



RoadVantage Guidance on **Workplace Preparedness** for COVID-19

Coronavirus 2019 (“COVID-19”) is a respiratory disease caused by the COVID-19 virus and has been declared a Pandemic by the World Health Organization. To reduce the impact of COVID-19 outbreak conditions within our workplace, it is important for us to put measures in place to reduce the risk of exposure. In accordance with local health officials and CDC guidelines, we are providing information and implementing procedures to reduce the risks to you and your coworkers, while helping slow the spread of the virus. Local conditions will inform the decisions made by public health officials regarding business-level strategies. Please refer to the [CDC guidelines](#) for further details and guidance.

*At this time, the office will remain closed with limited access. All employees currently working on site will be required to follow the etiquette procedures below. On **September 7, 2020**, the Executives will reevaluate when the office will fully open.*



Common Area Etiquette

- RoadVantage will be providing face coverings/masks for all employees. **You are required to wear face coverings/mask when entering and exiting common areas, corridors, restrooms and breakrooms.**
- Once you enter the office building, avoid crowded places, large gatherings or close contact with a group of people to decrease the spread from person to person. A distance of *6 feet* will slow the spread of the disease, however more distance is more effective.
- You are required to eat lunch at your desk or away from the office. You will have limited access to all breakrooms. No more than 5 people at any given time should be in the breakroom located in Suite 250. No more than 1 person at any given time should be in the breakrooms located in Suites 150 and 280.
- RoadVantage will provide disinfectant, hand sanitizer and paper towels for all common areas. You are required to disinfect counters, coffee machines, cupboard handles, and water machines before each use.
- Thoroughly and frequently wash your hands throughout the day (20 seconds or more). Dry your hands with a disposable towel.
- Only use disposable cups, plates and cutlery. ***Do Not Share!***
- Stagger break times to avoid gatherings in common areas.
- The conference rooms will remain closed for meetings. All meetings will continue to be scheduled video conference calls utilizing the Zoom platform.
- You are required to disinfect the surfaces and accessories of common equipment (*printers, cabinet handles, safes, and other high touchpoints*). Gloves are recommended while cleaning surfaces and equipment.



Workspace Etiquette and Hand Hygiene

- Employees are required to wear face coverings when sharing common office space with others.
- Increase and maintain a 12-foot distance of workspace between you and your colleagues. Workspace will be reassigned as needed to ensure adherence to guidelines.
- You are required to regularly sterilize your desk, chair, keyboard, mouse, headset, phone, and other office articles.
- Kleenex and hand sanitizers are placed in multiple locations throughout the office to encourage hand hygiene. We will maintain spare
- Prior to coming to work it is required you check your temperature (should be less than 98.7 degrees). **Stay home if your temperatures exceed 98.7 degrees.**
- Practice good hand hygiene (avoid touching your nose, mouth, and eyes).
- Avoid shaking hands or hugging. We encourage other non-contact methods of greeting.
- Use a tissue, or cough and sneeze into your arm, not your hand. Turn away from others. Dispose of the tissue immediately.
- Wash your hands after coughing, sneezing, or using tissues.
- Tissues and no-touch disposal receptacles (wipe stations) will be available outside of common door areas.
- Breakroom and some office doors should remain propped open for continuous flow of air and avoid the touching of doorknobs.



Building Maintenance Commitments

- Hand sanitizer stations will be placed in the lobby area and elevator landings by May 15th.
- Janitorial teams will increase frequency of cleaning the high touch and high traffic areas (light switches, door handles, stair railings, elevator buttons, etc.).
- Restroom partitions, doors, and sink areas will be cleaned more frequently both by the night crew and the day porter. Remember, surfaces are clean until the next person who touches it.
- All building management, maintenance and vendors will be wearing face coverings and will limit their entry into occupied suites as much as possible.
- Elevator signage is posted in the landings to limit the number of people in the elevators to no more than **4** riders at a time. Additional social distancing signage is placed throughout common areas and bathrooms.
- All common areas lounges/seating will be closed to eliminate exposure and risk.
- Increase fresh airflow throughout the building.
- Continue to monitor and report potential infections in accordance with local, state, and federal health authority guidelines.



Sick Leave and Supporting Policies

The **Families First Coronavirus Response Act (FFCRA or Act)** requires employers to provide employees with paid sick leave and expanded family and medical leave (FMLA) for specified reasons related to COVID-19. These provisions will apply through December 31, 2020.

[Please download and review this information regarding the FFCRA — Families First Coronavirus Response Act.](#)

Please review your Employee Manual for additional information on the Family and Medical Leave of Absence (FMLA) Policy.



Please Follow these Safety Procedures to Minimize the Risks. Thank You!



Sick Employees Back-to-Work (CDC Recommendation)

For people with COVID-19 who have stayed at home (home isolated) you can stop home isolation under the following conditions:

- If you **will not have a test** to determine if you are still contagious, you can leave home after these three things have happened:
 1. You have had no fever for at least 72 hours. Three full days of no fever without the use of fever-reducing medicine.
 2. Other [symptoms](#) have improved (for example, when your cough or shortness of breath have improved).
 3. At least 7 days have passed since your symptoms first appeared.
- If you **will be tested** to determine if you are still contagious, you can leave home after these three things have happened:
 1. You no longer have a fever without the use of fever-reducing medicine.
 2. Other [symptoms](#) have improved (for example, when your cough or shortness of breath have improved).
 3. You received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

In all cases, **follow the guidance of your healthcare provider and local health department.** The decision to stop home isolation should be made in consultation with your healthcare provider, and state/local health departments. Local decisions depend on local circumstances.