**Workplace Safety Guidelines: COVID-19**

The following safety protocols and procedures are in place in response to the COVID-19 pandemic. Before entering the workplace, we would like to inform you of the COVID-19 protocols that we have implemented:

* Mandatory social distancing of at least six (6) feet for all employees and visitors.
* Face masks or coverings are required in all common areas and when six (6) feet distance cannot be maintained.
* Telephone or video meetings preferred when possible.
* Limit time spent in areas of the facility you do not need to be – stick to your work area as much as possible.
* Business travel prohibited (outside state or country) unless approved by HR or Vice President.
* Non-essential visitors to the facility prohibited – family and friends are not permitted to enter facilities.
* Proper hand-washing instructions posted in all washrooms.
* Hand-sanitizer and disinfectant wipes have been made available throughout the facility for employee use.
* Employees required to follow coughing and sneezing etiquette recommended by the CDC.
* Mandatory sanitization of incoming equipment.
* Increased frequency of cleaning and sanitizing high-traffic and high-touch areas.
* Employees with fevers or experiencing other COVID symptoms, may not report to work and must notify HR for direction.
* Employees who have potential exposure to someone who is experiencing COVID symptoms or is confirmed to have COVID, may not report to work and must notify HR for direction.
* Employees who begin experiencing fever or other COVID symptoms at work, must inform HR, will be required to leave, and will not be permitted to return until the Company’s return to work protocol is met.
* Employees returning to the workplace after an extended time away (3 days or more) are required to submit a Return to Work Certification form.

Please note that should it be required - employee temperature screening may be implemented for a period of time at your branch. Should this occur, you will be required to participate in this screening before entering the workplace.

We thank you for your contribution to ensuring the safety of our workplace!