



TU MEN INCORPORATED  
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## COVID-19 MITIGATION PLAN

### Employee Guidance

- All employees must wear a facemask to cover both nose and mouth at all times
- Mandatory temperature check before entering the workplace and random temperature checks throughout the day
- Wash your hands frequently with soap and water for at least 20 seconds or use hand sanitizer
- Maintain Physical Distance for at least 6 feet between yourself and others
- Sanitizing and cleaning will be performed after work hours daily
- Do NOT report to work if you are feeling sick or experiencing any other covid-19 related symptoms listed below
- If you or any member of your house tested positive, awaiting result or had close contact with a person who has tested positive for COVID-19, you must contact your direct supervisor and isolate yourself immediately

### Customer Guidance

- No more than 3 customers allowed inside the office at the same time
- All customers must wear a facemask to cover both nose and mouth at all times
- Mandatory temperature check before entering the office
- Maintain Physical Distance for at least 6 feet between yourself and others
- Do NOT enter the office if you are feeling sick or experiencing any other covid-19 related symptoms listed below

### COVID-19 Related Symptoms may include but not limited to:

- 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 running nose
- Nausea or vomiting,
- Diarrhea
- etc.