



COVID 19 RESPONSE PLAN

Issued: July 8th 2020

Direct Contact: exposure within 6 feet of infected individuals for a prolonged period of time.

Indirect Contact without a protective face covering: the friend of the friend scenario, or exposure outside of 6 feet without a protective face covering for a limited time.

Indirect Contact with a protective face covering: the friend of the friend scenario, or exposure outside of 6 feet with a protective face covering for a limited time.

Field staff people who work outside the front office

In the event one of our field employees tests positive for Covid 19

- Employee will go into quarantine for 14 days until symptom free per CDC Guidelines
- Employees who had direct contact will go into quarantine for 14 days and negative test result is returned
- Customers and co workers that came in direct contact with employee in previous 14 day period after the positive test must be notified

In the event one of our employees has direct contact with someone with Covid 19

- Employees who had direct contact will go into quarantine for 14 days and until a negative test result is returned

In the event one of our employees has indirect contact without a protective face covering with someone with Covid 19

- Employees who had indirect contact will be required a negative Covid test
- Employees would self isolate until a negative test results is achieved
- Employee must self monitor for symptoms and wear a mask while at work

In the event one of our employees has indirect contact with a protective face covering with someone with Covid 19

- Employee must self monitor for symptoms and wear a mask while at work

Office Staff people who work inside the front office

In the event one of our office employees tests positive for Covid 19

- Employee will go into quarantine for 14 days until symptom free per CDC Guidelines
- **Office will be shut down for 24 hrs and a deep clean and disinfectant will be done before employees can return to work per CDC guidelines**
- Customers and co workers that came in direct contact with employee in previous 14 day period after the positive test must be notified
- Office employees will be monitored for Covid 19 symptoms

In the event one of our employees has direct contact with someone with Covid 19

- Employees who had direct contact will go into quarantine for 14 days and until a negative test result is returned

In the event one of our employees has indirect contact without a protective face covering with someone with Covid 19

- Employees who had indirect contact will be required a negative Covid test
- Employees would self isolate until a negative test results is achieved
- Employee must self monitor for symptoms and wear a mask while at work

In the event one of our employees has indirect contact with a protective face covering with someone with Covid 19

- Employee must self monitor for symptoms and wear a mask while at work

General Guidelines

- Cloth face covering will be required when you go into a building other than your own private residence. (No exceptions)
 - Fever, cough, shortness of breath, fatigue, body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea vomiting, diarrhea.
- Do not come to work if you feel ill
- Cover your cough
- Clean your work areas & places daily
- Utilize hand washing and hand sanitizer
- Practice social distancing
- Office meetings should be avoided or limited.
 - but if they are to be utilized wear masks and maintain 6' spacing.
 - Disinfect the conference room upon completion.
- High traffic areas will be cleaned three times a day.
- Entering customers will be required to wear a mask