



## **L&K COMMUNICATIONS**

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### COVID-19 WORKPLACE SAFETY PROCEDURES

#### Required Use of Face Coverings

- All workers MUST wear a mask / face covering prior to entering the building.
- Masks / Face covering can NOT have vents.
- Masks / Face coverings must cover the nose and mouth.
- Masks / Face coverings must not be shared and should be washed or discarded after each shift
- ALL employees must wear masks / face coverings throughout the work day

#### Individual Control Measures and Screening

- All employees at the beginning of their shift must enter through the office door for screening- temperature check and hand sanitation.
- All workers who are sick or exhibiting symptoms of COVID-19 must inform the manager immediately and will be sent home and advised to seek medical attention.
- Required protective equipment is provided to employees, including mask / face coverings, gloves, soap and/or sanitizer (minimum of 60% alcohol).
- Manager and Supervisors enforce safety protocols and compliance. Employee failure to abide by policies is subject to disciplinary action.

#### DO NOT COME TO WORK IF:

- If a worker has symptoms of COVID-19 as described by the CDC, such as a fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea
- OR If a worker was diagnosed with COVID-19 and has not been released from isolation or given clearance by the appropriate authority,
- OR If, within the past 14 days, a worker has had contact with someone who has been diagnosed with COVID-19 and is considered potentially infectious (i.e. still in isolation).

**To return to work after an employee receives a COVID-19 diagnosis: Employee must be given clearance by the appropriate authority.**

#### Cleaning and Disinfecting Protocols

- Increased availability of cleaning supplies and hand sanitizers for employees
- Employees are reminded to disinfect high traffic areas such as door handles frequently at least every use or every hour and at the close of the day.
- Each worker must disinfect bathrooms after each use. Regular check and disinfection throughout the day.
- Regularly clean and sanitize shared equipment such as telephones, time clocks, counter tops, payment portals, pens, and keys etc.
- All employees must wear disposable gloves or sanitize/wash hands frequently when handling money.
- All workers must wash their hands frequently with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol (preferred) or 70% isopropanol when workers cannot get to a sink or handwashing station, per CDC guidelines.

#### Physical Distancing Guidelines

- Employees are reminded to social distance during lunch breaks.
- In areas where physical distancing cannot be maintained to minimize exposure between workers, use of masks and frequent hand washing/sanitizing is required.