



**COVID-19 State of Emergency Tier Protocol Guide  
Tier Assigned by Each Location**

Version 5  
As of 10/12/20

Leader State of Emergency Guide	Tier 1 Green	Tier 2 Yellow	Tier 3 Orange	Tier 4 Red
<b>COVID-19 Status</b>	No active COVID-19 cases known	Leader or HR is notified by an associate that he/she has: 1) deemed it necessary to self-quarantine 2) been tested for COVID-19 and is awaiting results 3) tested positive but has not been to a work location in 48 hours.	Leader or HR is notified by an associate that he/she has tested positive for COVID-19 by a medical professional and has been at a work location within the last 48 hours.	Updates from federal, state, local officials / Client volumes are reduced
<b>Building/Location Status</b>	Open for business - daily protocol check-ins with OM and/or GM	Open for business - daily protocol check-ins with OM and/or GM	Open for business - daily protocol check-ins with OM, GM, Sr. Leaderships, and HR.  Leadership will immediately contact his/her Sr. Operations Director and Human Resources to assess the affected associate's contact with other associates to determine if any additional cleaning and operational changes are needed. In some cases, some parts of a location may need to temporarily close for additional cleaning. If any area of a building is temporarily closed, leadership will notify all associates of next steps.	Location shut down due to: 1) a client reduction, 2) a government directive, or, 3) CEO directive.
<b>Working Associate Impact</b>	No associate should come to work with a temperature above 100.4; each associate must do a self-temperature and wellness check to determine if he/she is fit for duty with no cold or flu-like symptoms.  Masks are required in all locations unless sitting in an enclosed office with six feet of social distance. If a mask is temporarily removed to take a drink, eat, or operate equipment the mask must be placed in a pocket or plastic/paper bag. No masks are to be placed on equipment, tables, or any common area.	No associate should come to work with a temperature above 100.4; each associate must do a self-temperature and wellness check to determine if he/she is fit for duty with no cold or flu-like symptoms.  Masks are required in all locations unless sitting in an enclosed office with six feet of social distance. If a mask is temporarily removed to take a drink, eat, or operate equipment the mask must be placed in a pocket or plastic/paper bag. No masks are to be placed on equipment, tables, or any common area.	No associate should come to work with a temperature above 100.4; each associate must do a self-temperature and wellness check to determine if he/she is fit for duty with no cold or flu-like symptoms.  Masks are required in all locations unless sitting in an enclosed office with six feet of social distance. If a mask is temporarily removed to take a drink, eat, or operate equipment, the mask must be placed in a pocket or plastic/paper bag. No masks are to be placed on equipment, tables, or any common area.  If a part of a building is closed, some associates may be asked to leave (with pay) for that remainder of their day, depending on the situation.  The leadership of the location will conduct associate temperature checks prior to the start of each shift for 2 days.	Associates stop working until further notice.
<b>Sanitation</b>	2x a day cleaning - sign-off required. Cleaning to include: common areas, breakrooms, bathrooms, door handles, and equipment handles.  Leader sends weekly sign-off sheets to the Safety Director by 9:00 AM local time Monday.	2x a shift cleaning - sign-off required. Cleaning to include: common areas, breakrooms, bathrooms, door handles, and equipment handles.  Leader sends weekly sign-off sheets to the Safety Director by 9:00 AM local time Monday.	2x a day cleaning - sign-off required. Cleaning to include: common areas, breakrooms, bathrooms, door handles, and equipment handles.  Leader sends weekly sign-off sheets to the Safety Director by 9:00 AM local time Monday.  If it is determined that additional cleaning is needed, the leader of the building will contact the Safety Director and/or Maintenance Manager so that industrial sanitation service is scheduled immediately.  Once complete, leader sends final sign-off of sanitation to the Sr. Operations Director, Safety Director and VP of HR.  If a part of a building is closed, some associates may be asked to leave (with pay) for that remainder of their day, depending on the situation.	Director to sign-off on reopening sites.
<b>All Associate Communications</b>	Posting include: - CDC recommendations for handwashing and sanitation - FAQs - Latest updates from HR	Posting include: - CDC recommendations for handwashing and sanitation - FAQs - Latest updates from HR	Posting include: - CDC recommendations for handwashing and sanitation - FAQs - Latest updates from HR	The location leaders and/or ODW Swift 911 messages will inform associates regarding next steps.
<b>Shift Schedule</b>	Locations use best efforts to separate shifts to allow for sanitation and mitigate associate overlap/concentration.  Locations use best efforts to provide for appropriate social distancing	Locations use best efforts to separate shifts to allow for sanitation and mitigate associate overlap/concentration.  Locations use best efforts to provide for appropriate social distancing	Locations use best efforts to separate shifts to allow for sanitation and mitigate associate overlap/concentration.  Locations use best efforts to provide for appropriate social distancing.	TBD
<b>Visitors</b>	Limit visitors to: - Required deliveries for business operations - Sanitation vendors - Maintenance vendors - Vendors critical to keep operation open - Contract required customer visits - Hourly Associate interviews and new hires	Limit visitors to: - Required deliveries for business operations - Sanitation vendors - Maintenance vendors - Vendors critical to keep operation open - Contract required customer visits - Hourly Associate interviews and new hires	Limit visitors to: - Required deliveries for business operations <u>(paused if location is temporary closed)</u> - Sanitation vendors - Maintenance vendors - Vendors critical to keep operation open - Contract required customer visits - Hourly Associate interviews and new hires <u>(paused if location is temporary closed)</u>	TBD

**Note:** This document has been developed to provide guidance for our associates and clients during this State of Emergency. This document was updated with guidance from www.CDC.gov posting updated as of September 2020. ODW reserves the right to review and revise this policy at any time with or without notice.