



**COVID updates to our emergency plan and OSHA ETS 8/10/21:**

Processor will send COVID vaccine questionnaire to all new applicants and all current employees to complete to determine if they have had the vaccine or not. This will be for both internal and external employees.

If yes, applicant or employee will need to send in vaccine record for file.

External- All healthcare workers are still required to follow facility guidelines for masks and testing and home care required to wear masks in home regardless of if vaccinated or not.

Office- Continue daily cleaning, COVID questionnaire to be used for every person coming in the office, signs on the doors, limit visitors, line to mark 6 ft distance from processors, masks, and hand sanitizer available at the door

Office: Include vaccinated employees to wear masks when in meetings and or areas where social distancing cannot be obtained.

Employees- Continue daily monitoring

Please continue to follow all current guidelines if you are sick EVEN if fully vaccinated. You are still at risk for contracting COVID.

Masks **REQUIRED** for all customers who come in from the outside regardless of vaccination status.

Update signs on office doors to reflect this update.

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Reach out if any questions,

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