

# Coronavirus (COVID-19) Policy



This memo includes the guidelines that should actively be taken to mitigate the spread of coronavirus as well as Tighe's policies. You are being asked to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently and take sensible precautions. We assure you that we will always treat your private health and personal data with confidentiality and sensitivity.

## **Guidelines:**

Here, we outline recommended guidelines you should follow in order to avoid the spread of coronavirus. You should take these steps to protect yourself, your family and your co-workers from a potential coronavirus infection. Please follow these guidelines closely as they are not only state but also CDC recommendations:

- Stay home if you are sick and monitor your symptoms. If you develop symptoms such as a fever, coughing, loss of taste or shortness of breath, call your healthcare provider immediately.
- Maintain 6 feet of social distance whenever possible.
- Wear a mask or face covering that covers your nose and mouth when you are not able to socially distance.
- Wash your hands often with soap and water for at least 20 seconds or use alcohol based hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose and mouth.
- Do not shake hands or hug.
- Cover your mouth when you cough or sneeze, use a tissue or your inner elbow and not your hands.
- Clean and disinfect frequently touched surfaces at the beginning and end of your shift.
- Take care of your body by eating healthy meals, getting exercise and getting plenty of sleep.
- If you have been in close contact with someone infected by COVID-19, please contact your healthcare provider and notify your employer immediately.
- If you are planning to travel to a high-risk area, please notify your supervisor immediately as you will need to follow state guidelines to return to work.

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The policies below are not only state and CDC guidelines but also are part of Tighe's policies. Employees at Tighe are required to follow them strictly or they will be subject to disciplinary action up to and including termination of employment.

## **Tighe's Policies:**

**Use of Masks or Face coverings:** If you cannot maintain effective social distancing while working or you need to pass through or utilize a common area, we ask you to wear a mask or face covering. Note this policy does not require masks at all times, only at times where you cannot maintain adequate distance.

**Covid-19 Testing:** If you are in the process of obtaining Covid-19 testing because you have been in close contact with somebody that tested positive or because you have been advised by a health care provider to do so, it is imperative that you communicate this to your supervisor and you **stay out of work** until you receive negative results. If you need assistance finding an appropriate site to be tested, please contact Natalia Brown in Human Resources. We will assist.

**Covid-19 and traveling:** In order to return to work we are applying the current MA travel rules as our company policy. This rule requires you to quarantine for 14 days unless you are coming from a lower-risk state or are able to produce proof of a negative test result for COVID-19 no longer than 72 hours before your arrival in MA. In order to check the list of lower risk states, please use the following link. <https://www.mass.gov/info-details/covid-19-travel-order#lower-risk-states->

**WE ARE WAIVING THIS RULE IF YOU RESIDE IN THE STATE OF RHODE ISLAND**

This coronavirus (COVID-19) company policy applies to all Tighe employees and is subject to change with the introduction of additional governmental guidelines.

If you have any questions about any of the current guidelines or about this policy, please reach out to your manager or Human Resources.

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## ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge that I have received and understand Tighe's Coronavirus (COVID-19) Policy.

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Name of Employee (please print)

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Signature

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Date