



COVID19 Safety Guidelines & Processes

(to be followed until further notice)

Arriving

- Stay at home if you or someone in your house are symptomatic. Contact both your Supervisor to inform of absence. Also, contact your physician.
- Report to the designated temperature check area shown below.
 - If you arrive before 10 AM, drive your car to the front lobby area and remain in your car. HR will conduct your temperature check outside of the building.
 - If you arrive after 10:00 AM – enter into the lobby, go to the virtual greeter and select “Associate Temperature Check”. The greeter will inform HR and we will come down to do the check.
 - If you have a temperature of 100.4 degrees or higher you will need to immediately leave the building and consult a physician.
- Masks will be available for Associates. You can also bring in your own masks.

During Work Day

- After the temperature check resulting in no fever, Associates must wash their hands before going to their workstation.
- Wash your hands with soap and water or use Hand Sanitizer several times throughout the day.
- If you are working in a conference room, please disinfect the conference room after you enter the room.
- Associates are to maintain social distancing of 6 feet as much as possible. (i.e. lunchroom, coffee stations).
- For in-person group meetings, you must maintain 6 feet of social distancing.
- Throughout the day, please cover your cough / sneeze even while wearing a mask.
- If you use the printer / copiers, you must sanitize it both before and after you use it.
- If during the day you start to feel sick, go to HR for a temperature check.
- Common areas will be disinfected per schedule.
- Smoking is allowed in designated area outside. Please dispose of cigarette butts in the proper containers.

End of Work Day

- If you are working in a conference room, please disinfect the conference room just before you exit the room.
- Please be safe after you leave TRAM. Practice all CDC guidelines at home as well

Please let your supervisor or Human Resources know of any additional safety measure suggestions you may have.