

## **COVID-19 Guidelines and Policy for CeleraPro Virginia State Employees**

We are facing unusual times with the continued spread of the novel coronavirus. With more than 800,000 lives lost to COVID-19 worldwide, CeleraPro has established guidelines to enhance the safety of our employees. Each one of us has an important role to play in the protection of our safety, the safety of our loved ones, and the safety of those we work with.

CeleraPro is committed to providing a healthy work environment to all employees through guidance, policy, and health and safety processes. This policy is designed to keep each other healthy and safe by following the guidelines below:

- **Hand Washing:** employees are required to wash their hands frequently, using soap and warm water and scrubbing for a minimum of 20 seconds...sing the ABC song to be sure.
- **Sanitization:** Sanitize your hands after touching a doorknob, opening a box, or coming in from outside. At HQ, we have hand sanitizing stations at the entrance.
- **Masks:** Employees are required to wear cloth face coverings in the common areas of the workplace, especially if there are visitors or non-CeleraPro employees in those areas. If the work area is only occupied by employees that you trust, then masks are not required but should be readily accessible.
- **Coughing and Sneezing:** Please remember to use either a tissue, a handkerchief, napkin, or the inside of your elbow to cover a cough or a sneeze.
- **Conduct daily health checks:** Remain vigilant regarding your health and be diligent in monitoring your temperature. Symptoms to watch for are: fever or chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion, or runny nose. If you have any of these symptoms, contact your heath provider and CeleraPro HR immediately. With permission from your manager, you may be able to work remotely until the symptoms have gone. You will be required to provide medical documentation showing that the virus is no longer present before returning to work.
- **Contact:** As much as possible avoid touching your face, shaking hands, hugging, high fives, and other close human contact
- **Stay Informed:** CDC has a website with up to date info on cases in the state, travel advisories, how to determine if you should be tested, etc.). Visit: [www.cdc.gov/coronavirus/2019](http://www.cdc.gov/coronavirus/2019). The CDC has an App for your smartphone that tracks Coronavirus cases in the USA. Search for “Coronavirus tracking” in the App store.