



Pandemic Plan

Due to the recent Covid-19 virus, we are taking additional precautions as a company to safeguard the health of our employees.

Covid-19 (and most other illnesses), are spread mostly by coughing and contact with contaminated surfaces. Practicing good hygiene is the most effective means of control. We will be placing hand sanitizer at multiple locations and ask that you use it often during the day, particularly when coming to and leaving work.

We will be using specialized equipment to disinfect our office (PurTabs 334mg.) It is more effective than bleach but is safe for food contact surfaces. If you have any concerns or would like to discuss the cleaning process, please contact Philip.

Key Points

- Wash hands frequently with soap and water
- Use hand sanitizer frequently
- Cough into sleeve or tissue (otherwise wash hands immediately after)
- If you're sick, stay home.
(this virus is highly contagious, and you will be sent home if you come to work and present symptoms)

Summary

As the situation changes, we may update our procedures. Currently, we are conducting business as usual with elevated precautions.

The most effective prevention is frequent hand washing and use of sanitizer. Note that people may be infectious for two weeks with no symptoms, and some are infectious and never show symptoms. Therefore, please remain diligent and begin developing good hygiene now.

Risks are low to most people, however, those that have underlying health, immune, and respiratory problems are at higher risk.

Although most people will only experience symptoms of a mild to moderate cold, prevention is necessary to protect those at high risk.