**Coronavirus (COVID-19) POLICY**

The health and safety of the Jenilyn’s Creations, Inc. and Mercer Property Management, Inc. team continues to be our highest priority.

If everyone follows the guidelines below, we will all be doing our best to keep ourselves and each other safe and healthy.

The following employee(s) will serve as the owner of this policy:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Identified Potential Sources of Workplace Exposure:**

Front Office Customer Contact Areas

**Safe Work Place Policy**

The following workplace changes will be implemented until further notice:

·      Daily sanitizing of common use areas will be performed at the end of each workday. This work will be assigned on a rotating basis.

·      Each morning, employees must check in at the office to verify each person’s temperature is less than 100.4F and logged on a daily sheet.

·      Employees noticing others exhibiting any symptoms such as coughing, etc. should immediately notify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    .

·      Social Distancing – Avoid being within 6 ft. of another person if possible.

As stated on the CDC website, it is ***very important*** for the safety of yourself and the rest of our team that you ***stay at home if you are sick***.

**Employee Response**

The following symptoms may appear 2-14 days after exposure.

Fever

Cough

 Shortness of breath

Call your doctor: If you think you have been exposed to COVID-19 and develop a fever and symptoms, such as cough or difficulty breathing, call your healthcare provider for medical advice.

 CLEAN YOUR HANDS OFTEN

AVOID CLOSE CONTACT

STAY HOME IF YOU ARE SICK

Stay home if you are sick, except to get medical care. Learn [what to do if you are sick](http://r20.rs6.net/tn.jsp?f=0012oLBBywo0UfktdU_aP97UWvw1MgwNog4m4GmTprtLmwrIQfAIyl0Jg5VK4UeJLMWaB-fqN0YbVxAZ_JxBDgvR1D6nnGj3a955j6m0pKboi2I4-gZNYobkCOq80sEqY4bX9tsTqihmih6mimxJEs2RS6dgPyvUff6N-yLAcl2fbv0z4MnwnkgXhtvN1OwGaBtDHqUin83DIASvBQ8hbUkew==&c=5F7EKS1qgpBnbGKqcY_zLHwbYfSkQmrZOnY7k1pCLUy31_VsAMfyWg==&ch=-tWFFZZNmd38j5uIaM133y9l7wPLnARH0srVJu0GnKgFSpCiv9D11A==).

COVER COUGHS AND SNEEZES

WEAR A FACE COVERING IF YOU ARE SICK

If you are sick: You should wear a face covering when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider’s office. If you are not able to wear a face covering (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a face covering if they enter your room. [Learn what to do if you are sick.](http://r20.rs6.net/tn.jsp?f=0012oLBBywo0UfktdU_aP97UWvw1MgwNog4m4GmTprtLmwrIQfAIyl0Jg5VK4UeJLMWaB-fqN0YbVxAZ_JxBDgvR1D6nnGj3a955j6m0pKboi2I4-gZNYobkCOq80sEqY4bX9tsTqihmih6mimxJEs2RS6dgPyvUff6N-yLAcl2fbv0z4MnwnkgXhtvN1OwGaBtDHqUin83DIASvBQ8hbUkew==&c=5F7EKS1qgpBnbGKqcY_zLHwbYfSkQmrZOnY7k1pCLUy31_VsAMfyWg==&ch=-tWFFZZNmd38j5uIaM133y9l7wPLnARH0srVJu0GnKgFSpCiv9D11A==)

If you are NOT sick: You do not need to wear a face covering unless you are caring for someone who is sick (and they are not able to wear a face covering ).

CLEAN AND DISINFECT

Clean AND disinfect [frequently touched surfaces](http://r20.rs6.net/tn.jsp?f=0012oLBBywo0UfktdU_aP97UWvw1MgwNog4m4GmTprtLmwrIQfAIyl0Jg5VK4UeJLMWjFTHlwcWx4OfySIQAZGhDbAvu7DynlbfbUUYaCKSbLdxNv639Rb6urZraRqhTSWUcAtuJjRCqzRLgywQ2cKjo62TogDryRSy_4xQ__fzj_UfduU8S8zKPBTA5rtCY5g4U7iDoACEJ3G6NBKmcXiQLGVvJkNJPx93UmSECiTWhGQ=&c=5F7EKS1qgpBnbGKqcY_zLHwbYfSkQmrZOnY7k1pCLUy31_VsAMfyWg==&ch=-tWFFZZNmd38j5uIaM133y9l7wPLnARH0srVJu0GnKgFSpCiv9D11A==) daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. **A daily work place cleaning/sanitizing protocol has been implemented.**

**Coronavirus (COVID-19) Workplace Policy Daily Compliance Sheet**

**DAILY CHECK IN SHEET**                  **DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The temperature of all employees on duty today were checked and

\_\_\_\_\_\_\_\_\_\_ had a temperature BELOW 100.4 degrees and are on duty

\_\_\_\_\_\_\_\_\_\_ had a temperature of ABOVE 100.4 degrees and were sent home

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Policy Owner or Designee

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DAILY SANITIZING CHECKLIST**

\_\_\_\_\_\_General work areas

\_\_\_\_\_ Surface areas that are normally touched when used

\_\_\_\_\_ Door handles and edges of doors

\_\_\_\_\_ Tabletops, work surfaces and counters

\_\_\_\_\_ Sink, toilet, urinal handles

\_\_\_\_\_ Light switches

\_\_\_\_\_ Telephones and computer keyboards

\_\_\_\_\_ Time Clock

**Frequent Customer Contact Area – Office Front Lobby - Cleaned 3 Times Per Day**

Sanitize1 \_\_\_\_\_\_\_\_\_\_ Sanitize 2 \_\_\_\_\_\_\_\_\_\_ Sanitize 3 \_\_\_\_\_\_\_\_\_\_\_

**Persons designated to clean/sanitize:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_