



Employee Guidelines COVID - 19 Control and Prevention

In an effort to protect the safety and wellness of all Beaver Run Resort employees, the following guidelines should be followed when on property.

- **Employees are asked to wear a Mask when they interact with CBHC staff or attendees indoors, and especially when working closely with others.**
- Employees who are ill must stay home.
- Employees must notify his/her immediate supervisor or member of management of any travel by plane and the dates of the travel.
- Employees are required self-screen for any symptoms. If they have a temperature above 100.4 degrees Fahrenheit, they should stay home and may not return until they are symptom free for at least three days (72 hours), which is 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 seven days have passed since symptoms first appeared.
- Employees are expected to follow State, County and local guidelines for gathering in groups.
- Practice social/ physical distancing, with a minimum of 6 ft. between you and others.
- Employees should not touch their face.
- Wipe down all shared work spaces with disinfectant wipes before and after use, including phones, keyboards, chairs, etc.
- Clean your hands and time clocks with disinfectant wipes before and after each use.
- Wash your hands frequently.
 - ✓ **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
 - ✓ **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
 - ✓ **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
 - ✓ **Rinse** your hands well under clean, running water.
 - ✓ **Dry** your hands using a clean towel or air dry them.
- Use hand sanitizer if you do not have ready access to soap and water.
- Utilize gloves when appropriate - your supervisor will provide more guidelines.
- Follow all department-specific protocol.
- Bring any safety or health concerns to your supervisor.

We appreciate everyone's diligence in following these guidelines. Keeping all Beaver Run Resort employees safe is our top priority. Failure to comply with these guidelines may result in discipline up to and including termination.

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