

COVID-19 Employee Training

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	Task to complete
1	Meet employee at door and show them the location of the hand sanitizers.
2	Provide employee with a mask and have them wear it as they enter the building. Notify them that they are to wear the mask at all times if they are within six feet of someone. When eating or drinking they need to be at least six feet away from all others before removing the mask.
3	Work stations that are used by more than one person are to be cleaned with sanitizer prior to use. Sanitizers will be provided for each workstation.
4	Require that all visitors, including suppliers, must observe infection preventive measures. If they are dropping off supplies, they must place the material in a location that you specify and not come within six feet of you. If there is a need for them to remain on site for any period of time, they must first use the hand sanitizer and wear a mask.
5	Require that any material delivered to the company must be decontaminated or quarantined for a designated period of time.
6	Let the employee know that they must immediately notify the COVID-19 administrator if they are aware that they have been in contact with someone with the virus. Also notify them that they must test negative for the virus or self-quarantine for 14 days before they can return to work.
7	When entering or leaving common areas such as the restrooms and lunch room they must use the hand sanitizers.

