

JOB ONE

BUSINESS ON A MISSION

March 12, 2020

In review of our practices to prevent the COVID-19 (Coronavirus) into our facility, we at Job One want everyone to know that we are taking steps to remain virus free. We are following the direction given from our State Department, who is also forwarding information from the CDC.

We have met with all our team members, employees and staff alike, to review the following –

- Wash your hands with soap and water several times a day, and following each trip to the restroom, and any contact with another person
- Keep your hands to yourself and do not touch others; handshakes, fist bumps and hugs are not allowed
- Avoid touching your face with unwashed hands, eyes, nose, mouth
- Do not eat or drink or share food or drinks with others
- When coughing or sneezing, please use a Kleenex or napkin and if they are not available use the inside elbow of your shirt, and dispose of the Kleenex immediately after using
- Shower and wear clean clothes to work everyday
- If you are sick, stay home
- If you come to work sick, or get sick while at work, you will be sent home
- We do have some antibacterial hand sanitizer at all supervisor workstations
- We are using hospital grade cleaning supplies

We are asking that everyone be vigilant in the prevention of the flu and hopefully we'll get past the threat without any problems or complications. So please remember, no one is to come to work sick. If you or anyone in your home has the sniffles, sneezing, coughing, congestion or sick stomach, you should stay home. If you do need to stay home, please call the office so we can keep record of the reason for your absence.

Please feel free to call me if you have questions or concerns.

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