



Workplace Guidance for COVID-19

H4 Enterprises LLC is committed to promoting safety, health, and prevention of potential workplace exposures to COVID-19 to our employees' and clients. All H4 employees are required to adhere to the following protective measures to reduce the risk of contracting COVID-19:

1. You are always required to wear a mask at the workplace.
2. Cover coughs and sneezes using respiratory hygiene/cough etiquette. Some of these measures may include: coughing and sneezing into your elbow while keeping your mouth and nose covered, or simply covering your mouth and nose with a tissue when sneezing or coughing making sure that you dispose of the used tissue immediately.
3. Wash hands frequently and thoroughly with soap and running water. If soap and running water are not immediately available, use alcohol-based hand rubs containing at least 60 % alcohol.
4. Always maintain at least 6 feet distance between yourself and anyone in the workplace, including breaks and lunch.
5. Avoid touching eyes, nose and mouth to prevent contaminants from entering your body.
6. Do not use or borrow other employee's phones, work tools and equipment, when possible.
7. An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing symptoms of the virus will be sent home. The employee should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms
8. **Notify your supervisor** if you develop COVID-19 symptoms or are tested for COVID-19. Provide detailed information of your past physical presence in the workplace and names of staff, clients, or volunteers you had contact with.
9. If you are diagnosed with COVID-19, please provide a doctor's note with the start and finish dates of your quarantine.