



Emergency Response Plan to Coronavirus (COVID-19)

With the current situation happening around the world, we at A&K feel obligated to provide information on what protocols we are putting in place to protect every staff member company-wide from contracting Coronavirus (COVID-19). As we are a small company, the responsibility is shared across the board to make a conscious effort to stop the spread of any communicable diseases or viruses to coworkers, clients or family members. This worldwide pandemic is having a global effect on our economy and it will take every person to curtail the spread of this disease and keep panic at a minimum to get the country back to normal.

Rules for employees who are symptomatic (Stay at home policy)

- Any employee displaying uncontrolled coughing, sneezing and other cold or flu like symptoms will be sent home immediately and instructed to follow their doctor recommendations for testing and care.
- Any known infected employee will be sent home. (The government has strict guidelines for quarantine, etc. It is expected any known case will potentially require a 14 day quarantine of everyone who has come in contact with the sick individual and has the potential to shut down the office or job sites.)

The following **company hygiene policies** are going into effect immediately:

- Absolutely, hands should be washed frequently and especially after bathroom use. All projects should have been equipped with wash facilities. If not, this issue needs to be corrected immediately.
- All hard surfaces (counters, tables, door knobs, faucet handles) are to be wiped down with antiseptic wipes daily in the job site trailer and in the office areas until further notice as supplies are available.
- Hand sanitizer will be provided as supplies are available at A&K and all job sites at the restroom facilities as well as additional stations throughout the job site. It is imperative when signing into a job site to disinfect before signing in to avoid spreading germs. Something as simple as a pen being used over and over can promote the spread of germs.



- A&K will provide individual bottles of hand sanitizer to each employee as supplies are available to have on their person. These are to be used any time deemed necessary to keep all areas as clean as possible.
- Jobsite restroom facilities will begin being cleaned by the supplier two times a week to minimize high traffic areas.
- Jobsite restrooms will also be equipped with a disinfectant spray (i.e., Lysol) as supplies are available for use in between cleanings. If at any time, supplies are not available please let your supervisor know so we can restock if products are available.
- If at possible, you are required to practice ‘social distancing’ at all times. As recommended by all governmental agencies, the proper distance from your coworker/client is at least 6 feet apart.
- At this time, we cannot procure the sanitizer and cleaning products but will as soon as it becomes available.

Individuals who have compromised immune systems

A person with a compromised immune system is anyone whose body has a diminished ability to fight off germs. For any individual company-wide who falls under these guidelines as having a weakened immune system should consult your personal physician as what to protocol should be followed. Based on your doctor’s recommendations the information should be relayed to management to determine if any adjustments can be made or if the employee should remain off work until a time when the severity of the situation passes.

Information on Coronavirus Disease 2019 (COVID-19)

This is new territory for everyone on a global scale. The internet has a wide variety of sites with information both good and bad. Your best defense is to be equipped with the correct information and protocol to fight the spread of the virus. The following pages are provided for your review in how to protect yourself from getting or spreading the virus. This information as well as frequently asked questions not addressed in this memo can be found at the following website: www.cdc.gov/coronavirus. Please take time to familiarize yourself with this as it will take a team to fight this pandemic and keep all of the A&K family well. As a small business family it is our duty to protect one another and make the workplace and world a safer place for us all.

Coronavirus Disease 2019 (COVID-19)

How to Protect Yourself

- ! Older adults and people who have severe underlying chronic medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness. Please consult with your health care provider about additional steps you may be able to take to protect yourself.

The President's Coronavirus Guidelines for America: 15 Days to Slow the Spread  

Know How it Spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Take steps to protect yourself



Clean your hands often

- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Avoid close contact** with people who are sick



- Put **distance between yourself and other people** if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick.

Take steps to protect others



Stay home if you're sick

- **Stay home** if you are sick, except to get medical care. Learn what to do if you are sick.



Cover coughs and sneezes

- **Cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



Wear a facemask if you are sick

- **If you are sick:** You should wear a facemask 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 facemask (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 facemask if they enter your room. Learn what to do if you are sick.
- **If you are NOT sick:** You do not need to wear a facemask unless you are caring for someone who is sick (and they are not able to wear a facemask). Facemasks may be in short supply and they should be saved for caregivers.



Clean and disinfect

- **Clean AND disinfect** frequently touched surfaces **daily**. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.

To disinfect:

Most common EPA-registered household disinfectants will work. Use disinfectants appropriate for the surface.

Options include:

- **Diluting your household bleach.**

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water
- OR
- 4 teaspoons bleach per quart of water

Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

- **Alcohol solutions.**

Ensure solution has at least 70% alcohol.

- **Other common EPA-registered household disinfectants.**

Products with EPA-approved emerging viral pathogens  [7 pages]  claims are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).



[More handwashing tips](#)

[Hand Hygiene in Healthcare Settings](#)

More information

[Symptoms](#)

[If someone in your house gets sick](#)

[What to do if you are sick](#)

[Frequently asked questions](#)