



Automation Personnel Services
RETURN TO WORK & COVID-19 GUIDE



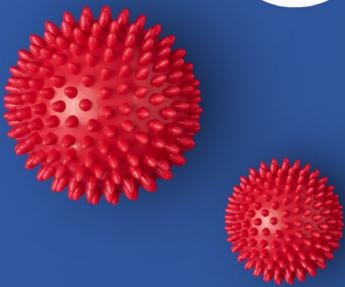
AUTOMATION[®]
SINCE 1990
PERSONNEL SERVICES INC.



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COVID-19



INTRODUCTION

This guide contains information from various government agencies and Automation Personnel Service’s internal policies for the prevention and control of the COVID-19 virus to ensure the safety of our staff, temporary employees, customers, and community.

The level of impact and necessary response to the virus is fluid and items in this guide may be updated or implemented differently within the various sites/regions where has staff or temporary employees.

In alignment with our Safety Program, Automation Personnel Services strives to provide each employee with a safe and healthy work environment. Those efforts require each employee to fulfill their commitment to maintaining a safe and healthy workplace by:

- (1)** following the health and safety rules listed in the employee handbook, and;
- (2)** reporting injuries and unsafe work conditions or equipment.

PARTNERS IN SAFETY

A safe return to work requires customer participation. While we may have the ability to screen and assign our workers, it's the daily worksite management by our customers that will help us achieve our collective safety goals. It is our hope that a mutual understanding of on-the-job injury/COVID-19 procedures, practices, and philosophies will allow a safe return to work during this pandemic.



SAFETY GUIDELINES

COVID-19: Do's & Don'ts at the workplace



Keep min. 1.5 meters distance



Wash your hands with water & soap frequently



Cough & sneeze into your elbow



Use tissues only once & dispose in closed bins



Leave the middle seat free to keep distance



Consider wearing a face mask



Do not shake hands & no hugs



Do not touch mouth, nose, eyes



Do not use crowded lifts



Avoid touching office surfaces



Avoid crowded spaces



If ill, stay at home

Automation Personnel Services COVID-19 Policies¹



¹**Please Note:** Automation Personnel Services follows federal guidance on COVID-19 related matters. All policies, procedures, and the like are modeled after such guidance and are therefore subject to change as updates occur.



AUTOMATION PERSONNEL SERVICES ASSOCIATES

AUTOMATION PERSONNEL SERVICES is taking a proactive approach to safeguard the health and well being of all associates, employees, and clients during the COVID-19 outbreak. While our branches and offices remain open for business, we are asking all of our associates to affirm the following before beginning an assignment:

- I have *not* tested positive for COVID-19.
- I am *not* currently exhibiting or experiencing symptoms of COVID-19 (for example: fever, cough, difficulty breathing, etc.). (see https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html)
- I have *not* traveled to, in, or from an area with widespread or ongoing community spread of COVID-19, or had close contact with anyone who has traveled to, in or from areas that are designated as Level 3 by the U.S. Centers for Disease Control (i.e., China, Iran, Most European Countries, United Kingdom, and Ireland) within the last 14 days. (see <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>)
- To the best of my knowledge, I have not been exposed to anyone who has tested positive for COVID-19.

In order to be present in the client facility, associates must answer YES to all statements. If an associate cannot affirm any one of these statements, he or she must talk privately with the site's human resources business partner or a manager who will work with the associate on next steps.

Signature: _____ Date: _____

PROTOCOL FOR STAFF WHO MAY HAVE BEEN EXPOSED TO A PERSON WITH SUSPECTED OR CONFIRMED COVID-19



Based on recent CDC and OSHA guidance Automation Personnel Services has enacted the following protocol as part of its business continuity plan to protect the safety, health, and well-being of our employees. Current guidance regarding staff member(s) states, “workers may be permitted to continue to work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.”²

Per the CDC, “a potential exposure means being [in] household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.”

Any staff member who falls within this definition of “potential exposure,” but remains asymptomatic, has an affirmative duty to immediately alert their manager of the situation and the following steps must be taken for 14-days after last exposure.

- **Pre-Screen:** Ensure potentially exposed staff member’s temperature is less than 100.4F and assess symptoms prior to starting work. (ideally prior to entering facility)³
- **Regular Monitoring:** So long as the potentially exposed staff member remains asymptomatic, they should self-monitor under the supervision of their employer’s occupational health program.
- **Wear a Mask:** The potentially exposed staff member must wear a face mask at all times.

²See, <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>.

³These steps are taken directly from the CDC. (see above link and <https://www.cdc.gov/quarantine/air/reporting-deaths-illness/definitions-symptoms-reportable-illnesses.html> explaining the definition of “fever”)

• **Social Distance:** The staff member must maintain 6 feet and practice social distancing as work duties permit in the workplace.

• **Disinfect and Clean:** Shared workspaces such as offices, bathrooms, common areas, and shared equipment must be cleaned and disinfected.

- 1) It is within branch management's discretion to determine who will perform the cleaning and disinfecting.
- 2) CDC has provided the following guidance regarding the cleaning and disinfecting the workplace for COVID-19⁴.
 - Wear disposable gloves to clean and disinfect.
 - Clean surfaces using soap and water, then use disinfectant.
 - Practice routine cleaning of frequently touched surfaces.
 - When disinfecting, "use of EPA-registered household disinfectant. Follow the instructions on the label to ensure safe and effective use of the product."

S O C I A L

D I S T A N C I N G

⁴See, https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fdisinfecting-building-facility.html

PROTOCOL FOR SUSPECTED OR CONFIRMED CASES OF COVID-19 IN THE WORKPLACE

Based on recent CDC and OSHA guidance Automation Personnel Services has enacted the following protocol as part of its business continuity plan to protect the safety, health, and well-being of our employees. Please review each scenario and contact corporate with any questions you may have.

Employee Comes to Work with COVID-19 Symptoms (i.e. fever, cough, shortness of breath)

EMPLOYEE WITH SYMPTOMS

- Should be immediately separated from others and sent home for self-quarantine EXCEPT to get medical care.⁵
- May return to work via one of the two options below.⁶

OPTION 1 (NO TEST) Requirements:

- No fever for at least 72hrs (3 full days) without use of fever reducing medication, AND;
- Respiratory symptoms (cough or shortness of breath) have improved, AND;
- At least 10 days have passed since symptoms first appeared.

OPTION 2 (WITH TEST)

- No fever without the use of fever reducing medication, AND;
- Respiratory symptoms (cough or shortness of breath) have improved, AND;
- Received two negative tests in a row, at least 24hrs apart.

MANAGEMENT

- Close off any areas used for prolonged periods of time by the sick employee.
- Wait 24 hours before cleaning and disinfecting the closed off area(s) to minimize potential for other employees being exposed.
- Disinfect and Clean shared workspaces such as offices, bathrooms, common areas, and shared equipment must be cleaned and disinfected.

1) It is within branch management's discretion to determine who will perform the cleaning and disinfecting.

2) CDC has provided the following guidance regarding the cleaning and disinfecting the workplace for COVID-19.

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Practice routine cleaning of frequently touched surfaces.
- When disinfecting, "use of EPA-registered household disinfectant. Follow the instructions on the label to ensure safe and effective use of the product."

- Determine who (if any) other employees may have been exposed to the sick employee or their contaminated workspace.
- If other employee(s) exposed, follow 'APS Exposed Staff' policy.

⁵See, <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

⁶See, <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>

Employee Diagnosed with COVID-19 Several Days After Working on Location

- If still at the location, the infected employee should be immediately separated from others and sent home for self-quarantine EXCEPT to get medical care.⁷
- Infected employee no longer at the location:
 - If it has been less than 7 days since the sick employee used the facility, clean and disinfect all areas used by the sick employee following the CDC cleaning and disinfection recommendations.⁸
 - If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
 - Other employees may have been exposed to the virus if they were in “close contact” (within approximately 6 feet) of the sick employee for a prolonged period of time.
 - If symptoms manifest, those employees should be sent home to self quarantine.
 - Those employees potentially exposed, but remain asymptomatic, should follow ‘APS Exposed Staff’ policy.
 - Employees not “exposed” should self-monitor for symptoms.



⁷See, <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

⁸See, <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

RESOURCES

ONLINE

- OSHA, Guidance On Preparing Workplaces for COVID-19, <https://www.osha.gov/Publications/OSHA3990.pdf>
- CDC, Coronavirus Disease 2019 (COVID-19), Guidance for Businesses & Employers, <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

FREE COVID-19 TESTING SITES NEAR AUTOMATION PERSONNEL SERVICES LOCATIONS⁹

Please note that these locations are subject to change as the coronavirus situation is constantly evolving. Employees should contact the testing center for appointment times (if any) and to verify the location is still providing free testing.

Additionally, CVS is offering free testing (nationwide) without any other requisite conditions (doctor's referral, symptoms, etc.) and may serve as a viable option if 4-5 day turnaround for results is acceptable.

IF rapid results are necessary⁹ please contact branch management to coordinate a time and location since that form of testing may not be available at each location.

ALABAMA

Jefferson County

Legion Field

400 Graymont Ave. W., Birmingham, AL 35204

205-922-6843

Madison County

Thrive Alabama

600 St. Clair Ave SW Bldg. 3, Huntsville, AL 35801

256-536-4700

Montgomery County

Montgomery County Health Dept.

3060 Mobile Hwy, Montgomery, AL 36108

334-293-6499

Morgan County

Morgan County Health Dept.

3821 Hwy 31 South, Decatur, AL 35603

256-353-7021

Shelby County

Main Street Family Care

300 Big Mountain Rd, Pelham, AL 35124

205-644-8299

Tuscaloosa County

Tuscaloosa County Health Dept.

2350 Hargrove Rd. E, Tuscaloosa, AL 35405

205-562-6900

FLORIDA

Tampa

Raymond James Stadium (appt. only)

4201 N Dale Mabry Hwy, Tampa, FL 33607

813-272-5900

GEORGIA

Atlanta

Center for Health and Rehabilitation

265 Boulevard NE, Atlanta, GA 30312

404-665-8600

Morrow

Childrens at Mount Zion

2201 Mt. Zion Pkwy, Morrow, GA 30260

678-479-2223

Gwinnett

Gwinnett County Health Dept.

2570 Riverside Pkwy, Lawrenceville, GA 30046

770-513-5631

Dalton

Whitfield County Health Dept.

800 Professional Blvd., Dalton, GA 30720

706-281-2360

⁹Rapid testing, or testing in general, may not be advised in every situation. Please refer to CDC guidance for more information

LOUISIANA

Orleans Parish

CrescentCare

1631 Elysian Fields Ave., New Orleans, LA 70117

504-821-2601

East Baton Rouge

Oschner Urgent Care

18303 Old Perkins Rd, Baton Rouge, LA 70810

225-236-5980

MISSISSIPPI

Gulfport

Coastal Family Health Center – Gulfport

15024 Martin L. King Jr. Blvd., Gulfport, MS 39501

228-864-0003

NORTH CAROLINA

Charlotte

BetterMed Urgent Care

1431 South Boulevard, Charlotte, NC 28203

704-709-1171

SOUTH CAROLINA

Charleston

Medical University of South Carolina – Goose Creek

201 Button Hall Ave., Goose Creek, SC 29445

843-792-2300

Columbia

Prisma Health – RH Fulmer Middle School

1614 Walterboro St. West, Columbia, SC 29170

833-277-4762

Greenville

Prisma Health – Greenville Memorial Medical

701 Grove Rd, Greenville, SC 29605

833-277-4762

Spartanburg

ReGenesis Health Care

460 Langdon St., Spartanburg, SC 29302

864-582-2411

TENNESSEE

Chattanooga

Hamilton County Health Dept.

921 E. 3rd St, Chattanooga, TN 37403

423-209-8383

Memphis

MedPost Urgent Care – Germantown

1941 S Germantown Rd #103, Germantown, TN 38138

901-201-5498

Nashville

East Nashville Public Health Center

1015 E Trinity Ln., Nashville, TN 37216

615-862-7916

TEXAS (only CVS is free)

Baytown

CVS

4510 Garth Rd, Baytown, TX 77521

281-422-5153

Dallas

CVS

3798 Forest Ln, Dallas, TX 75244

214-357-4667

Dallas (South)

CVS

901 E Pioneer Pkwy, Arlington, TX 76010

817-277-4463

Fort Worth

CVS

4333 Western Center Blvd, Fort Worth, TX 76137

817-232-1634

Houston (East)

CVS

10222 East Fwy, Houston, TX 77029

713-455-2341

Houston (North)

CVS, 19511 I-45 N, Spring, TX 77380

281-288-5018

Houston (West)

CVS, 5402 Westheimer Rd, Houston, TX 77056

713-877-1479

Lewisville

CVS, 1496 FM 407, Justin Rd, Lewisville, TX 75077

972-317-2392