COVID-19
Exposure Prevention, Preparedness and Response Plan
June 1, 2020

WELCOME BACK!

The Traverse Area District Library (TADL) takes the health and safety of employees very seriously and will remain vigilant in efforts to mitigate workplace exposure to the COVID-19 virus. This plan was developed in accordance with Governor Whitmer’s Executive Orders 2020-96 and 2020-97, the U.S. Department of Labor Occupational Safety and Health Administration (OSHA) Guidance on Preparing Workplaces for COVID-19 (OSHA 3390-03-2020), Michigan Occupational Safety and Health Administration (MIOSHA) and recommendations of the Centers for Disease Control (CDC) and the Grand Traverse County Health Department. It is also acknowledged that the COVID-19 Pandemic is an evolving situation as more is learned about the virus. As a result, these guidelines are subject to change and modification pursuant to legal requirements. The provisions of this “Exposure Prevention, Preparedness and Response Plan” (the “Plan”) shall apply to all employees. The Plan will remain in effect until rescinded by the Library Director.

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the Sars-CoV2 virus. It is considered highly contagious. To mitigate the impact of COVID-19, provisions have been put in place to reduce exposure to employees and citizens. It is important to understand how COVID-19 spreads. The virus is thought to spread mainly from person to person including:

- Between people who are in close contact with one another (within about six (6) feet);
- Through respiratory droplets produced when an infected person coughs or sneezes;
- It may also be possible to contract COVID-19 by touching a surface or object that has COVID-19 on it and then touching your mouth, nose, or eyes.
Reporting Sickness or Unsafe Work Conditions:
Employees should familiarize themselves with the symptoms for COVID-19 for self-monitoring purposes. Any employee experiencing COVID-19 symptoms should immediately inform the Workplace Coordinator and go home. The Centers for Disease Control and Prevention ("CDC") describes symptoms for COVID-19 to include ("Symptoms"):  

- Fever over 100.4 F or chills  
- Cough  
- Shortness of breath or difficulty breathing  
- Fatigue  
- Muscle or body aches  
- Headache  
- New loss of taste or smell  
- Sore throat  
- Congestion or runny nose  
- Nausea or vomiting  
- Diarrhea  

All employees will report any sickness, violations of this plan, or any unsafe work conditions to the Workplace Coordinator, Deb Radjenovich, Human Resources Manager at dradjenovich@tadl.org or 231-231-932-8549.

Reintroduction of Employees and the Public into TADL Facilities:

The Library Director shall determine when employees return to the worksite and when TADL facilities are reopened to the public. It is anticipated that the return to work and public access to TADL facilities will be achieved in stages based on State and Federal mandates, and the ability to achieve social distancing requirements and to keep staff and patrons safe.

Prior to employees returning to work, any necessary measures to reduce risk exposure shall be implemented by TADL. Prior to commencing work for the first time, employees returning to work, shall clean and sanitize all work areas. Employees will be trained in and advised of mandatory social distancing practices, use of personal protection equipment, and other measures implemented to reduce risk exposure. These measures may include staggered start times or shifts, staggered breaks and lunches, possible continuation of remote work arrangements, and other strategies to limit the number of employees working together and to reduce congestion and the effectiveness of screening.
Before allowing access to the public, all TADL facilities shall implement the following measures:

- Post signage with social distancing requirements and directions including the requirement to wear masks.
- Provide social distancing markings at counters and service areas, including visible six-foot floor markings.
- Installation of barriers at counters and service areas.

Once a facility is reopened to the public, face masks will be required to enter as long as social distancing measures are required. In addition, at the Library Director’s discretion, the following measures may also be required:

- Limiting/regulating the number of visitors permitted to enter. The number of individuals permitted to enter could change periodically based upon the incidents of COVID-19 in the community and on changes in recommended practices.

This Exposure Prevention, Preparedness and Response Plan will be provided to all employees via e-mail prior to returning to work and will be available on the COVID-19 page of the employee intranet. Any questions regarding any provisions of the plan should be directed to a supervisor, Human Resources or the Library Director.

Dedicated Entry Points for Employees: Dedicated entry points for all employees are as follows:

- Woodmere: Staff Entrance
- East Bay: Front Entrance
- Kingsley: Staff Entrance

Additionally, visual indicators of appropriate spacing for employees outside the building will be provided in case of congestion at the dedicated entry points.

Responsibilities of Department Heads and Supervisors: It is the responsibility of department heads and supervisors to: be knowledgeable of TADL’s COVID-19 Exposure Prevention, Preparedness and Response Plan; implement the Plan within their departments; be aware of the specific risk level of employees based on their job responsibilities and implement measures to mitigate that risk; monitor and report on the plan; and be available to answer questions and concerns from employees. It is further expected that department heads and supervisors shall set a good example and follow this Plan at all times. This includes practicing good personal hygiene and job site safety practices to prevent the spread of the virus. Department heads and supervisors must remain on site at all times while employees are present unless an on-site employee is designated to perform the supervisory role.

Responsibilities of Employees: It is a condition of employment for all employees to comply with the requirements of TADL’s COVID-19 Exposure Prevention, Preparedness and Response Plan. As set out in this Plan, TADL has instituted housekeeping, social distancing, and personal protection equipment
requirements, and other best practices to reduce exposure to COVID-19. Employees are required to comply with the following provisions:

- Remain home if sick and notify their supervisor accordingly. Employees exhibiting signs of illness will be sent home. Employees who cannot leave immediately will be quarantined in Study Room A.
- Report to their department head or supervisor if they are experiencing any signs or Symptoms of COVID-19 or if a member of their household has been diagnosed with COVID-19.
- Employees must practice good hygiene which includes frequently washing hands with soap and water for at least 20 seconds. When soap and water is not available, employees should use an alcohol-based hand sanitizer with at least 60% alcohol content.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Follow appropriate respiratory etiquette which includes covering your nose and mouth with a tissue or the inside of your elbow when you cough or sneeze. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- Follow the social distancing and personal protection equipment guidelines contained in this Plan.
- Regularly clean and maintain personal protective equipment provided to employees by TADL.
- Regularly clean and sanitize work areas, tools, and equipment as provided for in this Plan at least 2 times per day.

**Workplace Protective Measures**: The following measures shall be implemented at all worksites and adhered to by all employees.

- The Library has a COVID-19 screening process which includes temperature checks, questions regarding any Symptoms that employees are experiencing, and questions regarding potential contact with any persons diagnosed with COVID-19. Please check your temperature at home before you leave.
- All employees must fill out the Health Screening Survey available on the employee intranet or on the forms provided at the staff entrance before commencing their workday as required by Executive Order and the Grand Traverse Health Department Order.
- Any employee showing Symptoms of COVID-19 or who answer any of the question on the Health Screening Survey in the affirmative will be asked to leave the workplace.
- Employees with Symptoms of COVID-19 will not be allowed to return until “Symptom Free,” which is defined as:
  - At least 3 days (72 hours) have passed since “recovery” defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
  - At least 10 days have passed since Symptoms first appeared
  **OR**
Using a Test-based strategy. Exclude from work until:
◦ Resolution of fever without the use of fever-reducing medications and
◦ Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
◦ Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for
detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected
≥24 hours apart (total of two negative specimens).

- Employees who have been exposed to an infected person shall not be allowed to return until 14 days
  have passed from the employees’ last contact with the infected person and the employee is Symptom
  Free.
- Employees with a confirmed COVID-19 case shall work with the Workplace Coordinator to provide
  the names of other persons the employee came into contact with in the work site during the 14 days
  prior to the employee’s leaving the work site.
- Whenever possible, Library business shall be conducted electronically via e-mail, phone or through
  meeting platforms such as Zoom.
  - If an in-person meeting is required, participants must observe the guidelines for On-
    Site Meetings as set forth in this Plan.
- Employees must avoid physical contact with others and shall direct others, including co-
  workers, patrons, and contractors, to maintain social distancing standards where possible.
- Employees shall not use the breakroom. All on site snacks and lunches must be eaten in the
  work area or outside the library building.
- To the extent possible, sharing of tools and equipment shall be prohibited. If sharing is
  necessary, the tools and equipment should be cleaned with alcohol-based wipes before and
  after each use. Employees should consult with manufacturing recommendations for the
  proper cleaning techniques and restrictions.
- Whenever possible, occupancy of vehicles and equipment shall be limited to one employee.
  If this is not possible, all occupants of the vehicle or equipment shall be required to wear
  face masks and should minimize time together in the vehicle.
- Employees shall be required to wear face masks in public spaces and in areas where social
  distancing is not possible. For purposes of this policy, public spaces shall mean any area in
  which the public or other employees have frequent access or any space in which social
  distancing cannot be achieved. These include but are not limited to bathrooms, hallways,
  stacks, elevators and breakroom. Social distancing shall be defined as maintaining a distance
  of at least six (6) feet between parties. Private single person offices and staff-only work
  areas are not considered public spaces unless other individuals enter the office and social
  distancing cannot be achieved.

**Employee Illness or Exposure to COVID-19:**

- **Illness:** Employees that are ill are required to stay home and seek appropriate medical attention.
  Said employees must notify their supervisor as soon as possible of the illness via phone, text
  message or e-mail. **Employees reporting to work ill shall be sent home.** Employees who cannot
  leave immediately will be quarantined in Study Room A.
• **Compensation:** During the pandemic event, employees that become ill with COVID-19 will be compensated for their regular wages/shifts for the first fourteen (14) calendar days. If their illness extends beyond the initial fourteen (14) calendar days, full-time and regular part-time bargaining unit employees shall use accumulated paid leave time, followed by Reserved Sick Leave, if available, and any applicable short-term disability benefits. Once all leave time benefits are exhausted, the employee may take unpaid leave with benefits, in accordance with the applicable collective bargaining agreement. Before returning to work, employees with COVID-19 must be Symptom Free as defined in this Plan.

• **Notification of Exposure:** TADL will notify employees of any known exposure to COVID-19. The name of the person with a suspected or confirmed case of COVID-19 shall be kept confidential. Employees are required to comply with any quarantine recommendations after being exposed to COVID-19.

• **Exposure and Quarantine:** Employees that have been exposed to an infected or quarantined individual and are advised by their medical provider to stay home and self-quarantine, shall be compensated. During the quarantine period, TADL will compensate all employees for their regular wages/shifts for the first fourteen (14) calendar days of the quarantine. If the quarantine extends beyond fourteen (14) calendar days, the full-time and regular part-time bargaining unit employee shall use accumulated paid leave time and if available. Before returning to work after a quarantine, employees may be required to obtain and present clearance to return to work by a medical provider.

**Social Distancing:** Social distancing shall be observed at all TADL facilities until otherwise determined by the County, State, or Federal government. Social distancing requires that each employee:

- maintain a distance of at least six (6) feet from other people;
- do not gather in groups;
- stay in assigned work area and within individual workspaces as much as possible except when entering/leaving the building, using restrooms, kitchens, or to complete a job task;
- whenever possible, refrain from traveling through the work areas of other employees;
- no attending or hosting of in-person meetings.

**Employees Required to Enter Non-TADL Facilities:** Employees required to enter into buildings and/or homes as part of their regular work day should evaluate specific hazards and exposures and determine if it is safe to proceed. Employees shall use their discretion and can refuse to enter the premises if they have concerns regarding the condition of the premises or the occupants. Employees entering said premises may ask the occupants about their potential exposure to COVID-19 and require that social distancing requirements be observed. If possible, the employee should ask the occupant to exit the premises in order to complete the work or complete a risk assessment of the condition of the premises and the occupants. Employees entering premises shall be required to wear the appropriate face masks, gloves, and other PPE as required by their position.
**Personal Protective Equipment and Work Practice Controls**: To mitigate the exposure risk to COVID-19, TADL will provide the following personal protective equipment (“PPE”). The specifications of this equipment shall be determined by the nature of the job performed.

- **Gloves**: The type of glove to be worn will be determined by the nature of the tasks to be performed. If gloves are not typically required for a task, then any type of glove is acceptable, including latex or vinyl gloves. Employees shall not share gloves.
- **Face Masks**: All employees will be provided with reusable, washable face masks. Employees shall be required to wear face masks in public spaces and in areas where social distancing is not possible. Employees with medical or religious exemptions to wearing a mask, will be required to wear a face shield. Employees who must enter non-public spaces such as a private office or work space of other employees will be required to wear face masks. For purposes of this policy, public spaces shall mean any area in which the public has frequent access or any space in which social distancing cannot be achieved. Social distancing shall be defined as maintaining a distance of at least six (6) feet between parties. Private offices and work areas are not considered public spaces unless other individuals enter the office and social distancing cannot be achieved. In recognition of the global nature of the COVID-19 pandemic and the significant number of infections and loss of life experienced in Michigan and across the United States: Employees who are found not wearing a face mask in a public space will be verbally counseled by a supervisor in the first instance; thereafter, employees found not wearing a face mask in a public space will be subject to further discipline in accordance with the applicable collective bargaining agreement and/or employee manual.

**Workplace Modifications**: All work sites must be evaluated to determine risk exposure and modifications that should be implemented to mitigate this risk. These modifications may include but are not limited to:

- installation of barriers/sneeze guards at customer service counters
- removal of all publications, information, fliers, etc. in public areas;
- removal of furniture;
- closure of drinking fountains;
- installation of signage to direct the public on social distancing requirements, hand sanitizing stations, etc.
- restructuring of work areas, work shifts, and/or work tasks to ensure social distancing measures are possible.

**Workplace Cleaning and Disinfecting**: All TADL facilities, including common areas, will be properly cleaned and sanitized prior to reintroducing staff to the facility. All offices will be provided with cleaning and sanitizing products to use to fulfill employee responsibilities as described below.
All common areas will be cleaned and sanitized on a regular basis at: 11am, 1pm, 3pm, 5pm, and 7pm, utilizing products identified by OSHA and the CDC as effective for eliminating COVID-19. Common areas include, but are not limited to, the following:

- doors
- doorknobs, push bars, handles, and panels
- light switches
- stair rails
- drinking fountains
- restrooms
- conference rooms including tables and chairs
- Plexiglas barriers/sneeze guards
- Countertops
- Shared office equipment such as copiers

**Employee Cleaning and Sanitizing Responsibilities:** Employees shall be responsible for cleaning and sanitizing their personal work areas as per the following:

- Clean personal work spaces on a regular basis of two times per day. Specifically, the following surface areas should be cleaned at least once daily and more frequently if shared:
  - phone
  - computer keyboard and mouse
  - desk surface and drawers
  - chairs
  - For employees with their own offices: light switches, doors, and door handles.

- Avoid using other employees’ supplies, equipment, phones, etc. If it is necessary to share equipment, clean before and after each use.
- Clean common areas after each use. For example, wipe down counter after servicing a customer, tables and chairs in conference rooms, etc.
- When using the copy machine, wipe down before and after each use.
- Please use the bathroom on your floor of the building and consistently use the same bathroom to reduce the number of individuals using the same bathroom, which reduces risk of exposure.
- Do not use employee refrigerators or microwaves.
- Do not use any items or utensils from the breakroom.
- Do not provide communal food and beverages and refrain from sharing serving utensils.

**Cleaning and Disinfecting when Employee or Patron is Symptomatic:** If an employee has developed Symptoms of COVID-19, the areas used by the employee must be cleaned and disinfected prior to being used again. Access to the area(s) should be closed off until the disinfecting has been completed. Clean and disinfect all areas used by the symptomatic person including offices, restrooms, common areas, shared electronic equipment, etc. A professional cleaning service will be used to execute this cleaning.
and disinfecting. Depending on the circumstances and risk, some or all employees may need to be sent home temporarily to accommodate the cleaning and disinfection or the Library or portions of the Library may need to be closed temporarily.

**On-site Meetings:** Whenever possible, TADL business shall be conducted via e-mail, phone and electronic meeting platforms. When on-site meetings are required, social distancing measures shall be strictly enforced. The number of persons allowed at an onsite meeting shall be determined by State social distancing measures in effect at the time of the meeting. Meeting sites shall be cleaned and sanitized before and after the meeting and hand sanitizer shall be made available to all in attendance.

**Offsite Meetings and Business Travel:** Unless specifically authorized by the Library Director, no off-site meetings or business travel shall be allowed while this Plan is required. When offsite meetings and business travel are deemed necessary, the employee shall observe social distancing measures.

**Signature Page and Additional Resources and Information Follow**
Face Mask

- Covid-19 Carrier ➔ Contagion Probability %70
- Covid-19 Carrier ➔ Contagion Probability %5
- Covid-19 Carrier ➔ Contagion Probability %1.5

WEAR IT
The first respirator was certified in the United States one hundred years ago and requirements for respiratory protection in healthcare were made mandatory in the 1990s (CDC, 2019). A lot of information is available about using respirators and masks in healthcare and the workplace in safe and effective ways.

There is not as much information about cloth face coverings, and there is a wide variety in the styles and materials. Because of this, there aren’t standard recommendation available, but we can use what we know about medical masks and respirators to guide how to use cloth face coverings in the safest and most effective way.

Cloth face coverings do not prevent illness in those who wear them like medical masks do (MacIntyre, et al, 2015). Wearing a cloth face covering is hoped to protect those around you in case you are infected. A cloth face covering should be worn whenever people are in a community setting, especially when you may be near people, like in grocery stores and pharmacies. It is not a substitute for social distancing. Cloth face coverings should be able to be laundered and machine dried without damage or change to shape (CDC, 2020).

**How to wear a face covering appropriately (CDC, 2020):**

- Clean your hands with soap and water or alcohol-based hand sanitizer before putting on your face covering.
- Put the face covering over your nose and mouth and secure it under your chin. Cloth face coverings should fit snugly but comfortably against the side of your face, secured with ties or ear loops.
- Make sure you can breathe easily without restriction when wearing the face covering.
- Avoid touching the face covering while wearing, and if you do, clean your hands.
- When removing a face covering, handle only by the ties or ear loops, and fold outside corners together to avoid touching the front of the covering.
- Clean your hands with soap and water or alcohol-based hand sanitizer after removing and handling your face covering.

Cloth face coverings should not be placed on children younger than 2 years of age, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cover without assistance.

For more information, visit Michigan.gov/Coronavirus.
While safe for most people, it is possible that wearing a face covering could interfere with your (Johnson, 2016):

1. Breathing
2. Vision
3. Ability to communicate clearly
4. Self-care
5. Ability to regulate your temperature
6. Overall feelings of well-being

Below are some suggestions that may be helpful if you are having any of these problems:

1. Breathing

The cloth face covering may cause you to rebreathe some of the carbon dioxide you have breathed out, which may cause your breathing rate to increase. If the face covering is too tight or too thick, and causes too much resistance, it may cause breathing to slow down. These changes in breathing may cause you to get lightheaded or not feel well. You may not be able to do as much or work as hard when you are wearing a face covering (Johnson, 2016).

People with allergies, runny nose, asthma, or COPD may not be able to tolerate breathing in a face covering well or for as long. Face coverings made with too many layers of cloth, tightly woven cloth, or cloth that has gotten wet from saliva or mucus are often hard to breathe through.

Suggestions:

- Take breaks from your face covering
  - If you are getting episodes of lightheadedness or shortness of breath, make sure to take breaks throughout the day. Go to a private bathroom stall, go outside, go to your car, or somewhere else where you are away from others and remove your face covering for a little while. Remove the face covering by ear straps/ties, wash your hands with soap and water or use an alcohol-based hand sanitizer after removing.
- Make sure the face covering is not too tight and the material is not too thick.
- Change face coverings if it gets wet or damp.
- If you have a health condition that makes wearing a face covering difficult, you do not have to wear one. Try to limit trips and if you do have to go out, social distance to the best of your ability.
- You do not have to wear a face covering if you are exercising or working outside as long as you can maintain social distancing.
2. Vision

Using a poorly placed face covering can cause vision to become obstructed. Glasses or goggles can become fogged up, especially in cold weather or when going from hot weather to an air-conditioned building or vehicle.

Suggestions:

- It is not recommended that you wear a face covering while driving due to these potential hazards.
- To stop glasses from fogging, wash glasses in soapy water and let them air dry. You can also rub a dab of shaving cream into the inside of the lenses. When they are dry, use a clean dry cloth to buff off any extra. The soap or shaving cream residue will prevent fog from forming.

3. Ability to communicate clearly

A covering over the mouth can make it difficult for others to understand what we are saying because words are muffled and visual cues are blocked. This is worse with short or one-word statements because there isn’t context to help others figure out what we are trying to say.

Face coverings also make it harder for the hard of hearing and hearing impaired to understand what you are saying.

Suggestions:

- Be sure to face the person you are talking to and speak in clear, complete sentences.
- Consider coming up with hand singles to use for common questions and answers.
- If you are talking to someone with hearing impairments make sure there is as little background noise as possible, talk slowly and clearly, and consider using a face covering with a clear front so your mouth movements can help with communication.
  - Instructions for making a clear face covering can be found at:
    - How to Make An Accessible, Deaf-Friendly Face Mask
    - Communicator Face Mask
      [https://www.9and10news.com/content/uploads/2020/04/Communicator-Face-Mask.pdf](https://www.9and10news.com/content/uploads/2020/04/Communicator-Face-Mask.pdf)
4. Self-care

Wearing a face covering makes it difficult to eat, drink, scratch your nose, blow your nose, and so on.

Suggestions:

• It is important to take breaks to safely take care of these needs during the day.

5. Ability to regulate your temperature

Using a face covering in hot temperatures can cause you to feel uncomfortable and may cause you to overheat faster. Sweat and wetness may soak into the cloth face covering, and this makes it harder to breathe through the face covering as well, making it less effective.

Suggestions:

• Take extra breaks during hot weather, focusing on hydration and cooling down.
• Pay close attention for signs of heat illness.
• Change face coverings if yours gets wet or damp.

6. Overall feelings of well-being

It is not uncommon to feel some irritation or discomfort from your face covering. For some, it is much worse, and wearing a face covering can cause anxiety or feelings of claustrophobia.

Suggestions:

• If you are worried or nervous about wearing a face covering, start by wearing it loosely for very short periods of time around the house.
  o If this isn’t possible, wear it around your neck or chin until that is tolerable before putting it over your mouth.
• Gradually increase the time until you feel comfortable wearing it outside your home. Make sure you get a face covering you like that feels comfortable.

Other Considerations:

Some experts worry that wearing a face covering or mask may cause people to touch their faces more often as they fit and adjust it. While this hasn't been proven, be aware of this possibility and avoid touching your face and face covering.
Exhaled air may be forced up into your eyes while you are wearing a face covering which might irritate your eyes. If you notice this happening, use over-the-counter lubricating eye drops but wash hands prior to use.

Dirty face coverings could be a source of germs and infection. Your face covering should be washed and dried routinely depending on the frequency of use. Use a bag or bin to store cloth face coverings until they can be laundered. Use the appropriate washer and dryer settings and detergents for the materials your face covering is made of. The cloth face covering should be washed right away if you were around someone with COVID-19 or if the covering is visibly dirty. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face. Over time, washing and drying your cloth face covering will decrease its ability to filter out particles from your breath (Neupane, et al, 2019). Consider replacing your cloth face covering after four or five washes.

In addition, discard cloth face coverings that:

- No longer cover the nose and mouth
- Have stretched out or damaged ties or straps
- Cannot stay on the face
- Have holes or tears in the fabric

References

Better Health is in Our Hands.

Diseases like coronavirus, the flu and Hepatitis A can be dangerous. To stop the spread of germs and keep yourself and loved ones healthy, remember to:

- Wash your hands often using soap and warm water.
- Cover your mouth and nose when you cough.
- Sneeze into a tissue and wash your hands afterward.

It’s our job to practice better hygiene. Start today.
How to Remove Gloves

To protect yourself, use the following steps to take off gloves:

1. Grasp the outside of one glove at the wrist. Do not touch your bare skin.

2. Peel the glove away from your body, pulling it inside out.

3. Hold the glove you just removed in your gloved hand.

4. Peel off the second glove by putting your fingers inside the glove at the top of your wrist.

5. Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.

6. Dispose of the gloves safely. Do not reuse the gloves.

7. Clean your hands immediately after removing gloves.
Signature page for:

COVID-19
Exposure Prevention, Preparedness and Response Plan
June 1, 2020

I certify that I have read this Plan, that I have been afforded the opportunity to ask questions about the Plan to members of TADL management, and that I understand the information and directives in the Plan:

Employee Printed Name: __________________________________________

Employee Signature: __________________________________________

Date of Signature: __________________________________________