

COVID-19 Workplace Safety Measures Policy & Acknowledgment

_____ (the “Company”) is providing this document to outline the safety measures and workplace rules it has in place to promote a safe workplace during the COVID-19 pandemic.

- **Stay home if you are sick.** Employees who have COVID-19 symptoms should notify their supervisor or Human Resources immediately and stay home. If you exhibit any symptoms while at work, you will be asked to leave work. Additionally, if someone in your household is experiencing symptoms or has been diagnosed with COVID-19 please advise your supervisor and/or Human Resources immediately. COVID-19 symptoms include:
 - Fever;
 - Cough;
 - Shortness of breath or difficulty breathing;
 - Chills or repeated shaking with chills;
 - Muscle pain;
 - Headache;
 - Sore throat;
 - New loss of taste or smell; or
 - Any other possible symptom.

Additionally, should an employee test positive for COVID-19, such employee will be quarantined until they are cleared to return to work by a health care provider, and we will notify any potentially exposed employees (without disclosing that employee’s name) and conduct a thorough cleaning and disinfecting of the workplace.

- **COVID-19 Testing.** Employees may be required to show proof of a negative test result or submit to a COVID-19 test before being permitted to enter the workplace, such as when the employee previously tested positive for COVID-19 or had COVID-19 symptoms.
- **Paid Leave due to COVID-19.** The Company will provide paid sick leave for those employees quarantined due to a COVID-19 diagnosis or COVID-19 symptoms.
- **Personal Protective Equipment (PPE).** Employees will be required to wear a **face mask** or face covering that covers their nose and mouth at all times while at work. You may bring your own face mask, or the Company will provide face masks for employees to use while at work.
- **Temperature & Symptom Screening.** All employees will be required to submit to a temperature check using a no-touch thermometer once they arrive to work. If you have a temperature of 100.4°F or higher, you will be sent home immediately and not allowed to return to work until you have been fever-free for at least 72 hours without use of fever-reducing medicine. You will also be asked to acknowledge that you have not experienced any COVID- 19 symptoms in the past 72 hours before being allowed to work.
- **Avoid Carpooling.** All employees should avoid carpooling with co-workers as much as possible to limit your exposure to other individuals outside of the workplace.
- **Social Distancing.** Employees should avoid close physical contact such as hugs and shaking hands with co-workers and maintain at least 6 feet of distance between themselves and others as much as possible, including during your breaks.

- **Additional Social Distancing Measures.** To further promote social distancing guidelines, the Company may stagger or shorten work shifts, limit lunch breaks, and shut down the break room entirely to avoid large gatherings of employees.
- **Wash your hands as much as possible.** Employees should wash their hands with soap and water for at least 20 seconds. Additionally, avoid touching your face with unwashed hands.
- **Use hand sanitizer.** Clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not readily available. Due to high demand of hand sanitizer, the Company may not always have a supply of it available for employees, but please feel free to bring your own sanitizer to work for your personal use.
- **No sharing food or personal items.** Employees must not share drinks, food, or utensils with other individuals and should use disposable plates, cups, and utensils when possible. Employees must also avoid using other employees' phones, desks, offices, or other work tools/equipment, when possible. If necessary, clean and disinfect them before and after use.
- **Cover coughing and sneezing.** Cover your mouth and nose with a tissue or paper towel when you cough or sneeze and put the used tissue in a waste basket. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands. Always wash your hands after coughing or sneezing.
- **Sanitize work area daily.** Clean all frequently touched surfaces in the workplace, such as workstations and doorknobs, with disinfecting wipes daily before, during, and after your shift.
- **Avoid contact with sick people outside of the workplace.**
- **No in-person meetings.** When possible, employees are encouraged to conduct internal office meetings via phone or video conference instead of in-person meetings. Managers must encourage use of e-mails, video conferencing, phone calls, and text messaging to communicate with employees. If meetings are unavoidable, avoid close contact (within 6 feet) with others and ensure that the meeting room is properly ventilated.
- **Report safety violations.** If you see any fellow employees violating the Company's safety measures or refusing to wear PPE, please advise your supervisor immediately.

By my signature below, on the employee signature line, I certify that: **I have read and understand this policy. I agree to report and stay home if I experience any COVID-19 symptoms or test positive for COVID-19 and to follow the safety measures outlined above.**

Employee Signature

Date

Employee Name

Fever Log / Registro De Fiebre

English

This document is confidential for managers, supervisors and HR personnel **only**. Employees should not be allowed to see or review this document. If an employee records a fever of 100.4 degrees Fahrenheit or over, please send employee home immediately contact HR and notify them.

Español

Este documento es confidencial para managers, supervisores, o personal de recursos humanos solamente. Empleados no se les debe permitir ver o revisar este documento. Si un empleado tiene fiebre de 100.4 grados Fahrenheit o más, mándalo para la casa inmediatamente y avisa a recursos humanos.

Employee Name / Nombre de Empleado	Date / Fecha	Temperature / Temperatura (Fahrenheit)	Mgr./Sup. Initials / Iniciales

Symptom Free Acknowledgement

Reconocimiento de Estar Libre De Síntomas

English

Through my signature on this document, I certify that in the last **72** hours I have not exhibited any COVID-19 (“Coronavirus”) related symptoms including, but not limited to, fever, cough, shortness of breath, congestion, tiredness, aches and pains, runny nose, sore throat or diarrhea.

If you have exhibited any of the aforementioned symptoms, or others, do not sign this acknowledgement and speak to your supervisor/manager or human resources representative immediately.

Español

*Por medio de mi firma en este documento, certifico que en las últimas **72** horas no he tenido ningún síntoma del COVID-19 (“Coronavirus”), incluyendo, pero no limitado a fiebre, tos, falta de aliento, congestión, cansancio, dolores, secreción nasal/mocos, dolor de garganta, o diarrea.*

Si has tenido alguno de los síntomas en esta lista, u otros, no firmes este reconocimiento y habla con tu supervisor, mánager o representante de recursos humanos inmediatamente.

Name / Nombre	Signature / Firma	Date / Fecha

COVID-19 Diagnosis Response Protocols

If an employee is diagnosed with or exhibits COVID-19 symptoms ("diagnosed employee"), these steps must be implemented:

1. **Isolate & Quarantine Diagnosed Employee.** If your employee tells you they have been diagnosed with COVID-19 or have COVID-19 symptoms and they are at work, you must immediately isolate that individual from other employees and customers. If the employee is at home, the employee must not be allowed to come to work. The diagnosed employee should quarantine at home until approved to return to work by the Company. The diagnosed employee is eligible for paid sick leave under the Emergency Paid Sick Leave Act (EPSLA). If an employee exhausts their EPSLA leave, the company should consider advancing the employee leave, using accrued PTO, or providing unpaid sick leave to ensure an employee does not return to work sick.
2. **Identify Exposed Employees.** Gather the following information and immediately contact your human resources department:
 - a. Diagnosed employee name.
 - b. Employee's last day at work.
 - c. Whether the employee is exhibiting symptoms of COVID-19?
 - i. If yes, identify which symptoms and when the symptoms began.
 - ii. If no, when did the employee get tested?
 - d. **Exposed Employees.**
 - i. Names of co-workers who came in physical or close contact (defined below) with the diagnosed employee during the **48-hour period before:**
 - The diagnosed employee developed symptoms [2(c)(i) above]; **or**
 - The diagnosed employee tested positive for COVID-19 [2(c)(ii) above].
 - i. Date of last contact with diagnosed employee.
 - ii. Type of contact – **physical** (e.g., hugging, touching, or handshake) or **close contact** (within 6 feet for at least 15 minutes).
3. **Notice to Exposed Employees.** You will notify exposed employees that they were exposed to an employee who was diagnosed with or exhibited symptoms of COVID-19. Federal law does not permit companies to disclose (unless the employee consents in writing to the disclosure) the name of the employee who was diagnosed with COVID-19. Accordingly, **DO NOT DISCLOSE** the diagnosed employee's name and identifying information. Keep this information **confidential**.

Note: Use the attached script attached as Exhibit 1 when communicating with exposed employees.

4. **Exposed Employees with Symptoms.** Exposed employees with COVID-19 symptoms who have not been diagnosed must stay home until **10 days have passed since symptoms first appeared**. These employees cannot return until approved to return to by the Company. Symptoms of COVID-19 include:
 - a. Fever;
 - b. Cough;
 - c. Shortness of breath or difficulty breathing;
 - d. Chills or repeated shaking with chills;
 - e. Muscle pain;
 - f. Headache;
 - g. Sore throat; and
 - h. New loss of taste or smell.

5. **Exposed Employees without Symptoms**. Exposed employees who are not exhibiting symptoms are not required to self-quarantine. However, these employees must follow the practices outlined by the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>.
6. **Paid Sick Leave for Quarantined Exposed Employees**. Quarantined exposed employees with COVID-19 symptoms are eligible to receive paid sick leave based on the Emergency Paid Sick Leave Act (EPSLA). If an employee exhausts their EPSLA leave, the company should consider advancing the employee leave, using accrued PTO, or providing unpaid sick leave to ensure an employee does not return to work sick.
7. **Disinfecting the Workplace**. If less than 7 days have passed since the diagnosed employee was at work, you must clean and disinfect the work place, including the diagnosed employee's work area and any common areas (e.g., break rooms, bathrooms, doorknobs, etc.). **Note:** If it has been more than seven days since the diagnosed employee was last at work, the CDC currently states that additional cleaning and disinfection is not necessary, but you should maintain your regular cleaning schedule.

a. **Timing and Location of Cleaning:**

- i. **Close off areas & ventilate** – close off areas visited by ill persons; open outside doors and windows and use ventilating fans to increase air circulation in the area.
- ii. **Waiting Period** – the CDC recommends waiting 24 hours **or as long as practical** before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.

b. **Steps to Follow if Performing Self-Cleaning:**

i. **Clean** –

1. **Hard (Non-porous) Surfaces** – clean surfaces using soap and water.
2. **Soft (Porous) Surfaces** – for surfaces such as carpeted floor, rugs, and drapes, clean with appropriate cleaners indicated for use on these surfaces. If items can be laundered, use the warmest appropriate water setting then dry completely.
3. **Linens and Clothing** – do not shake dirty laundry; use the warmest appropriate water setting then dry completely.
4. **Electronics** – remove visible contamination and follow the manufacturer's instructions for all cleaning products.

ii. **Disinfect** – use EPA-registered household disinfectants or bleach solution (4 tsp of bleach per quart of water) to disinfect the work site.

1. **Focus on frequently touched surfaces** such as doorknobs, light switches, furniture, offices, bathrooms, common areas, shared electronic equipment like phones,

computers, keyboards, remote controls, and ATM machines used by the diagnosed employee.

2. **Ensure workers are trained** on the hazards of the cleaning chemicals used in the workplace.
- iii. **While cleaning** – follow all product labels; use gloves, gowns, and other protective equipment; ensure proper ventilation.
 - iv. **After cleaning** – dispose of gloves, gowns, or other PPE; wash hands with soap and water for 20 seconds.
- c. **Professional Disinfecting.** After receiving notice of diagnosed employee, the Company may schedule a professional disinfecting company to clean the car wash.

Script for Notifying Exposed Employees

Thank you for coming into work today/Thank you for taking my call. As you know, we are taking all the precautions we can to help employees stay safe during this coronavirus today.

Unfortunately, we believe you have been exposed to an individual who has tested positive for or exhibited symptoms of COVID-19. I know you likely have a lot of questions right now, but here is what I can tell you right now:

1. If you are not exhibiting COVID-19 symptoms, the CDC guidance states you may return to work under these conditions:
 - a. You must submit to a temperature check and assessment of your symptoms prior to your shift.
 - b. You must self-monitor for COVID-19 symptoms while at work and at home.
 - c. You must continue to wear a face mask at all times while in the workplace or public areas.
 - d. You must continue maintaining 6 feet of distance between yourself and other employees and customers and practice social distancing in the workplace as work duties permit.
 - e. You must clean and disinfect all work areas such as offices, bathrooms, common areas, shared electronic equipment, routinely after you use them.
2. If you are exhibiting COVID-19 symptoms, you cannot come to work (or you must leave immediately) and self-quarantine for at least 10 days after your symptoms first appeared. After 10 days, you must get tested and provide proof of a negative test for COVID-19 before being allowed to return to work.
3. Please monitor your symptoms during this quarantine time. If you have (1) fever, (2) dry cough, (3) shortness of breath or other COVID-19 symptoms identified by the CDC, call your healthcare provider and let them know you have COVID-19 symptoms and have been exposed to an individual who has tested positive with the virus.
4. You may only return to work as approved by the Company based on the CDC's guidelines.

Thank you for your hard work during these past few weeks. Please let us know if there is anything we can do to help you during your quarantine (or while you are at work).



COVID-19 Return to Work Guidance

The following chart serves as guidance, in accordance with CDC guidelines, relating to employees who are or may be infected with COVID-19 and essential employees who have been exposed to COVID-19. We recommend choosing one option in each category of employee to ensure employees understand when they may return to work.

WHO?	NEXT STEPS	RETURN TO WORK
<p>Employees who test positive for COVID-19 with symptoms.</p> <p><u>AND</u></p> <p>Employees with COVID-19 symptoms but no positive diagnosis.</p>	<ul style="list-style-type: none"> • Contact your supervisor or HR immediately to inform them of your test results. • Stay home until it is safe to be around others. • Follow CDC recommendations while at home. 	<p>You may return to work after meeting the criteria for one of the following options:</p> <p><u>Option 1:</u> Symptom-Based Strategy</p> <ul style="list-style-type: none"> ▪ 3 days with no fever; and ▪ Symptoms improved; and ▪ 10 days since symptoms first appeared.* <p><u>OR</u></p> <p><u>Option 2:</u> Test-Based Strategy</p> <ul style="list-style-type: none"> ▪ No fever without the use of fever-reducing medications; and ▪ Other symptoms have improved (e.g., cough, shortness of breath); and ▪ Employee receives 2 negative tests in a row, 24 hours apart. <p><u>OR</u></p> <p><u>Option 3:</u> Combination</p> <ul style="list-style-type: none"> ▪ 3 days with no fever; no other symptoms; 10 days have passed since symptoms first appeared;* and ▪ You provide proof of a negative test result after 10 days of isolation.

* Note: Employees with weakened immune systems may need to stay home longer than 10 days. Talk to your doctor for more information.

CONTACT US

Put our experience, expertise and understanding of your employees to work for you. At Monty & Ramirez LLP, *We Know What Works.®*

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WHO?	NEXT STEPS	RETURN TO WORK
<p>Employees who test positive for COVID-19 without symptoms (asymptomatic).</p>	<ul style="list-style-type: none"> • Contact your supervisor or HR immediately to inform them of your test results. • Stay home until 10 days have passed since test. • Follow CDC recommendations while at home. 	<p>If you continue to have no symptoms, you may return to work after:</p> <p><u>Option 1</u>: 10 days have passed since test.*</p> <p>OR</p> <p><u>Option 2</u>: Test-Based Strategy</p> <ul style="list-style-type: none"> ▪ No fever without the use of fever-reducing medications; and ▪ Other symptoms have improved (e.g., cough, shortness of breath); and ▪ Employee receives 2 negative tests in a row, 24 hours apart. <p>OR</p> <p><u>Option 3</u>: Combination</p> <ul style="list-style-type: none"> ▪ 10 days have passed since you tested positive for COVID-19;* and ▪ You provide proof of a negative test result after 10 days of isolation.
<p>Essential critical infrastructure workers exposed to COVID-19 without symptoms.</p> <p>“Exposed” employees refer to employees who came in close contact (less than 6 feet) for extended periods of time (at least 15 minutes) with the infected employee during the 48-hour period before either: (i) the infected employee developed symptoms of COVID-19 or (ii) the infected employee took the COVID-19 test.</p>	<ul style="list-style-type: none"> • Contact your supervisor or HR immediately to inform them of your exposure to COVID-19. • Continue monitoring for COVID-19 symptoms. • If you begin experiencing COVID-19 symptoms while at work, notify your supervisor and go home immediately. • Follow CDC recommendations while at home. 	<p>You may return to work. However, such you must follow these practices prior to and during your work shift:</p> <ol style="list-style-type: none"> 1. Pre-Screen: You must submit to a temperature check and assessment of their symptoms prior to their shift. 2. Regular Monitoring: You must self-monitor for COVID-19 symptoms. 3. Wear a Mask: You must wear a face mask at all times while in the workplace for at least 14 days after last exposure. 4. Social Distance: You must maintain 6 feet between yourself and other employees and customers in the workplace as work duties permit. 5. Disinfect and Clean Work Spaces: You must clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment, routinely.

*Note: Employees with weakened immune systems may need to stay home longer than 10 days. Talk to your doctor for more information.