



PAGE ROBBINS
ADULT DAY CENTER

PUBLIC NOTICE
Tennessee

In a constant effort to keep our employees and participants safe from COVID-19, Page Robbins Adult Day Center has instituted certain safety protocols to prevent the spread of COVID-19, as to its employees, participants, and vendors. Therefore, at this time, we are requiring that our employees, participants and vendors comply with the following safety protocols:

EMPLOYEES, PARTICIPANTS AND VENDORS

Employees, participants and vendors with a fever or other symptom of COVID-19 are prohibited from entering Company premises. All will be subjected to symptom checks prior to entering the premises, including temperature check.

- i. Employees, participants, and vendors should wash their hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- ii. Employees, participants, and vendors avoid touching your eyes, nose, and mouth with unwashed hands
- iii. Employees, participants, and vendors should always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow
- iv. Employees, participants, and vendors should wear a face mask while on Company premises
- v. Employees, participants, and vendors shall attempt to maintain a minimum of six feet separation between themselves and other persons while on Company property

EMPLOYEES

- vi. Employees should stay at home and not report to work if they:
 - Feel sick
 - Have been in close contact with a confirmed case of COVID-19 in the past 14 days?
 - Are experiencing a cough, shortness of breath, or sore throat?
 - Have had a fever in the last 48 hours?
 - Have had new loss of taste or smell?
 - Have had vomiting or diarrhea in the last 24 hours
- vii. Employees will be subjected to symptom checks prior to entering the premises, including temperature checks where appropriate
- viii. Employees are required to wear a face mask while in the office or when meeting with participants or vendors, wherever the meeting occurs, unless they are in their office alone
- ix. Where possible, employees should not share phones, headsets, keyboards, or other Company equipment. If employees must share equipment, the equipment should be cleaned and sanitized between uses
- x. Employees should attempt to conduct meetings and business via electronic means, such as telephone conference, zoom, or similar medium to the extent possible
- xi. Employees should minimize business travel to the greatest extent possible
- xii. Employees should avoid attending social gathering where more than 10 people are in attendance, unless social distancing rules are being applied
- xiii. Employees should advise the Company if they have traveled outside the Memphis metropolitan area within 14 days of reporting to work

Our Page Robbins Adult Day Center specific COVID-19 Protocols are in addition to these statements.