Z-MEDICA

Safe Workplace Rules for Essential Employers

Pursuant to State of Connecticut Executive Order No. 7X, Closures, Distancing, and Safety Measures has been extended and any workplace considered essential must follow the below rules until May 20, 2020 or otherwise modified:

- Essential employees who are able to work from home <u>SHOULD BE WORKING</u> FROM HOME
- Any employee who has traveled internationally in a region where COVID-19 is active, or has returned from a cruise, must stay home and self-monitor for fourteen days, subsequent to returning
- All non-essential workplace travel is eliminated
- Wear a mask. Employees will wear a facemask at all times while in the
 workplace. Z-MEDICA will issue facemasks or will approve cloth face coverings in
 the event of shortages. Such coverings must be compliant with all safety
 requirements of the workplace.
- Health insurance processes and procedures are available to all employees. Please reach out to the Human Resources Department or contact a MyLife Advisor with ADP TotalSource at 800-554-1802
- Access to the building is controlled via Z-MEDICA's Essential Personnel Only and Visitor Guidance Policies
- Contact between employees is controlled via Z-MEDICA's Social Distancing Practices While at Work Policies

