

[DATE]

[BUSINESS NAME/LOGO]

“Stay at Home” Order Response

[BUSINESS NAME] takes the coronavirus (COVID-19) outbreak very seriously and is doing everything it can to ensure the health and safety of visitors and our workforce while our business remains open during the Stay at Home order and beyond.

[BUSINESS NAME] considers itself an essential business based information provided in the Governor’s Stay at Home Order and on the knowledge that [our products or services] are a part of the [essential service or supply chain] for [the public and or companies who supply essential products and services for critical infrastructure.]

[List additional information on services or products if warranted, e.g. how your products are being used in the COVID-19 response. This section is totally optional.]

Below are the actions [BUSINESS NAME] has taken to ensure the safety of our workforce as well as comply with our local government’s requests:

Cleaning/Hygiene/Social Distancing

- Implemented enhanced cleaning practices after each break with checklists that are marked after each area is cleaned
- Placed additional signage in our break areas, restrooms and other common areas regarding proper hygiene and social distancing
- Ensured that we have ample cleaning supplies and bottles to meet the enhanced cleaning actions
- Have made hand sanitizers, cleaning supplies and soap easily available to all associates
- Have developed social distancing practices including:
 - Have temporarily paused all cross-training activities
 - Have reduced the number of chairs available at our break areas

Employees are instructed on simple reminders to keep themselves at a safe distance (such as using your arm lengths to determine space)

Sick Employees:

- **We actively enforce that IF YOU ARE SICK, STAY HOME**
- Any employee who reports to work visibly ill or who has a temperature greater than 100.4 will be sent home immediately
 - Temperatures are verified at the start of each employee’s shift
- Employees are encouraged to stay home until they are free of fever or symptoms (without use of medication) for at least 72 hours
 - Employees who have been sick with COVID-19, or are suspected to have had COVID-19, are instructed to not return until their symptoms have improved for at least 72 hours and it has been at least 7 days since their symptoms first began

- **[Call Service if available]** is available to all employees, as well as their spouses and dependents
 - Employees are required to call if sick and may be asked to provide medical documentation validating their illness and expected return to work date
 - Any employee experiencing acute respiratory illness will not be required to provide a medical note from a physician
- We have educated our workforce regarding the Families First Coronavirus Recovery Act (FFCRA) and have educated them about the paid leave that will be available to them beginning April 1st

Childcare

- We have educated our workforce regarding the Families First Coronavirus Recovery Act (FFCRA) and have educated them about the paid leave that will be available to them beginning April 1st
- Any employee that needs time-off before the act is in effect will be permitted excused time-off

Visitors

- Only authorized visitors are allowed in our office and plant areas
- Truck drivers will not be permitted outside of the shipping area (including restrooms & break areas)

Communication

- We hold daily meetings with our workforce where we reinforce key hygiene messages, including:
 - Stay home when sick
 - Cough and Sneeze etiquette
 - Hand washing
 - Social distancing
- Actively encourage our workforce to share ideas and thoughts on how we can better improve our hygiene and social distance requirements

Remote Work/Teleworking

- As much as possible, we are requesting our office staff to work remotely and have modified our "in-office" times to reduce the number of people in the office setting at one time