

COVID-19 Business Preparedness Plan Outline



2 Require: **health screenings** prior to each shift (temperature or other symptom screening) and isolation after exposure to or onset of COVID-19 symptoms.



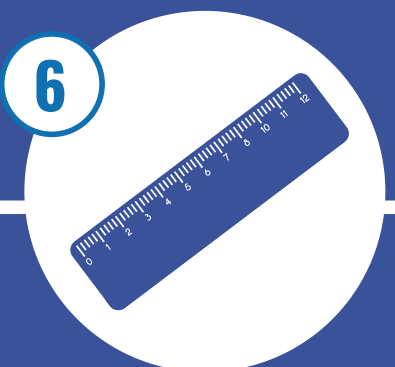
1 Allow all employees who have the ability to **telecommute** to continue to until additional restrictions are lifted.



3 Adjust sick leave policies to further encourage those who are sick or exposed to someone sick to **stay home**.



4 Establish effective **communication protocols** to keep yourself and your employees informed. Include steps for sick reporting and for notifying those who may have been exposed.



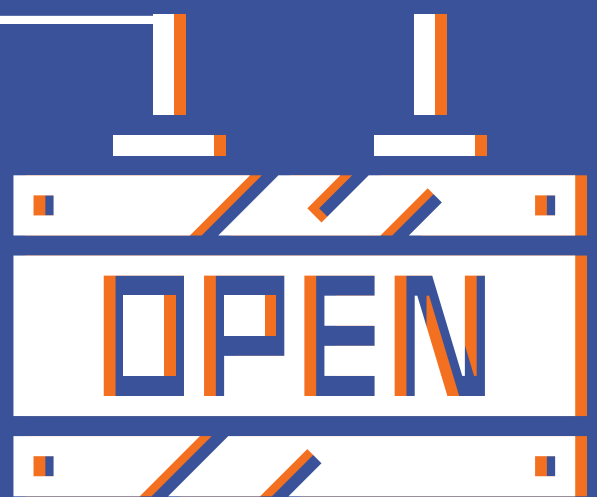
6 Establish strict social distancing rules--stagger shifts, limit gatherings & capacities, reduce interactions, and provide clear indications of **6 foot distancing**.



5 Encourage **worker hygiene** with readily available hand sanitizer, cloth masks & other protective supplies, and information on proper hand washing & cough covering techniques.



7 Frequently **clean and disinfect** all areas and items within the working space. Require complete sanitation of workplace upon receiving reports of a sick employee.



To find the supplies you need to inform & protect your employees visit [covidstoreonline.com](https://www.covidstoreonline.com)



TRIPTYCH

the **marek** group