

Coronavirus Workplace Policy

Purpose:

This policy is being implemented to protect the health and welfare of all company employees, patients, and visitors. The intent of this policy is to reduce the risk of the potential spread of COVID-19 in our workplace. It is critical for all employees to comply with these guidelines in order to maintain a healthy and safe workplace throughout this unprecedented global pandemic.

Scope:

This coronavirus policy applies to all of our employees. This policy is subject to change as necessary based on updated laws, regulations, and guidance.

Procedure:

- Employees who are experiencing COVID-19 symptoms must stay home and notify their supervisor. According to the CDC, symptoms include:
 - a- Cough
 - b- Shortness of breath or difficulty breathing
 - c- Fever, 100.3 or higher
 - d- Chills
 - e- Muscle pain
 - f- Sore throat
 - g- New loss of taste or smell
- Employees must notify their supervisor and the HR Department if they are experiencing any symptoms or have tested positive for COVID-19. The HR Department will process all COVID-19 Removals and Return to Work in accordance with the latest guidance from the CDC and Commonwealth of Massachusetts.
- Employees must complete all COVID-19 mandatory trainings.
- Although our Company will conduct regular cleaning practices in accordance with CDC guidelines, employees are responsible for regularly cleaning and disinfecting their own workstations before, during and at the end of their work shifts. Cleaning and disinfectants products will be available to all employees.
- Employees must practice proper respiratory etiquette, including covering coughs and sneezes.
- Employees must wash their hands frequently.

Enforcement:

Since the purpose of this policy is to protect our employees, patients, and visitors from an infectious disease that can cause severe illness, including death, we are mandating strict compliance with these guidelines. Employees who are in violation of this policy will be subject to immediate disciplinary action, up to and including prompt removal from our facilities and termination. If any employee needs to request an accommodation related to these guidelines, they must notify the Director of Human Resources immediately.