



## For Your Information

### Employee Personal Responsibilities

We all know of someone who could be considered high risk if exposed to COVID-19. This elevates how crucial it is that we take every necessary precaution we can to prevent the spread of this disease. We have a responsibility to maintain our health and to preserve the health of those we care about. Please review these guidelines to ensure you are following proper COVID-19 protocol.

- Practice social distancing and maintain 6 ft. of separation from others. Notify a supervisor if a task cannot be performed while maintaining social distancing guidelines.
- Follow all PPE requirements that have been established for the task you are performing.
- Notify your supervisor and stay home if you are sick. Be COVID smart and respect your co-workers, do not attempt to come to the workplace with a fever (more than 100 degrees). Be fever free for at least 72 hours and contact your supervisor before you return to work.
- If you become sick while working or experience symptoms involving fever, cough and/or shortness of breath, maintain at least 6 ft. of separation from others and immediately contact your supervisor. When you contact your medical provider, please notify them that you are an essential services employee.
- If someone in your household has tested positive for COVID-19, keep the entire household at home. Do not go to work. Contact your supervisor and Human Resources.
- Remind everyone that they have “stop work responsibility” if they observe any safety concern, including a COVID-19 safety or health concern.
- Avoid sensationalized media coverage and rumors. Respond to facts. Follow ALL SAFETY PRACTICES.
- The Employee Assistance Program is available to employees & family members: 1-800-835-5012.
- For any health-related questions about COVID-19, contact your health care professional. For questions about COVID-19 employee issues, contact Amy Shiley (716) 857-7150 or Val Hawthorn (716) 857-7385 in Human Resources.