever
 - Cough
 - Shortness of breath
- Seek medical advice if you
- Develop symptoms
- AND
- Have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

cdc.gov/COVID-19 28

TRAINING ATTENDANCE ROSTER

LOCATION:	DATE:	TIME:
DEPT/AREA:	INSTRUCTOR:	
TOPIC: COVID-19, "Coronavirus"		
SUBJECT:	<ul style="list-style-type: none"> • Hazard Awareness • Methods of Exposure • Signs and Symptoms • Efforts to Reduce Exposure (Social Distancing, Cleaning, etc.) 	

NAME (please print)	NAME (signature)	UNDERSTOOD?
1)		<input type="checkbox"/> YES <input type="checkbox"/> NO
2)		<input type="checkbox"/> YES <input type="checkbox"/> NO
3)		<input type="checkbox"/> YES <input type="checkbox"/> NO
4)		<input type="checkbox"/> YES <input type="checkbox"/> NO
5)		<input type="checkbox"/> YES <input type="checkbox"/> NO
6)		<input type="checkbox"/> YES <input type="checkbox"/> NO
7)		<input type="checkbox"/> YES <input type="checkbox"/> NO
8)		<input type="checkbox"/> YES <input type="checkbox"/> NO
9)		<input type="checkbox"/> YES <input type="checkbox"/> NO
10)		<input type="checkbox"/> YES <input type="checkbox"/> NO
11)		<input type="checkbox"/> YES <input type="checkbox"/> NO
12)		<input type="checkbox"/> YES <input type="checkbox"/> NO
13)		<input type="checkbox"/> YES <input type="checkbox"/> NO
14)		<input type="checkbox"/> YES <input type="checkbox"/> NO
15)		<input type="checkbox"/> YES <input type="checkbox"/> NO
NOTES		

HYGIENE

The best way to reduce your risk of exposure to most illnesses in your workplace is to use the basic hygiene precautions listed below and to avoid close contact with ill people. Germs can easily be passed through shaking hands and by touching germ "hotspots" such as doorknobs, children's toys, faucets, countertops, desktops, handrails, remote controls, and telephones.

PROTECT YOURSELF:

Stay at home if you are sick. The CDC recommends that workers who have a fever and respiratory symptoms stay at home until 24 hours after their fever ends (100 degrees Fahrenheit or lower), without the use of medication. Not everyone who has the flu will have a fever. Other symptoms could include a runny nose, body aches, headache, tiredness, diarrhea, or vomiting

- **Wash your hands frequently with soap and water for 20 seconds; use an alcohol-based (60% or more) hand rub if soap and water are not available.**
- **Avoid touching your nose, mouth, and eyes.**
- **Cover your coughs and sneezes with a tissue, or cough and sneeze into your upper sleeve(s). Throw tissues into a wastebasket.**
- **Clean your hands after coughing, sneezing, or blowing your nose.**
 1. When using soap and water, rub soapy hands together for at least 20 seconds, rinse hands with water, and dry completely.
 2. If soap and water are not available, use of an alcohol-based hand rub is a helpful interim measure until hand washing is possible. When using an alcohol-based hand rub, apply liquid to palm of hand, cover all surfaces of the hands with the liquid, and rub hands together until dry.
- **Keep frequently touched common surfaces (e.g., telephones, computer equipment, etc.) clean.**
- **Try not to use a coworker's phone, desk, office, computer, or other work tools and equipment.** If you must use a coworker's equipment, consider cleaning it first with a disinfectant.
- **Avoid shaking hands or coming in close contact with coworkers and others who may be ill.**

Follow these easy steps to help prevent the spread of infections.



► Washing your hands often with soap and water for at least 20 seconds.



► Staying home when you are sick.



► Covering your cough or sneeze.



► Cleaning and disinfecting frequently touched objects and surfaces.



COVID-19 and the flu spread when an infected person coughs or sneezes. Prevent the spread of these and other respiratory illnesses by washing your hands, covering your cough or sneeze, stay home when you are sick, and clean frequently touched objects and surfaces.



For more information, visit www.bphc.org

Building A Healthy Boston | Mayor Martin J. Walsh

**If you exhibit any symptoms of Coronavirus (Cough, Fever, Shortness of Breath)
stay home, consult your physician and Inform Your Manager**

TRAINING ATTENDANCE ROSTER

LOCATION: _____ **DATE:** _____ **TIME:** _____
DEPT/AREA: _____ **INSTRUCTOR:** _____
SUBJECT: **Toolbox Talk: COVID-19, "Coronavirus" Hygiene**

NAME (please print)	NAME (signature)	UNDERSTOOD?
1)		<input type="checkbox"/> YES <input type="checkbox"/> NO
2)		<input type="checkbox"/> YES <input type="checkbox"/> NO
3)		<input type="checkbox"/> YES <input type="checkbox"/> NO
4)		<input type="checkbox"/> YES <input type="checkbox"/> NO
5)		<input type="checkbox"/> YES <input type="checkbox"/> NO
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11)		<input type="checkbox"/> YES <input type="checkbox"/> NO
12)		<input type="checkbox"/> YES <input type="checkbox"/> NO
13)		<input type="checkbox"/> YES <input type="checkbox"/> NO
14)		<input type="checkbox"/> YES <input type="checkbox"/> NO
15)		<input type="checkbox"/> YES <input type="checkbox"/> NO
NOTES		



THE NEIDERS

COMPANY

COVID-19 Visitor's Log

Property Name	<input type="text"/>
---------------	----------------------

Properties

Note: A new log needs to be started at the beginning of each work week.

Date: _____
Client
Name: The Neiders Company

Prevent COVID-19
Start of Shift Daily Employee Screening Log



THE NEIDERS
COMPANY

*****Note: Always remember employee Privacy! Remember this is a medical status questionnaire, these questions and answers will be kept private at ALL TIMES! All of the questions and answers will be asked in private, while keeping social distancing of 6 feet. This document and the information contained needs to be kept in a secure location with limited access.**



THE NEIDERS
COMPANY

COVID-19 EMPLOYEE SELF-ASSESSMENT

1. Employee Name: Nombre de empleado:

Since you last worked have you had a FEVER or the sense of a fever? Desde la última vez que trabajó, ¿ha tenido FIEBRE o la sensación de fiebre?

- Yes If Yes, please provide the date the symptoms started:
No En caso afirmativo, idique la fecha en que comenzaron los síntomas:
Maybe/Not Sure

2. Since you last worked have you had a NEW COUGH ? Desde la última vez que trabajó, ¿ha tenido una NUEVA TOS ?

- Yes If Yes, please provide the date the symptoms started:
No En caso afirmativo, idique la fecha en que comenzaron los síntomas:
Maybe/Not Sure

3. Since you last worked have you had any NEW SHORTNESS of breath? Desde la última vez que trabajó, ¿ha tenido NUEVA CORTA DURACIÓN q?

- Yes If Yes, please provide the date the symptoms started:
No En caso afirmativo, idique la fecha en que comenzaron los síntomas:
Maybe/Not Sure

4. Since you last worked have you had a SORE THROAT ?

Desde la última vez que trabajó, ¿ha tenido un dolor de garganta?

- Yes If Yes, please provide the date the symptoms started:
No En caso afirmativo, idique la fecha en que comenzaron los síntomas:
Maybe/Not Sure

COVID-19 EMPLOYEE SELF-ASSESSMENT

5. Since you last worked have you had any MUSCLE ACHES ?

Desde la última vez que trabajó, ¿ha tenido ACHES MUSCULARES ?

Yes

If Yes, please provide the date the symptoms started:

No

En caso afirmativo, indique la fecha en que comenzaron los síntomas:

Maybe/Not Sure

6. Is anyone you are close to/live with experiencing any of the symptoms above? ¿Alguien con quien está cerca / vive tiene alguno de los síntomas anteriores?

Yes

If Yes, please provide the date the symptoms started:

No

En caso afirmativo, indique la fecha en que comenzaron los síntomas:

Maybe/Not Sure

7. Action: Acción:

Approved/Aprobado

Date Approved or sent home/ La Fecha aprobada o enviada a casa:

Sent Home/Enviado a casa

8. If sent home, please get a current accurate phone number for the employee: Si se envía a casa, obtenga un número de teléfono actual y exacto para el empleado:

Employee/Empleado:

Ph#:

Date:

Name of Supervisor/

Nombre del Supervisor:



KEEP
CALM
AND
WASH
YOUR
HANDS





To: All Employees

As we prepare to re-open our offices on June 1, 2020, The Neiders Company will continue to monitor the COVID-19 pandemic and make necessary changes as needed. Our priority is and will continue to be the well-being of our team members and the support and service of our residents. In the meantime, it is important for us to continue to communicate with you on the steps we are taking to keep our associates safe, along with providing guidelines as we gear towards re-opening our doors and continuous training to follow. We believe with the appropriate precautionary procedures and shared responsibility among all team members, we can continue field operations with a safe and responsible manner.

Responsibilities of Employees

Wear protective face mask when conducting business with resident, vendor, coworkers and adhere with proper care of masks when necessary. Wash hands before and after each workorder and project completion. Follow sanitizer guidelines.

- Report to your manager(s) or supervisor(s) if you are experiencing signs or symptoms of COVID-19.
- Ask your manager or supervisor if you have specific question(s) about this plan or COVID-19.
- If you develop a fever and symptoms such as cough or shortness of breath, **DO NOT GO TO WORK**. Notify your supervisor/HR and call your healthcare provider right away.
- Identify any hazards or potential hazards in your work area and report to direct manager/supervisor and leadership.
- If you have been out sick, please see our return to work policy.
- All employees will adhere to all social distancing protocols, maintain at least 6 feet distance.
- Wash your hands after using the bathroom, before eating, and if you cough/sneeze into your hands (**follow the 20-second hand-washing rule**). You can also use the sanitizers you'll find around the work area.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- Report any resident related COVID-19 death and or tested positive to direct supervisor and notify HR.

Offices, Properties and Common Areas

Social Distancing

- Breakroom etiquette
- Physical distancing while taking breaks
- Staggering break times
- Congregation in common areas
- Workplace seating
- Increasing physical space between employees and residents, contractors, vendors, visitors, etc.
- Implementing flexible meeting such as virtual options
- Offices will have plexiglass sneeze guards installed on the desks and must be wiped down a minimum of 2 times a day
- All properties have been equipped with necessary PPE (masks, sanitizers, cleaning supplies)
- Encourage residents to utilize on-line portal and Rent Café for services
- A visitor's log will be placed at each office that must be utilized and completed for everyone entering the office
- Amenities for residents will remain closed at this time

Resources and Training

- Exposure Control and Response Plan Guide-has been established with details of the actions, training, policies and procedures to help us all continue a safe and healthy work environment.

- All employees will have training and acknowledgement before June 1st to have a solid understanding of the action plan and ask questions as needed.
- Weekly on-going training and education around COVID-19.

We are focused on your health and safety and the well-being of our residents as we re-open our offices. For questions or additional guidance, please contact our leadership team. Thank you for your help in taking personal precautions for your own well-being and those of our colleagues, and communities.

Para: Todos Los Empleados

Mientras nos preparamos para reabrir nuestras oficinas el primero de Junio del 2020, La Compañía Neiders continuara monitoreando la pandemia de COVID-19 y haciendo cambios según sean necesarios. Nuestra prioridad es y continuara siendo el bien estar de nuestro equipo, el apoyo y el servicio para nuestros residentes. Mientras tanto, es importante para nosotros continuar la comunicación con ustedes sobre los pasos que estamos tomando para mantener a nuestros asociados protegidos; y seguir proporcionando las medidas que estamos tomando para reabrir nuestras puertas con entrenamiento a seguir. Creemos que, con las precauciones adecuadas y la responsabilidad compartida entre todos los miembros del equipo, podemos continuar las operaciones regulares de una manera segura y responsable.

Responsabilidades de Empleados

Usar una mascarilla facial protectora al realizar cualquier actividad con residentes, vendedores, o compañeros de trabajo; y cumplir con el cuidado adecuado de las mascarillas cuando sea necesario. Lavar las manos antes y después de cada orden de trabajo o proyecto. Seguir las guías de desinfectantes.

- Reportar a su gerente(s) o supervisor(es) si usted está mostrando signos o síntomas de COVID-19.
- Preguntar a su gerente o supervisor si tiene pregunta(s) específicas sobre este plan o sobre COVID-19
- Si usted desarrolla fiebre o síntomas como tos o falta de aliento, **NO SE PRESENTE A TRABAJAR**
Notificar a su supervisor/ RH (Recursos Humanos) y llamar a su proveedor de atención medica inmediatamente.
- Identificar cualquier peligro, o peligro potencial en su área de trabajo y reportar a su gerente directo/ supervisor y liderazgo.
- Si usted a estado enfermo, consulte la póliza de regreso al trabajo.
- Todos los empleados deben de adherir a todos los protocolos de distanciamiento social, mantener por lo menos 6 pies de distancia.
- Lavar las manos después de usar los baños, antes de comer, y si tose/estornuda en sus mandas (**siga la regla de lavado de manos de 20 segundos**). También puede usar los desinfectantes que se encuentran en el área de trabajo.
- Tose/estornude en su manga, preferible en hacia su codo. Si usa un pañuelo desechable, deshacerse de el apropiadamente y lavar/desinfectar sus manos inmediatamente.
- Evitar tocarse su cara, particularmente sus ojos, nariz, y boca, lavar las manos para prevenir infecciones.
- Reportar cualquier muerte de residentes relacionadas con COVID-19 y/o resultados positivos a su supervisor directo y notificar a Recursos Humanos.

Oficinas, Propiedades, y Áreas Comunes

Distanciamiento Social

- Comportamiento en la sala de descansos
- Distanciamiento físico durante descansos
- Tiempos de descansos separados
- Juntas en áreas comunes
- Asientos en el lugar de trabajo

- Aumentar el espacio físico entre empleados y residentes, contratadores, vendedores, visitantes, etc.
- Implementando juntas flexibles por ejemplo virtuales
- Oficinas tendrán protectores de estornudos instalados en los escritorios de plexiglás, y deberán limpiarse al mínimo 2 veces al día
- Todas las propiedades han sido equipadas con equipo de protección personal (mascarillas, desinfectante, productos de limpieza)
- Animar a los residentes a utilizar nuestro portal en línea, y servicios de Rent Café por internet.
- Se colocará un registro de visitante en cada oficina que se debe de utilizar y completar por todas las personas que entren a la oficina.
- Las comodidades para los residentes permanecerán cerradas en este momento.

Recursos y Entrenamiento

- Las guías de control de exposición y el plan de respuesta han sido establecidas con detalles de las acciones, entrenamientos, las pólizas, y procedimientos para ayudarnos a continuar a tener un ambiente de trabajo seguro y saludable.
- Todos los empleados van a tener entrenamiento y reconocimiento antes del Primero de Junio para tener una sólida comprensión del plan de acción y hacer preguntas según sean necesarias.
- Entrenamiento continuo y educación sobre COVID-19 cada semana.

Estamos enfocados en su salud y seguridad, como la de nuestros residentes cuando volvamos abrir las oficinas. Para preguntas y guía adicional, favor de contactar a nuestro equipo de liderazgo. Gracias por su ayuda en tomar las precauciones personales para su seguridad, la de sus colegas y las comunidades.

Atentamente,

Karl D. Neiders

CEO | The Neiders Company



Employee Acknowledgement

I _____ (Employee Name) hereby acknowledge that I have read The Neiders Company, Exposure Control Plan, Policy and Procedures, Training. I understand that it describes the conduct and behavior expected of me as an employee of The Neiders Company. I further understand that if I violate the described policies and procedures, disciplinary action may be taken against me and/or I may be sent home for the day and/or I may be terminated for cause because ensuring the health and safety of others is The Neiders Company's first priority.

Employee Signature

Date

Employee Name

Property Name

CC: Employee File (Documents)

COVID-19 Exposure Control Plan