

Facility Procedures & Guidelines COVID-19 - Condensed version

See “SB Return to Work Action Plan” for complete guidelines

Revised July 22, 2020

Shop / Office

Seeley Brothers has enacted the following procedures and guidelines to protect our employees in the workplace. These procedures are in accordance with the CDC guidelines. You'll notice various changes in the way our workplace looks as well as new practices and protocols. We understand these changes may be difficult and we are here to support you. Our goal is to collaboratively ensure you feel safe and secure so together we can navigate the complexities of our “new normal.”

Company's Responsibility to keep our workplace safe:

1. Disinfecting of shared surfaces throughout the facility, including break rooms, conference rooms, restrooms, door levers and handrails at least twice daily.
2. Installation of hand sanitizing stations or providing pump hand sanitizers
3. Provide disinfectant wipes or disinfectant spray & paper towels near all copy machines, printers and other shared equipment. Equipment should be wiped down prior to and following use. Employee should wash their hands after sanitizing an area.
4. In order to provide social distancing, a maximum limited number of people will be allowed in the company break rooms, conference rooms and other communal areas at one time. (Please see our Safety Policy & Guideline for Assembly and Break rooms.)
5. All employees and visitors will be required to wear face masks. Seeley Brothers will provide washable reusable cloth facemasks for our employees. (for additional information see our “Mask Policy”)
6. All shop employees are also required to wear face shields.
7. Signs to alert or remind employees about guidelines, expectations and responsibilities.
8. Each employee will be required to complete a Daily Wellness Check.
9. We have created a response plan for employees who report or demonstrate COVID-19 symptoms at work, have recently been at work and tested positive or have been in contact with confirmed COVID-19 case.
10. Provide sneeze guards at workstations in common areas.
11. Seeley Brothers may request any employee that has tested positive for COVID-19, to provide a certification by a health care professional of the ability to safely return to work.

12. If you call out sick with a symptom that could be related to COVID-19, HR will follow up with you to make the determination when you can return to work.
13. We have enacted a “Vendor/Visitor Policy”.

Employees Responsibility to keep our workplace safe:

1. Thoroughly wash hands throughout the day, especially before eating, after blowing nose, coughing or sneezing. Clean hands for at least 20 seconds with soap and water or use a 60% alcohol-based sanitizer.
2. When coughing or sneezing, cover mouth and nose with flexed elbow or tissue – immediately throw tissue in trash receptacle and wash or sanitize hands.
3. Avoid greetings that include physical contact such as handshakes, fist bumps or “high fives”.
4. Avoid touching your eyes, nose or mouth with unwashed hands.
5. Maintain social distancing of at least 6’ between individuals. Do not work in groups of more than 10 people.
6. Comply with maximum occupancy signs in areas such as conference room, kitchen and breakrooms which allow for less than 10 people.
7. Avoid gathering when entering and exiting the facility. Disinfect your hands after punching in your code on the keypad when entering building.
8. Do not share tools, phones, food/drink or personal protective equipment (PPE).
9. Use surface wipes to disinfect frequently touched items such as tools, handrails, door levers, PPEs.
10. Wear face masks and face shields.
11. Wear protective eyewear.
12. Whenever possible, conduct phone/email/virtual meetings instead of in person meetings.
13. If you are over 65 or have a serious underlying health condition, please consider staying home.
14. If someone in your household or if you have come in contact with someone who has tested positive for Covid-19, stay home.
15. If you are sick or exhibiting cold or flu like symptom, no matter how mild, please stay home.
16. Avoid close contact with anyone who has a fever or cough.
17. Be considerate of your co-workers (remember we’re all in this together).