

## Response and preparedness to COVID-19

Hire Well Now's main concern is the welfare and well-being of its fantastic staff and clients. In reviewing guidance from the CDC (Centers for Disease Control) and both local and state authorities, the following protocols are now in effect until further notice.

### **Sick employees are encouraged to stay home.**

- Whether you are displaying symptoms of Covid-19 or just not feeling 100%, we need you to stay home.
- You do not need to provide any type of doctor's excuse to validate you are sick or to return to work.
- Effective immediately, everyone has 10 days of sick leave with pay so do not worry that you will not get paid for taking the time off.

### **Employees may work remotely from home.**

- At this time we are not mandating that employees work from home, however, you may elect to do so and are encouraged to do so if you are not feeling 100%, have someone at home that may be sick or are concerned about family members who may be susceptible to getting ill.
- If you would like to work from home, but do not have the necessary equipment, like computers, headphones, adequate \*internet services, we will make arrangements to provide you those tools. (\*Provided wireless hot spot is an option)

### **Practice Social Distancing at the Workplace**

- Please maintain a 6-foot barrier around your person. This means feel free to utilize a workspace that is open to accommodate this barrier.

### **Practice intense personal hygiene.**

- The surfaces we touch are often carriers of bacteria and viruses. Please make sure you wash your hands multiple times per day with soap and water for at least 20 seconds.
- Regularly use hand-sanitizer that has been provided at all workstations.
- We will soon have disposable surgical gloves available for all employees. You are encouraged to use them.
- We will soon have antibacterial phone wipes available for all employees. We often put our cell phones down on multiple surfaces during the day. Using the cell phone wipes and putting your phone in a pocket, versus setting out on the counter will help keep your device free of bacteria.

### **Perform routine environmental cleaning**

- Please regularly wipe down your workspace with the Clorox antibacterial wipes we have provided. We suggested doing this before you start your workday, around noontime and before you leave for the day. In addition, please help us by routinely wiping down commonly used surfaces such as countertops, neighboring workspaces (whether occupied or not) and door handles and knobs.

### **Work Travel**

- At this time, we will cease all planned or unplanned work travel until 4/15/2020. At that time, we will re-evaluate this position and make a new determination based on the current conditions and recommendations from the health authorities.

Additional or updated protocols could be added as recommended by the CDC, local authorities and or state authorities. Our number one concern is that we do everything we can to keep each other safe, secure and well.