



## Workplace Standards for Responding to the COVID-19 Pandemic

Gotcha is implementing the following workplace standards to minimize the exposure of our employees to the virus which causes COVID-19.

1. No person who feels ill shall be allowed to enter the facility or be at work.
2. Each person entering the facility shall have their temperature taken according to the procedure detailed below in Facility Entrance and Exit Monitoring.
3. Upon entering the facility every person shall immediately wash their hands for a minimum of 20 seconds using soap and water. Hands shall be dried with paper towels which are to be immediately be disposed of in a waste receptacle. If soap and water are not available an alcohol-based hand sanitizer with a minimum alcohol percentage of 60% may be used to sanitize the hands if they are not heavily soiled with dirt and/or grease.
  - If after performing a task which leaves the hands soiled, they shall be washed immediately as in step 1.
4. A spatial distance of no less than six feet shall be maintained by employees.
5. Workspaces shall be adjusted so that the six-foot separation is maintained.
6. Every effort shall be taken to minimize working in enclosed spaces.
7. If masks are available, they shall be worn. If masks are not available other fabric may be substituted such as bandana, scarf, etc.
8. If work requires people to be closer than six feet, the time of close exposure shall not exceed five minutes.
9. Coughs and sneezes shall be covered by tissue even when a mask is worn. The tissue shall be immediately disposed of in a waste container. Immediately after a sneeze or cough hands must be washed as in step 3. If tissues are not available, then cough or sneeze into the elbow.
10. Surfaces which are routinely touched shall be disinfected using a CDC approved sanitizing solution on a daily basis. If sneezing or coughing takes place in the area touch surfaces shall be cleaned as soon as possible.
  - If a mask is available to prevent asymptomatic individuals from spreading the virus it shall be used.
11. Employees should have their own set of tools, writing implements, telephone, computer, tablets, or other personal implements. If a situation exists where a device must be shared it shall be cleaned using approved sanitizing methods between users.
12. Employees should make efforts to minimize touching their hands to their face.

## **Facility Entrance and Exit Monitoring:**

Purpose: This protocol is designed to minimize the likelihood of exposing employees to the virus which causes COVID-19. No employee or essential visitor with a temperature of 100.4 or greater, feels ill, or feverish shall be allowed to enter the facility or to work.

Each facility shall be supplied with a non-contact thermometer designated for human use. This thermometer shall not be removed from facility.

1. Establish a baseline normal temperature for each person. Log this temperature.
  - a. A fever shall be defined as a reading of 100.4 F or higher, is warm to the touch or if one is feeling feverish.
2. Every person upon entering the building for their shift and exiting the facility at the end of the shift will have their temperature taken and recorded. Temperature shall also be taken and recorded if at any time a person feels ill.
3. If a fever, as defined in 1, is recorded that person will not be allowed into the facility. The person's name, date, time, and temperature shall be logged.
4. They shall not be allowed to return to work unless cleared by their health care provider. If a health care provider is not available, the employee shall remain at home for three days without a fever (achieved without medication) at a minimum; if they do not develop any other symptoms. If they develop symptoms, they should remain at home for at least seven days from the initial onset of symptoms, and three days without a fever (achieved without medication).
5. If any person begins to display respiratory symptoms or a fever they will not be allowed to work until the symptoms subside for a period of three days (72hours) or are tested and cleared from having the SARS CV-2 virus.
6. No visitors shall be allowed into the facility unless they are necessary to complete a task vital to operations. E.g. plumber, electrician, etc. Before entry they shall be asked the following questions: If any question is answered in the affirmative, they shall not be allowed into the facility.
  - a. Have you had a fever within the past 72 hours?
  - b. Have you had any of the symptoms of COVID-19 within the past 72 hours? (fever, cough, sore throat, chest pain, difficulty breathing)
  - c. Does anyone in your family or close contacts exhibit any symptoms associated with COVID - 19? (fever, cough, sore throat, chest pain, difficulty breathing)
  - d. Have you been exposed to anyone diagnosed with the virus that causes COVID-19 within the past 14 days?

**Sources:**

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/home/resources/screening-employees-for-covid-19>

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