



## Geremarie Workplace COVID-19 Policy

Geremarie continues to place the highest priority on the health, safety and wellbeing of our staff, while protecting its programs and essential functions. As Geremarie continues to monitor the local, national and worldwide incidences of the coronavirus and the illness it causes, COVID-19, Employees are required to review the following workplace policy and guidance. Geremarie's priorities in setting this workplace policy are to: 1. Maintain a safe and healthy workplace, 2. Sustain programs and essential operational continuity as much as possible, 3. Encourage a spirit of fairness, open communications, trust and concern for the wellbeing of all Employees.

This policy has been put in place in response to the "shelter in place" executive order issued by the Governor of Illinois, JB Pritzker that started on March 21<sup>st</sup>, 2020 for the state of Illinois related to coronavirus (COVID-19). The order will remain in effect until it is rescinded or extended by local government authorities. The State of Illinois "shelter in place" was extended to April 30, 2020, and then extended again through the end of May, 2020. Pursuant to the Executive Order Geremarie is classified as essential business and operations under manufacture, distribution and supply chain for critical products and industries.

**These are the CDC guidelines that we are publishing for all Employees to follow to protect from the spread of the virus:** The virus that causes COVID-19 spreads mainly from person to person, mainly through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Here are the precautions to take against it:

- **Wash Your Hands Often.**
  - Wash hands frequently with soap and water for at least 20 seconds. Make it a point to wash hands after being in a public place, or after blowing your nose, coughing or sneezing.
  - If soap and water is not readily available, use a hand sanitizer that contains at least 60% alcohol. Use these products when it is not possible to wash hands as well as frequently throughout the day.
  - Avoid touching your eyes, nose and mouth with unwashed or non-sanitized hands at all costs.
  - Wipe surfaces thoroughly before and after use.
- **Avoid Close Contact**
  - Avoid close contact with people who are sick.
  - Stay at home as much as possible when not at work.
  - Put distance between yourself and other people, especially for those that are higher risk of getting very sick.
- **Cover your Mouth and Nose when around Others**
  - Wear a mask. This will prevent you from touching your face and protect you from others if they are experiencing symptoms or not practicing the proper hygiene protocols as outlined.
  - Mask must be worn while at work.
  - Mask should be worn when you have to go out into Public places.
- **Cover coughs and sneezes**
  - If you must cough or sneeze, please do so with your mask on. If a mask is not worn at the time of a cough or sneeze, use a tissue or the inside of your elbow.
  - Throw used tissues in the trash.
  - Immediately wash your hands with soap and water for at least 20 seconds or use hand sanitizer.
- **Social Distancing (About two arms lengths)**
  - Designate six-foot distances and try to maintain six-foot spacing between yourself and others as much as possible, especially during breaks.
  - Use separate break hours where appropriate.
  - Take turns using the Microwaves keeping a minimum of 6-foot distance from your co-workers.
  - Call your team members in lieu of office visits and meetings as much as possible.
  - Stay at your desks or assigned work areas as much as possible.
  - Do not gather in groups.
  - Stay out of crowded places and avoid mass gatherings.
- **Clean and Disinfect**
  - Clean and disinfect frequently touched surfaces and tools. This includes tables, doorknobs, light switches, handles, desks, phones, keyboards, toilets, faucets, and sinks.
  - Be considerate of others, always wipe your areas after your personal use.
  - Do not share safety glasses, eating utensils, water bottles, cigarettes, vapes, makeup, etc.



## What should I do if I might have been exposed? If I feel sick? Or have confirmed COVID-19?

- **Employees who have symptoms of respiratory illness:** Key symptoms include fever, dry cough, shortness of breath or difficulty breathing.
  - Stay Home.
  - Report Your Sick Time: You MUST notify HR. Once HR is notified you are out due COVID-19, we will ensure this is properly documented and handled accordingly. ( 1-847-540-1154 x900 )
  - Self-monitor if you or someone in your home might have been exposed.
  - Self-quarantine if you feel healthy but you have been in contact with a person confirmed to have COVID-19
  - Self-isolate if you have been diagnosed with COVID-19.
  - Please refer to your health care provider for official guidance in your specific case.
  
- **Employees may return to work when:**
  - You have a return to work release from your healthcare provider specific to COVID-19;
  - You are free of fever and any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. Tylenol, Cough suppressants). A fever is defined as a temperature of 100.4 degrees Fahrenheit or higher taken by an oral thermometer.
  - This is guidance as per the CDC, please refer to a health care provider for official guidance and actions in your specific cases.

## Informational Updates

The policy is located on the Geremarie Website: [www.geremarie.com](http://www.geremarie.com) and on the Geremarie Resource Center.

## Potential Additional Policy Changes

As public health conditions change, Geremarie's workplace policies may be further amended.

## Time off Requests: HR MUST BE NOTIFIED in all cases. (1-847-540-1154 X106 or Absence Request Form)

- If you have available PTO and/or Vacation time, you are welcome to use it. There will be **NO penalties** for not giving a two week notice, all absences will be considered "**EXCUSED**" during the Covid-19 policy period.
- If you do not have any PTO and/or Vacation time remaining and you wish to take time off as Unpaid, you are welcome to do so during the Covid-19 policy period.
- Should you be let go or furloughed, it is recommended that you apply for Unemployment pursuant to the current guidance available from the Illinois Department of Labor. <https://www2.illinois.gov/idol/Pages/default.aspx>
- If you are unable to work because you have been quarantined by the advice of a health care provider and/or experiencing COVID-19 symptoms and seeking a medical diagnosis, please contact HR via phone call for further guidance and if you qualify for the FFCRA.
- Since the guidance is changing frequently, for official guidance's, please refer to the official government and official websites of the WHO, CDC and the DOL. [www.dol.gov](http://www.dol.gov), [www.cdc.gov](http://www.cdc.gov), [www.thewho.com](http://www.thewho.com), [www.illinois.gov](http://www.illinois.gov)
- For questions and answers related to the FFCRA, please refer to <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

Thank you for your Patience! We are learning this information real time with all of you! Geremarie cares deeply about our Employee's and we will be working quickly to address changes given these unprecedented measures. We must TRUST in the fact that all of us are doing our parts to protect ourselves and others, both while at work and while not at work.

We will get through this and when it passes, Geremarie will be stronger than ever!

**Stay Safe, Stay Clean, Stay the Course, Stay Working, Stay Healthy!**

Thank you, Geremarie Corporation