

EMPLOYEE RESPONSIBILITIES & ACTIONS FOR INFECTION CONTROL PREVENTION

We are committed to a healthy workplace, and we need each team member to be committed to practicing good hygiene and healthy habits by following these protocols:

1. Stay home and isolate yourself if you are exhibiting infectious illness-like symptoms.
 - Follow CDC guidelines for appropriate timeframe and notifications.
 - Communicate the status of your well-being when out sick.
 - Seek medical attention if symptoms increase or are prolonged, or if there are underlying health concerns which may cause complications.
2. Apply the recommended social distancing of six feet when working or eating around others during timeframes that are identified as high risk by our government, CDC or when the ICPP requires.
3. Wash your hands frequently with soap before and after eating, drinking, smoking/vaping, and after restroom use and following contact with shared surfaces. Over-the-counter antibacterial soaps are no more effective at killing germs than regular soap.

Follow these steps:

- Wet your hands with clean, running water - either warm or cold.
 - Apply soap and lather well.
 - Rub your hands vigorously for at least 20 seconds. Remember to scrub all surfaces, including the backs of your hands, wrists, between your fingers and under your fingernails.
 - Rinse well.
 - Dry your hands with a clean towel or allow them to air-dry.
4. Cover your mouth and nose by coughing and sneezing into a tissue or the inside of your elbow.
 5. Avoid touching your face, specifically your eyes, nose and mouth.
 6. Clean and disinfect shared machinery or surfaces prior to use with an approved sanitizer and in accordance with manufacturer's instructions.
 7. Disinfect electronics and/or phones before and after use.
 8. Don't share food, beverages, or smoking/vaping devices. If condiments are shared, clean and disinfect them prior to use.
 9. Minimize business travel to that which is essential during high risk times.
 10. Minimize group meetings or use technology to conduct meetings remotely during high risk times.
 11. Consider obtaining any available contagion vaccines.
 12. Drink your recommended amount of water each day.
 13. Eat well balanced meals and get plenty of rest.

Print First & Last Name: _____

Signature: _____

Date: _____