**Guidance for Alta Equipment Group Companies**

**Regarding the Coronavirus (COVID-19)**

Based on guidance provided by the CDC and government officials, Alta is updating the protocols associated with COVID-19. We will continue to update our recommendations and controls as needed based on the information that becomes available from The Centers for Disease Control (CDC) and state and local government. **Federal, State and local mandates, along with customer requirements are to be followed if they are more restrictive than what Alta has in place.**

**Ongoing protocols for all Alta Team Members:**

* **Masks are to be worn by all Alta Team Members when in public areas of the building or in group settings.**
* If you are feeling sick, are sick, and/or have a fever (100.4° F [37.8° C]), have signs of a fever, sore throat, loss of taste and/or smell, or any other symptoms you should remain at home until symptoms have subsided. You are recommended to get tested for your safety as well as that of others. Also, please contact your supervisor as soon as possible.
* Maintain social distancing at all times. (i.e – 6 feet of distance)
* Wash your hands often with soap and water for at least 20 seconds.
* Clean and disinfect frequently touched objects and surfaces.
* Protective shields that have been put up should remain up for precautionary purposes.
* Employees working at customer locations must follow customer protocols regardless of those potentially being more strict than Alta’s.

**How to handle a positive case or exposure:**

* If you test positive for COVID, and/or have direct contact with someone that is positive with COVID, and/or are having COVID like symptoms, **you must quarantine at least 5 days from the positive test or direct contact,** **along with no longer having symptoms.** **This includes those employees that have been vaccinated. Those returning to work at this earlier time frame (between 5 and 10 days) must wear a mask, at all times when inside an Alta facility, for the next 5 days and when interacting with anyone.** Those employeesthat remain out 10 or more days can follow Alta’s normal protocols above when returning to the workplace.
* If an employee was in the workplace while having symptoms, or finds out they were exposed to someone positive with COVID, the employee should immediately notify their manager. **Contact tracing should be done by the manager along with notifying employees that work close to that employee that the person has COVID.** (Please confirm with the employee that has COVID that we will be notifying those they work close with of the positive result.)
* The **health screen is required for visitors to an Alta location along with anyone that tests positive for COVID or needs to quarantine due to COVID.** <https://altalift.wufoo.com/forms/covid19-employee-daily-health-screening/>

**Any employees that are concerned with working in a particular location should notify their manager so we can resolve any issues or concerns.**