



Kentucky Healthy at Work¹

Hinkle will adhere to the following guidelines:

1. Continue telework whenever possible.

- a. Employees who can perform their job duties via telework must continue to telework (should be discussed on a case by case basis with your supervisor and HR).
- b. While at home, employees should continue to maximize physical distance from others when in public. Assume everyone **HAS** the virus. Do not assume anyone follows guidelines.

2. Phased return to work.

- a. Each office will develop a plan on phasing a certain percentage of employees back over time (25% / 50% / 75%) as needed. Again, telework is strongly recommended.
- b. Good hygiene practices must be strictly observed (e.g., washing hands for 20 seconds multiple times a day; sneezing or coughing into your elbow; etc.) at all times.
- c. People who feel sick should stay home.

3. Conduct daily temperature / health checks.

- a. Employees will confirm via acknowledgment form that they will follow all Hinkle COVID-19 workplace protocols. Employees are required to conduct daily temperature and health checks at home before coming to work and keep a log of their health. Sick employees should notify their supervisor and call their health care provider to be tested and then instructed to quarantine at home as soon as any illness is detected.
- b. Employees that have passed a temperature and health check prior to coming to work, but became ill during the course of the day, should leave work immediately and seek the advice of their health care provider regarding testing. Employees in this situation should report their condition to their manager, safety manager or HR department immediately.

4. Universal masks and any other necessary PPE.

- a. Face masks and gloves will be provided to employees when available.
- b. Employees must remain in their office when possible with door closed.
- c. Employees who are outside of office for any reason, or in an open office situation where social distancing of 6 feet cannot be met, must wear a mask.
- d. In general, masks should be encouraged at work at all times unless there are safety reasons that discourage their use. Cloth masks are acceptable.
- e. Employees whose job duties include touching items often touched by others (e.g., credit cards, paperwork, computers) wear gloves that are regularly replaced.

Please contact your supervisor, safety manager, or HR department with any questions.



5. Close common areas.

- a. Kitchen areas will be closed (**exception:** storage of medication in refrigerator). Coffee pots, microwaves, and other common-touch appliances in kitchens and break rooms should not be used.
- b. Gathering in common areas to eat together (e.g., kitchens, break rooms) is not permitted.
- c. Offices should be cleaned and disinfected at least on twice daily.
- d. Each employee must contribute to housekeeping. Staff should wipe down surfaces in their offices as often as possible. Any surface that is touched outside of offices should be disinfected **before and after** use (e.g., copiers, office supply cabinets, bathrooms, etc.)
- e. All unnecessary items (e.g., pens, magazines) should be removed from common areas.
- f. Common area doors should remain open when possible to minimize touching knobs and improve ventilation.

6. Enforce social distancing.

- a. Social distancing (at least 6 feet apart) must always be practiced; if there is a possibility that this distance cannot be maintained, employees are required to wear a mask.
- b. Maintain at least a distance of 6 feet between workstations (cubicles, open desk space).

7. Limit face-to-face meetings.

- a. Meetings should be conducted on MS Teams when possible.
- b. When meetings are required, each room will require a maximum occupancy rating (TBD) with no room having an occupancy greater than 10 people.

8. Sanitizer / hand-wash stations.

- a. Hand sanitizer stations will be installed near high-traffic and high-touch areas (e.g., doors or door handles) where appropriate.
- b. Employees will continue to wash their hands for at least 20 seconds several times a day.
- c. Frequently touched surfaces and areas should be sanitized at least twice daily (e.g., doorknobs, keypads, copiers, supply cabinet knobs, etc.).
- d. Any area where an employee who is suspected or confirmed positive for COVID-19 has been will be immediately closed and signage posted until adequate disinfection can occur. Access to these areas will be limited to essential personnel for at least 24 hours.

9. Make special accommodations.

- a. Anyone who has a special accommodation and is at higher risk of COVID-19 complications (e.g., > 60yo, or have heart, lung, or kidney disease) if infected should contact their HR department to discuss continued work from home if possible.
- b. Anyone who needs to work from home due to limited childcare options during this time is encouraged to contact HR to discuss.

Please contact your supervisor, safety manager, or HR department with any questions.



10. Educate and train employees.

- a. All employees have received training regarding this **Healthy at Work** protocol.
- b. Contractors, vendors, or customers unfamiliar with Hinkle COVID-19 protocols should be directed to the Hinkle safety manager or HR department to discuss. They can also check our website for our latest COVID-19 protocols (www.hinklecontracting.com).

11. Testing plan and contact tracing.

- a. Any employee with COVID-19 symptoms will be sent for testing by a health care provider within 36 hours. Managers should report these cases immediately to their safety manager or HR department.
- b. Any employee who develops COVID-19 symptoms at work will be isolated and sent for COVID-19 testing within 36 hours. Managers should report these cases immediately to their safety manager or HR department.
- c. Any positive cases will be immediately reported to the local public health department with the employee's information and any other employee / customer with whom the COVID-19 positive employee came in contact. Managers and employees must participate in contact tracing if an employee tests positive.

12. Designate a "Healthy at Work" Officer.

- a. Greg Gillum, Hinkle Director of Human Resources, is responsible for the business's compliance with this guidance and any other guidance provided. Hinkle encourages employees to identify and communicate potential improvements and/or concerns to the Healthy at Work designated officer or management.

ⁱ <https://govstatus.egov.com/ky-healthy-at-work>