

Brehob Corporation COVID-19 Procedures

March 23, 2020 Update

Brehob Corporation is closely monitoring the outbreak of the new coronavirus causing COVID-19. We are following CDC guidelines and implementing protocols to protect our employees, customers, and communities. We are committed to providing the guidance and resources needed for a safe work environment and to diligently see that they are in place and being adhered to.

Please note the following CDC guidelines:

Separate sick employees:

- CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

Actively encourage sick employees to stay home:

- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.

Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19:

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
- For further direction on caring for acute respiratory illnesses go to www.cdc.gov

Respiratory etiquette and hand hygiene by all employees:

Good hygiene etiquette involves practices that are implemented to prevent the spread of illness and disease. A critical time to practice good hygiene etiquette is when you are sick, especially when coughing or sneezing

Respiratory illnesses are spread by:

- Coughing or sneezing
- Unclean hands
- Touching your face after touching contaminated objects
- Touching objects after contaminating your hands

To help stop the spread of germs:

- Cover your mouth and nose with a tissue when you cough or sneeze
- Put your used tissue in a waste basket
- If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands
- Remember to wash your hands after coughing or sneezing
- Wash with soap and water, or if soap and water are unavailable, use an alcohol-based hand sanitizer (at least 60% alcohol)

Keeping hands clean through improved hand hygiene is one of the most important steps we can take to avoid getting sick and spreading germs to others. Many diseases and conditions are spread by not washing hands with soap and clean, running water

Perform routine environmental cleaning:

- Routinely disinfect frequently touched surfaces in your workplace, such as workstations, countertops, and doorknobs