



## **Oregon-Columbia, NECA Coronavirus (COVID-19) Company Policy**

Due to the COVID-19 (coronavirus) pandemic, we are taking proactive steps to address several business concerns. First and foremost, we want to maintain a safe workplace and adopt practices protecting the health of employees, customers, visitors or others. We also want to ensure the continuity of business operations during this pandemic. We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are reminded of the following:

- Take your temperature frequently and remain at home if you have a fever. Stay home when you are sick.
- Wash your hands frequently with warm, soapy water for at least 20 seconds. You can also use the sanitizers you'll find around the office.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Clean frequently touched surfaces.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- 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 people who are sick with respiratory symptoms.
- It is critical that employees do not report to work while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Currently, the Centers for Disease Control and Prevention recommends that employees with temperatures remain at home until at least 24 hours after they are free of fever (100.4 degrees F or 37.8 degrees C using an oral thermometer) or signs of a fever without the use of fever-reducing medications.

Oregon-Columbia, NECA will provide alcohol-based hand sanitizers throughout the workplace and in common areas. We also have masks and gloves available. Cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

Employees are required to practice social distancing in the office during this time and are encouraged to practice social distancing while away from the office.

### **Sick leave arrangements:**

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home.
- If you have been in close contact with someone you believe has been exposed to COVID-19, remain at home until you have confirmation of their COVID test results.
- If you have been exposed to COVID-19, you must get tested and remain at home for the required quarantine period.

- If you have a positive COVID-19 diagnosis, you can return to the office *only after* you've fully recovered, with a doctor's note confirming your recovery.

**When in the office:**

- If you are alone, you do not need to wear a mask unless someone comes into the office. All interactions with others requires that you wear a mask.
- If you are in the office with other employees, you must maintain social distancing or wear a mask during interactions.
- All mail/packages should be dropped off in the vestibule.
- At the end of the day, ensure you sanitize all the areas which you've been in/touched in the office (i.e. your desk, door handles, kitchen areas, etc.)