

### **Smooth Transitions® COVID-19 Policy**

The health and safety of our clients, team members, and the public have always been a priority of Smooth Transitions®, and we are taking precautions against the Coronavirus (COVID-19). We will follow the CDC guidelines as it relates to the workplace and home, including COVID-19 prevention and containment. These best practices are established to supplement the CDC guidelines.

Due to the spread of coronavirus disease (COVID-19) in the U.S. in recent months, all Smooth Transitions® team members are required to follow these guidelines in an effort to keep our clients, our workplace, and all of you, our valued team, safe and healthy.

#### **Smooth Transitions® procedures if a team member shows symptoms or is sick:**

- Team members are required to take their temperature the morning before leaving for work.
- A team member with a fever above 99.5°F must stay home.
- If a team member has a fever above 99.5°F, they are requested to get tested for the Coronavirus (COVID-19).
- If a team member has symptoms of respiratory illness (such as coughing and fever), they will not come to work until they no longer have such symptoms, regardless of cause, and are free of a fever for at least 24 hours.
- If a team member has been in an area with someone who has tested positive for Coronavirus (COVID-19), they may not return to work for 15 days from the last interaction.
- If a team member is on the job and either arrives with symptoms or becomes sick during the day, they will return home.

#### **Smooth Transitions® best practices on the job:**

- Team members are required to take their temperature the morning before leaving for work, and upon arriving at the job site.
- Hourly, wash hands with soap and water for at least 20 seconds.
- Clean hands often with a hand sanitizer that has at least 60% alcohol.
- Cover a cough or a sneeze with a tissue and then throw it in the trash. If a tissue is not available, use your elbow (not your hands) and turn away from any people nearby.
- Employees are encouraged to avoid touching their eyes, nose, and mouth.
- We are temporarily pausing handshaking or physical contact with all clients, guests, fellow team members, and other acquaintances while working. While this can be difficult in a supportive workplace like ours, a wave, smile, bow, placing hands over heart or whatever feels authentic to you will work.
- Smooth Transitions® will temporarily staff each job based on 6' social distancing standards for COVID-19.
- We will limit the numbers of family members and other non-Smooth Transitions® team members to be in our workspace.
- If we enter a home or workplace, and our client or contact is not feeling well, we must postpone or cancel the job.
- Upon arrival at the client's home, community or other workplaces:
  1. Team member is to put on company-provided mask before entering the workplace.
  2. Wash hands or use hand sanitizer upon arrival.
  3. Wipe down with sanitizer any areas that are commonly and frequently touched such as light switches, doorknobs, and carts.
  4. Team member is to refrain from touching their face.
  5. Clean and disinfect surfaces often.
  6. Clean and disinfect personal belongings while on the job and leave unneeded items in the vehicle.

- When leaving a client's home, community or other workplaces:
  1. Wash hands or use hand sanitizer prior to leaving client's home or workplace.
  2. Wipe down with sanitizer any areas that are commonly and frequently touched such as light switches, doorknobs, and carts.
  3. Wipe down with sanitizer all equipment used on the job prior to loading the van.
- Smooth Transitions® will request that any contractor working in the client's home or in any of our workplaces, follow the above guidelines.

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