



Coronavirus (COVID-19) Company Policy

In this **Coronavirus (COVID-19) company policy**, you'll find all the essential safety guidelines everyone should follow during the coronavirus pandemic.

Policy purpose

This Atlantic Carbon Clean company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity. We highly recommend the use of a mask where possible.

This **coronavirus (COVID-19) company policy** is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible.

Scope

This coronavirus policy applies to all of our employees who physically work in our client's shops or work areas during mobile services as well as customers who enter our own shop. We strongly recommend to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge. A mask is required at all times during services performed in indoor spaces by employees as well as clients.

Policy elements

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, please notify our staff prior to scheduled appointment or as early as symptoms are detected.
- If you had a positive COVID-19 diagnosis, please notify our staff prior to appointment scheduling or while completing our required [work assessment form](#).

- If you have recently returned from areas with a high number of COVID-19 cases (**based on [CDC](#) or [WHO announcements](#)**), we'll ask you to reschedule your appointment until you are fully asymptomatic or have negative tests results for three consecutive days. You will also be asked not to come into physical contact with any employees during the service appointment and maintain a 2 meter physical distance.
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, you are required to notify our staff. You will also be asked not to come into physical contact with any employees during this time.

General hygiene rules:

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the **[20-second hand-washing rule](#)**). Please use hand sanitizers if possible.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures..

Disclaimer: This policy is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant provincial or federal laws and is not a legal document. Neither the author nor ACC Staff will assume any legal liability that may arise from the use of this policy.

Atlantic Carbon Clean

507 Big marsh Road
River Denys, NS
B0E 2Y0
atlcarbonclean.ca

brian@atlcarbonclean.ca

902 870-4554