

1. Objective: Provide guidelines for contractors to follow at Promerus during the COVID-19 pandemic.
2. Procedures:
 - 2.1. Stay home if sick, if knowingly exposed to the Coronavirus, and/or if affected by the Ohio Travel Advisory:
 - 2.1.1. Contractor should take their temperature before coming to the site and should not come in if it is 100.4°F or higher or if they feel ill.
 - 2.1.2. A cough, shortness of breath, chills/shaking, muscle pain, headache, sore throat, new loss of taste or smell, fatigue, congestion/runny nose, nausea/vomiting, and diarrhea are other symptoms of COVID-19. A contractor with these symptoms (that are out of the ordinary for the contractor) will be asked to leave the site.
 - 2.1.3. If exposed to someone who has or appears to have COVID-19, a contractor should not come to the site but report to their Promerus Contact.
 - 2.1.4. Contractors entering Ohio after travel to states reporting positivity rates of 15% or more for COVID-19 are not permitted on site for 14 days after such travel. Contractors residing in states with positivity rates of 15% or more are permitted if they provide a negative test result from a test taken within 72 hours of coming to the site. Please click here to view the current travel advisory: <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/covid-19-travel-advisory/covid-19-travel-advisory>
 - 2.2. General site guidelines:
 - 2.2.1. Contractors must provide their own disposable masks which must be worn except when contractors are seated in a cubicle. Cloth masks and gaiters are not permitted.
 - 2.2.2. Visitors and contractors who require building/equipment access to make repairs or perform maintenance are allowed on-site. They also must complete one of the Sign In/Out Logs posted by the Storage Room and Electrical Room upon entering the site. Completing the Log confirms that none of the items in 2.1 apply. Sales calls are not permitted along with any other business that can be handled remotely.
 - 2.3. Contractors must maintain social distancing and use personal protective equipment:
 - 2.3.1. All locations
 - 2.3.1.1. Maintain social distancing of at least six feet whenever possible.
 - 2.3.1.2. Wash hands after entering through exterior doors and frequently throughout the day; especially after using shared equipment.
 - 2.3.1.3. Minimize hallway conversations.
 - 2.3.1.4. Disinfectant spray and wipes will be provided to clean/sanitize desks, lab equipment/surfaces and other shared surfaces.
 - 2.3.1.5. Face to face meetings of no more than two people at least six feet apart may be conducted in conference rooms. Utilize Teams otherwise.
 - 2.3.1.6. Do not share pens, pencils or markers.
 - 2.3.2. Offices
 - 2.3.2.1. Social distancing of at least six feet will be maintained when there are no barriers such as cubicle walls.
 - 2.3.2.2. No more than one person is allowed in a cubicle.

2.3.3. Bathrooms

2.3.3.1. Only one urinal will be available in men's rooms.

2.3.4. Miscellaneous Operations

2.3.4.1. Break Room/coffee stations: No more than two people are allowed in the Break Room at one time, and only one person at a time may sit at the table.

2.3.4.2. Walk-in cold rooms: One person at a time.

3. These procedures are subject to change as recommendations and guidelines are updated.