

Guidelines for Essential Employees:

In order to maintain a healthy work environment, Z-MEDICA continues to follow the CDC, state and local health guidelines and considerations for how best to decrease the spread of COVID-19. To reduce transmission in the workplace, the following policies have been adopted:

- Temperatures will be taken daily for employees and approved visitors in accordance with Z-MEDICA's **Guidance for Taking Temperature** (see below)
- Masks will be worn at all times while in the building
- Hand sanitizer is made available to employees in strategically placed areas and specifically in areas where soap and water is not available
- Approved products that meet EPA's criteria for use against SARS-Cov-2 and are appropriate for the surface will be provided to clean regularly touched surfaces
- Employees are advised to follow CDC guidelines for preventing transmission of COVID-19 including:
 - Washing hands frequently for at least 20 seconds, avoiding touching mouth and nose, avoiding close contact with others, cleaning and disinfecting surfaces, using cough and sneeze etiquette, and staying at home when sick.
 - Employees should refrain from touching their face and will wear masks at all times while in the building.
- Employees who are ill or have symptoms (i.e., fever, cough, shortness of breath) should notify their supervisor and stay home
- Employees who are well, but have a family member with a confirmed case of the flu or COVID-19 must notify their supervisor and stay home and follow all CDC recommended precautions before returning to work

Guidance for Taking Temperature

This procedure relates to all employees and visitors entering any Z-MEDICA facility. It is the responsibility of all employees and visitors to comply with this work instruction and it is the responsibility of any designated individual to perform the temperature measurement according to the guidelines:

- Any designated individual performing the temperature measurement will wear appropriate PPE, specifically, facemasks and gloves
- Designated individuals performing the temperature measurement will be limited to shift supervisors, department managers, or Human Resources personnel
- Temperatures will be taken one at a time, in a designated space ensuring that others are not able to observe the temperature reading
- Employees who are waiting to have their temperature taken will maintain the appropriate social distancing of 6 feet, and unable to observe the temperature reading of other employees
- Non-Contact Thermometers are to be used for measurement
 1. Ensure Thermometer is at room temperature prior to making any measurement
 2. Ask the employee if they are experiencing any Cold, Flu, or COVID-19 symptoms (fever, cough, shortness of breath)
 3. Ensure that you are standing one foot away from the employee that you are taking the temperature of
 4. Hold the thermometer directly in front of the employee's forehead 2-6 inches and hold the button until you read the temperature on the thermometer screen
 5. If the employee or visitor's temperature read is 100.4° F or greater, they must be sent home immediately
 - Show the employee or visitor the temperature reading for confirmation
 - Be mindful of employee privacy and ensure that no other employees can hear your communication or see the temperature reading
 6. Log the temperature readings of 99.9 ° F or greater on the temperature log. Enter a check mark if below 99.9 ° F.
 7. Keep the testing area and the thermometer clean at all times

