



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. The Executives will reevaluate fully opening the office closer towards **September 1st, 2020.***



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 break rooms.**
- Avoid crowded places, large gatherings or close contact with a group of people to decrease the spread from person to person. 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 for Suite 150 and 280.
- RoadVantage will provide disinfectant 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 required while cleaning surfaces and equipment.



Workspace Etiquette and Hand Hygiene

- You are required to check your temperature before entering the office. **Temperature must be below 98.7 degrees.** Results should be sent to your Department Manager or HR before entering the office. We have set up Self-Administered Temperature Check Stations on each floor in the following areas.
 - Ste 150 reception area
 - Ste 250 reception area
 - Shipping
- Employees are required to wear face coverings at all times, unless working alone in an office.
- Increase and maintain a 12-foot distance of workspace between you and your colleagues.
- You are required to sterilize your desk, keyboard, mouse, headset, desk phone and other office articles up to 2 x per day when working in the office.
- Kleenex and hand sanitizers will be placed in multiple locations throughout the office to encourage hand hygiene.
- Prior to coming to work it is required you check your temperature (should be less than 98.7 degrees).
- Keep your clothes as well as your seat covers clean and disinfect them regularly.
- 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 other people.
- Use single-use tissues. 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.
- Shipping area is limited to 3 people at a time.
- Shipping high-touch surfaces will be cleaned and disinfected up to 4 x per day.

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 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.



Sick Leave and Supporting Policies

You are encouraged to work from home or stay at home if you are not feeling well. If you are working in the office and begin to show signs, you are required to speak to your manager or Human Resources.

The **Families First Coronavirus Response Act (FFCRA or Act)** requires employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020. Outlined here by the DOL, <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>.



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 medicine that reduces fever).
 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, state and local health departments. Local decisions depend on local circumstances.