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**Hoffmann  
Architects**

# COVID-19 Safety Plan

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## COVID-19 Safety Plan

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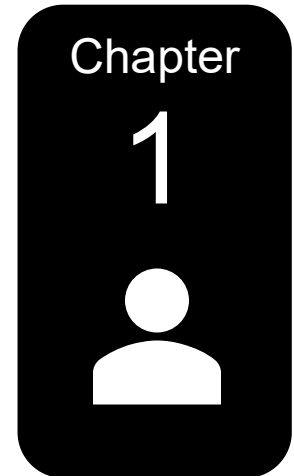
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# People

- Physical (“Social”) Distancing  
*Requirements  
Policies & Procedures*
- Attachments:  
*“Safe Workplace Rules”  
“Job Site Safety”*



## Physical (“Social”) Distancing

### Requirements:

- Ensure six feet of distance between personnel unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.
- Post social distancing markers using tape or signs that 6 feet of spacing in commonly used and other applicable areas on the site.
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

### Policies & Procedures:



Individuals must ensure that a distance of at least six feet is maintained among individuals at all times unless safety of the core activity requires a shorter distance.



Any time individuals must come within six feet of another person, acceptable face coverings must be worn. Individuals must be prepared to don a face covering if another person unexpectedly comes within six feet.

- Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings and disposable masks that cover both the mouth and nose.
- Cloth, disposable, or other homemade face coverings are not acceptable face coverings for workplace activities that typically require a higher degree of protection for personal protective equipment (PPE) due to the nature of the work. For those activities, N95 respirators or other PPE used under existing industry standards should continue to be used, as is defined in accordance with OSHA guidelines.



Use of small spaces (e.g. elevators, supply rooms, personal offices, vehicles) by more than one individual at a time shall be prohibited, unless all individuals in such space at the same time are wearing acceptable face coverings.

- Even when face coverings in use, occupancy must never exceed 50% of the maximum capacity of the space or vehicle, unless it is designed for use by a single occupant.
- Access to areas that have reached maximum capacity under distancing guidelines shall be restricted.



Signage shall be post throughout the office, consistent with CDC guidelines and Department of Health COVID-19 signage. Such signage will remind individuals to:

- Cover their nose and mouth with a mask or cloth face-covering when six feet of social distance cannot be maintained.
- Properly store and, when necessary, discard PPE.
- Adhere to physical distancing instructions.
- Report symptoms of or exposure to COVID-19, and how they should do so.
- Follow hand hygiene and cleaning and disinfection guidelines.



In-person gatherings (e.g. meetings, conferences) shall be limited to the greatest extent possible and use other methods such as video or teleconferencing whenever possible. When videoconferencing or teleconferencing is not possible, gatherings/meetings shall be held in open, well-ventilated spaces and ensure that individuals maintain six feet of social distance between one another.



Employees that do not need to be in the office may be allowed to collect documents or materials from their place of work on a case-by-case basis. Such collection should occur minimally, not with frequency.



A designated area for pickups and deliveries shall be established in each office. Contact with outside individuals picking up or delivering items shall be limited to that area.

## **Attachments**

***“Job Site Safety”***  
***“Safe Workplace Rules”***

# Job Site Safety



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Hoffmann Architects employees shall follow these guidelines while on job/construction sites.



## **PRACTICE "SOCIAL DISTANCING"**

Maintain at least 6 feet of space between yourself and others to lessen your chances of catching or spreading COVID-19.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

In addition to current PPE requirements, the following equipment will be required to be used when on a project/job site:

- Cloth Face Covering/Mask
- Gloves - The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves, nonsterile disposable.

**DO NOT** share personal protection equipment (PPE).

**DISINFECT** reusable supplies and equipment.

**DISPOSE** of used PPE properly.

## **PROJECT/JOB SITE MEETINGS**

- Avoid in-person meetings when possible
- Job Site – No more than 20 people
- Office – No more than 6 people.
- Maintain proper social distancing
- Use "virtual" meeting methods whenever possible
- Limit the exchange/sharing of paper documents by encouraging use of electronic communication whenever possible.

## **DO NOT SHARE...**

- Phones, electronic devices, desks, workstations, offices, tools, and equipment (including PPE).

## **KNOW THE SYMPTOMS...**

Refer to the Centers for Disease Control and Preventions (CDC) website for a list of common COVID-19 symptoms.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

## **WASH YOUR HANDS FREQUENTLY AND AVOID TOUCHING YOUR FACE**



Clean your hands often with an alcohol-based hand sanitizer that contains at least 60% alcohol or wash your hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.

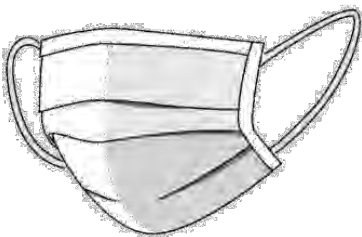
# Safe Workplace Rules



**All Visitors to and Employees of Hoffmann Architects shall adhere to the following while on premises.**

## Visitors

- A mask or cloth face covering is required to be worn while on premises.
- All visitors must sign in at the front desk.
- All visitors must practice “social distancing” while on premises.
- Visitors are advised to follow the CDC guidelines for preventing transmission of COVID-19.



### **For More Information:**

<https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers>

[https://coronavirus.health.ny.gov/system/files/documents/2020/04/doh\\_covid19\\_eo20216employeeefacecovering\\_041420.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/04/doh_covid19_eo20216employeeefacecovering_041420.pdf)

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

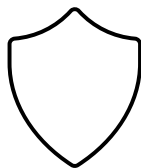
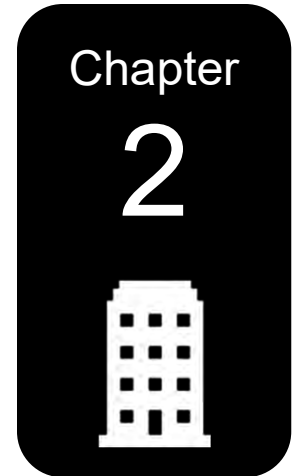
## Employees

- Each employee shall be required to wear a mask or other cloth material that covers his or her mouth and nose while in the workplace, except to the extent an employee is using break time to eat or drink.
- Where employees are working alone in segregated spaces (i.e. cubicles with walls, private offices, etc.), employees may remove their masks.
- Employees shall wear a mask or face covering from the time they enter the building until the time they arrive at their cubicle/work station and at any time they are leaving their work station and moving around common areas (i.e. in hallways and stairwells, going to the restroom or break room, etc.).
- Employees working in congregate settings (i.e. open manufacturing floors, warehouses, areas open to the public, shared offices, or similar settings), shall wear a face covering as above, as well as when they are at their workstation.
- Employees shall practice “social distancing” to the greatest extent possible while in the office.
- Employees shall avoid in-person meetings as much as possible. Where in-person meetings must occur, they should be limited to a maximum of six people, each attendee should have a mask covering their mouth and nose at all times, and a distance of six feet should be maintained.
- Whether at work or at home, all employees are advised to follow the CDC guidelines for preventing transmission of COVID-19 including:
  - Washing hands frequently for at least 20 seconds, avoiding touching mouth and



## Places

- Personal Protective Equipment  
*Requirements*  
*Policies & Procedures*
- Hygiene & Cleaning  
*Requirements*  
*Policies & Procedures*
- Communication  
*Requirements*  
*Policies & Procedures*
- Attachments:  
*“Masks & Face Coverings”*  
*“Cleaning & Disinfecting”*



### Personal Protective Equipment (PPE)

#### Requirements:

- *Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.*
- *Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.*
- *Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or sanitize or wash hands before and after contact.*

#### Policies & Procedures:



Hoffmann Architects shall provide each employee with necessary Personal Protective Equipment (PPE). An adequate supply of PPE shall be maintained in each office location. Employees requiring additional PPE shall contact their Office Director and the company Safety Program Administrator. The following types of PPE are available to employees:

- Reusable Cloth Face Masks
- Disposable Face Masks

- Disposable Gloves
- Hand Sanitizers



Face coverings must be cleaned or replaced after use and may not be shared. Please consult CDC guidance for additional information on cloth face coverings and other types of PPE, as well as instructions on use and cleaning. Employees shall be responsible for maintaining and cleaning any PPE that they are issued by Hoffmann Architects.



Employees are allowed to use their own acceptable face coverings. Employees are not required to supply their own face coverings. Employees are permitted to wear their personally owned additional protective coverings (e.g. surgical masks, N95 respirators, or face shields).



Employees shall be provided with more protective PPE (e.g. N95 respirators) as required by the nature of their work.



Masks/face coverings must be worn in common areas including elevators, lobbies, and when traveling around the office.



## Hygiene & Cleaning

### Requirements:



*Adhere to hygiene and sanitation requirements from the **Centers for Disease Control and Prevention (CDC)** and **Department of Health (DOH)** and maintain cleaning logs on site that document date, time, and scope of cleaning.*



*Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.*



Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

**Policies & Procedures:**



A hand hygiene station shall be maintained in each office. The station shall include the following:

- For handwashing: soap, running warm water, disposable paper towels, and a lined garbage can.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.



Hand sanitizer shall be available throughout common areas in the office. It shall be placed in convenient locations, such as at entrances, exits, and reception desks. Signage shall be placed near hand sanitizer stations indicating that visibly soiled hands are to be washed with soap and water as hand sanitizer is not effective on visibly soiled hands.



Cleaning/disinfection supplies shall be provided for shared and frequently touched surfaces. Employees shall use these supplies following manufacturer’s instructions before and after use of these surfaces, followed by hand hygiene. Examples of such surfaces include the following:

- Countertops
- Door handles/door knobs
- Shared equipment(e.g., printers, scanners, phones, etc.)
- Desks and chairs
- Computers and monitors
- Kitchen equipment (coffee machines, microwaves, etc.)



Cleaning and disinfection of exposed areas shall be performed in the event an individual is confirmed to have COVID-19. Such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces (e.g. touchscreens, printers, keypads, telephones, hand rails, door handles).



**Communication**

**Requirements:**



*Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.*



*Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.*



*Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.*



*If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.*

**Policies & Procedures:**



Signage shall be posted throughout each office to provide employees and visitors with applicable instructions, policies, and guidelines. Such signage shall include:

- Cleaning & Disinfecting
- Job Site Safety
- Masks & Face Coverings
- Monitoring Symptoms
- Safe Workplace Rules



Office visitors shall be required to adhere to all CDC/DOH guidance and Hoffmann Architects’ Policies and Procedures, specifically face coverings when a social distance of six feet cannot be maintained.

**Attachments**

*“Cleaning & Disinfecting”*  
*“Masks & Face Coverings”*

# Cleaning & Disinfecting



All Visitors to and Employees of Hoffmann Architects shall adhere to the following while on premises.

- Disinfectants are irritants and sensitizers, and should be used cautiously.
- Clean and disinfect frequently touched surfaces at least daily and shared objects after each use.
- Use products that meet EPA's criteria for use against SARS-CoV-2 and that are appropriate for the surface.
- Prior to wiping the surface, allow the disinfectant to sit for the necessary contact time recommended by the manufacturer.
- Follow proper cleaning procedures to ensure safe and correct application of disinfectants and cleaners.



Clean and disinfect common areas, high transit areas, and frequently touched surfaces on an ongoing basis (at least daily) and more frequently if used more often. Clean and disinfect shared objects after each use.

*Examples include:*

- Entrances/lobbies
- Kitchens
- Hallways
- Door handles/door knobs
- Shared equipment(e.g., printers, scanners, phones, etc.)
- Desks and chairs
- Computers, monitors
- Coffee machines

## **CLEANER**

Removes germs, dirt, and impurities from surfaces or objects. Works by using soap/detergent, water and friction to physically remove dirt and germs from surfaces. Cleaning before disinfecting reduces spreading infection more than disinfecting alone.

## **SANITIZER**

Reduces germs on surfaces to levels considered safe for public health (usually 99.99%). Products must be EPA registered.

## **DISINFECTANT**

Destroys almost all infectious germs, when used as the label directs on a surface. No effect on dirt, soil, or dust. Should be used where required by law, in high-risk and high-touch areas, or in case of infectious disease. Products must be EPA registered.

## **For More Information:**

[https://osha.washington.edu/sites/default/files/documents/Fact\\_Sheet\\_Cleaning\\_Final\\_UWDEOHS\\_0.pdf](https://osha.washington.edu/sites/default/files/documents/Fact_Sheet_Cleaning_Final_UWDEOHS_0.pdf)

# Masks and Face Coverings

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**Cloth masks or face coverings shall be worn by visitors to and employees of Hoffmann Architects while on premises. It is also advised that mask/face coverings be worn by employees while on job/construction sites.**

- The CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) especially in areas of significant community-based transmission.
- The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC



Reusable Cloth  
Face Mask



Disposable  
Face Mask

## Do...

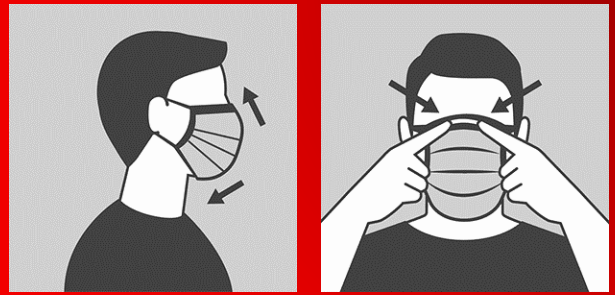


- Make sure you can breathe through it.
- Wear it whenever going out in public.
- Make sure it covers your nose and mouth.
- Wash (reusable) masks/face coverings after use.

## Do not...



- Use surgical masks or PPE intended for healthcare workers.



## Cloth face coverings should...

- fit snugly but comfortably against the side of the face;
- be secured with ties or ear loops;
- include multiple layers of fabric;
- allow for breathing without restriction;
- be able to be laundered and machine dried without damage or change to shape.

## When do you need to wear a cloth face covering?

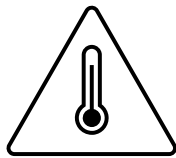
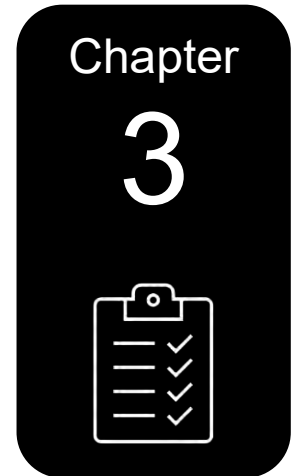
- A cloth face covering should be worn whenever people are in a community setting, especially in situations where you may be near people. These settings include grocery stores and pharmacies. These face coverings are not a substitute for social distancing. Cloth face coverings are especially important to wear in public in areas of widespread COVID-19 illness.

## Do I still need to stay at least 6 feet away from people if wearing a face covering?

- **Yes.** Wearing cloth face coverings is an additional public health measure people should take to reduce the spread of COVID-19. CDC still recommends that you stay at least 6 feet away from other people (social distancing), frequent hand cleaning and other everyday preventive actions. A cloth face covering is not intended to protect the wearer, but it may prevent the spread of virus from the wearer to others. This would be especially important if someone is infected but does not have symptoms. View CDC's guidance on how to protect yourself.

## Process

- Screening  
*Requirements*  
*Policies & Procedures*
- Contact Tracing & Disinfection of Contaminated Areas  
*Requirements*  
*Policies & Procedures*
- Attachments:  
    *“Monitoring Symptoms”*  
    *“COVID-19 Employee Questionnaire”*  
    *“COVID-19 Visitor Screening Questionnaire”*



### Screening & Testing

#### Requirements:



Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors. Assessment responses must be reviewed every day and such review must be documented.

#### Policies & Procedures:



Screening is required for all employees or visitors and completed using a questionnaire that determines whether the employee has:

- Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19;
- Tested positive for COVID-19 in the past 14 days; and/or
- Has experienced any symptoms of COVID-19 in the past 14 days.



Employees shall immediately disclose if and when their responses to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of work hours.

- In addition to the screening questionnaire, daily temperature checks may also be conducted per U.S. Equal Employment Opportunity Commission or DOH guidelines. Responsible Parties are prohibited from keeping records of employee health data (e.g. temperature data).



An employee or visitor who screens positive for COVID-19 symptoms shall not be allowed to enter the office. Employees shall be sent home with instructions to contact their healthcare provider for assessment and testing.



An employee who has responded that they have had close contact with a person who is confirmed or suspected of having COVID-19 may not be allowed to enter the site without abiding by the precautions outlined below and the Hoffmann Architects has documented the employee’s adherence to those precautions.



Hoffmann Architects must immediately notify the local health department about any positive (tested) case. The employee shall be provided with information on healthcare and testing resources.



All employee and visitor responses shall be reviewed collected by the screening process on a daily basis. A record of such review shall be maintained.



All office visitors are to log in at the front desk, have their temperature taken and respond to the screening questionnaire.



If an employee has COVID-19 symptoms **AND EITHER** tests positive for COVID-19 **OR** did not receive a test, the individual may only return after completing at least 14 days of self-quarantine.



If an employee does **NOT** have COVID-19 symptoms **BUT** tests positive for COVID-19, the individual may only return to work after completing at least 14 days of self-quarantine.



If an employee has had close contact with a person with COVID-19 **AND** is symptomatic, the individual should notify their supervisor and follow the above protocol for a positive case. Even if symptoms are deemed not related to COVID-19, the individual must complete a 14-day quarantine after the contact.



If an employee has had close contact with a person with COVID-19 **AND** is **NOT** symptomatic, the individual must complete a 14-day self-quarantine. If the employee is critical to the operation or safety of an office **AND** is **NOT** symptomatic, the employee shall notify their supervisor and the health department where the building is located of their need to return to work.

If approved to work, the employee must remain under quarantine at all times when not at work. The individual and employer must adhere to the following practices prior to and during their work shift, which should be documented:

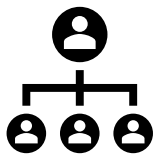
- The employee must take their temperature before work to confirm they do not have a fever.



- Regular monitoring: If the employee or visitor does not have a fever or symptoms, they should self-monitor under the supervision of their employer’s occupational health program.
- Wear a mask: The employee shall wear a face mask at all times while in the workplace for 14 days after last exposure to a person with COVID-19. The employee shall not share headsets or other objects used near the face.
- Social distance: The employee shall continue social distancing practices, including maintaining, at least, six feet distance from others.
- The employee shall not congregate in the common spaces or other crowded places.
- Clean and disinfect work spaces: Continue to clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment routinely. Increase the frequency of cleaning and disinfection of high-touch surfaces.



If an employee is symptomatic upon arrival at work or becomes sick during the day, the employee must be separated and sent home immediately, following the above protocol for a positive case.



### Contact Tracing & Disinfection of Contaminated Areas

**Requirements:**



*Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.*

**Policies & Procedures:**



Hoffmann Architects must notify the local health department and State DOH immediately upon being informed of any positive COVID-19 test result by an employee in their office.



In the case of an employee or visitor testing positive, Hoffmann Architects shall coordinate with the local health department as required to trace all contacts in the workplace, and the local health department where the building is located must be notified of all individuals who entered the site dating back 48 hours before the employee or visitor first experienced COVID-19 symptoms or tested positive, whichever is earlier. Confidentiality must be maintained as required by federal and state law and regulations.



Hoffmann Architects shall ensure that in the case of an employee showing symptoms while in the workplace, the building managers are immediately notified with information on where the individual has been throughout the building and notify building management if the symptomatic employee tests positive.



Individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism, are required to self-report to their employer at the time of alert and shall not be permitted to remain or return to the building until they have completed quarantine, as described above in **“Screening & Testing”**.

## Attachments

*“COVID-19 Screening Questionnaire”*  
*“Monitoring Symptoms”*

# COVID-19 Employee Screening Questionnaire

Name:

Date:

If you answer “YES” to any of the following questions, please contact HR about reasonable accommodations or alternative work options.

<b>To be asked upon returning to work:</b>	<b>YES</b>	<b>NO</b>
1. Do you have anyone in your home/ have you interacted with anyone that is at a higher risk for contraction? (nurses, essential workers, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have anyone in your home that could be more susceptible to contracting COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>
<b>To be asked weekly:</b>	<b>YES</b>	<b>NO</b>
1. Have you had contact with a person known to be infected, potentially infected, or exposed to someone infected with COVID-19 within the previous 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you or someone you have been in contact with traveled domestically or internationally in the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you or someone you have been in contact with attended a gathering where proper social distancing protocol was not followed in the past 14 days?*	<input type="checkbox"/>	<input type="checkbox"/>
<b>To be asked daily:</b>	<b>YES</b>	<b>NO</b>
1. Have you had a fever, cough, shortness of breath, difficulty breathing, chills, muscle pain, sore throat, or new loss of taste or smell that cannot be attributed to another health condition in the past 2-14 days?*	<input type="checkbox"/>	<input type="checkbox"/>
*Definitions represent CDC-designated guidance and symptoms of COVID-19 at the time of drafting. For the most current list of symptoms and guidance please consult the CDC's website.		

**Please acknowledge the following upon arrival:**

<input type="checkbox"/> I certify I will follow my employer's COVID-19 policy.	<input type="checkbox"/> I certify that all answers are true and correct to the best of my knowledge.
---	---

Employee Signature:

# COVID-19 Visitor Screening Questionnaire

In an effort to reduce the risk of COVID-19 exposure to Hoffmann Architects' employees, all visitors must complete the following screening questions.

<i>Date:</i>	<input style="width: 95%;" type="text"/>	<i>Time:</i>	<input style="width: 95%;" type="text"/>
<i>Name:</i>	<input style="width: 95%;" type="text"/>	<i>Company:</i>	<input style="width: 95%;" type="text"/>
<i>Phone:</i>	<input style="width: 95%;" type="text"/>	<i>Email:</i>	<input style="width: 95%;" type="text"/>
<i>Person / Department Visiting:</i> <input style="width: 95%;" type="text"/>			

<b>Self-Declaration by Visitor</b>		YES	NO
1. Have you traveled out of the country or been in close contact with anyone who has traveled out of the country within the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Have you tested positive for COVID-19 within the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Have you had close contact with or cared for someone diagnosed with or has had symptoms of COVID-19 within the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Have you experienced any of the following symptoms in the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Cough</li> <li>• Shortness of breath</li> <li>• Fever</li> <li>• Chills</li> <li>• Repeated shaking with chills</li> <li>• Muscle pain</li> <li>• Headache</li> </ul>	<ul style="list-style-type: none"> <li>• Sore throat</li> <li>• New loss of taste or smell</li> <li>• Congestion or runny nose</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> <li>• Fatigue</li> </ul>		
<i>Visitors answering <b>YES</b> to any of the above questions will not be permitted access to Hoffmann Architects' facility.</i>			
<b>For Internal Use</b>			
Access to Facility (circle one):	Approved	Denied	
Employee Name:	<input style="width: 95%;" type="text"/>	Employee Signature:	<input style="width: 95%;" type="text"/>

# Monitoring Symptoms



Employees resuming in-office work and office visitors are to confirm they have not experienced COVID-19 CDC-defined symptoms and to monitor their own symptoms; including cough, shortness of breath, or any two of the following symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

***Employees are to stay home if sick***



## IN THE EVENT OF A POSITIVE COVID-19 CASE

Employees shall inform their employers and follow state testing and contact tracing protocols.