





## **Purpose**

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Our Company goal is to prevent the spread of COVID-19 in the workplace and keep everyone healthy and safe. All of us, managers and employees, are responsible for supporting, complying with, and providing recommendations to further improve this COVID-19 plan.

## **Scope**

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This policy applies to all employees and visitors who are present on a Company owned or controlled site.

## **Key Responsibilities**

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### **Supervisors**

- The Safety Manager(s) have the authority and responsibility of implementing this COVID-19 Plan. They answer questions about the plan and update it as needed to comply with changing regulations.

### **Employees**

- Are responsible for supporting, complying with, and providing recommendations to further improve this COVID-19 plan.

## **Training**

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Our employee trainer, Insert Name, provides effective employee training and instruction that includes:

- COVID-19 signs and symptoms,
- How employees can protect themselves from COVID-19,
- What to do if sick,
- What to do if exposed to COVID-19, and
- Company policies and procedures related to COVID-19.

The Company training module is located at the safety support center in the Training tab, or you can navigate to the site by clicking this link: <https://im-safety.com/safety-training-modules-1>

## **Masking**

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Wearing a face mask to protect yourself from Covid-19 is a decision that should be made by each employee individually. The Company will not require workers to wear a face mask as a protection measure against Covid-19.

## **Cleaning**

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Regular cleaning of our workplace helps prevent the spread of COVID-19 and other diseases. Extra cleaning of shared areas such as the breakroom and the kitchen will be conducted should an employee reports they have suspected or confirmed COVID-19 and they have been present in these areas within the last 24 hours.

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## Handwashing

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Washing hands can keep you healthy and prevent the spread of COVID-19 from one person to the next. Germs can spread from other people or surfaces when you:

- Touch your eyes, nose, and mouth with unwashed hands.
- Prepare or eat food and drinks with unwashed hands.
- Touch a dirty surface or objects.
- Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects.

The Company encourages employees and visitors to wash their hands often.

## Employees Sick with Covid-19

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- Employees sick with COVID-19 may not enter the workplace. Employees who become sick while at work must leave the workplace. Employees should seek advice from their medical care provider in the event they contract the illness.
- Employees shall notify one of the Safety Managers or your supervisor if you become sick with COVID-19.
- Cleaning will be conducted of the area the sick employee was in within 24 hours (if it becomes known within that timeframe).

## Return to Work After Covid-19

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In accordance with guidance from the CDC, if you test positive for COVID-19 you should:

- Isolate for 5 days regardless of vaccination status.
- Only leave isolation after 5 days if you have no symptoms or your symptoms are improving, including at least 24 hours without a fever.

Source: <https://www.cdc.gov/media/releases/2021/s1227-isolation-quarantine-guidance.html>