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May 6, 2020  
To: All employees

As restrictions for “Healthy at Work” change in Kentucky we are taking steps to address the changes as they relate to this nonprofit organization. Our priority is to maintain a safe workplace and adopt practices to protect the health of our participants, employees, and customers while ensuring continued business operations as restrictions change.

Beginning May 11, we are implementing new health and safety standards for ALL employees as listed below.

1. Employees must have a facemask on when they enter the building.
2. Employees who forget their mask, will be sent home to get them, and will not be allowed in the building without a mask.
3. Office personnel in private offices may remove their mask when in their offices alone but must put it on as soon as someone enters their office.
4. ALL Employees must come through Entrance 1 for a health screening BEFORE entering into other parts of our campus.
  - a. All other doors MUST remain locked.
  - b. You cannot go to the shop to wait for your screening.
  - c. You cannot go to your office or any other area in the building to wait for your screening.
5. Employees must line up and follow the marks on the wall to ensure social distancing while awaiting their health screening. If the lines are long, you may need to wait outside, or in your car.
6. Report to \_\_\_\_\_ to complete the screening.
7. Cooperation is required to make this process as easy as possible.
8. Employees who refuse to wear masks and keep social distancing, will be sent home for the day with no pay. If refusal continues, the employee will be terminated.

To adhere to new guidelines and maintain safety in our workplace, employees must do the following:

1. Stay home when sick.
  - a. Employees who report to work ill, will be sent home in accordance with the Kentucky-Safer administration. (COVID-19 Hotline 1800-722-5725 <https://govstatus.egov.com/kycovid19>)
  - b. Anyone who comes into work presenting symptoms related to COVID-19 is required to get & produce a negative test result before returning to work or quarantine for 14 days.
    - i. Those symptoms include fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue.
  - c. Anyone choosing quarantine must follow the procedures already in place.
2. Follow our Attendance Policies when reporting sickness.
3. Arrive at work early enough to allow time in the morning to go through the Health Screening Process.
4. Cooperate with the Safety Officers when checking in.
  - a. Follow directions and be willing to accept changes.

- b. Safety Officers are here for the health and wellbeing of you and ALL our participants, employees, and customers.
5. Wear your facemask as instructed.
6. Wash your hands frequently with warm, soapy water for at least 20 seconds.
7. Continue practicing social distancing (6 feet apart).
8. Clean and disinfect your workstation daily.

Testing is available at no cost to eligible individuals who meet criteria established by the Centers for Disease Control and Prevention (CDC). You must schedule an appointment in order to get tested. Employees enrolled in the company's Health Plan must present their insurance card. Anthem covers the test and treatments related to COVID-19. Local testing sites are below.

We appreciate your cooperation during this difficult time. Feel free to talk to me if you have any questions.

HR

**Health First Bluegrass**

496 Southland Drive  
Lexington KY 40503  
For appointments call: 859-288-2425

Health First Bluegrass is not turning away people with no insurance. If you call them stating you are presenting symptoms related to COVID-19, they will take your information, schedule an appointment and give you further instructions.

**Walgreens testing site:**

2296 Executive Drive, Lexington, KY 40505  
Seven days a week, 9 a.m. - 5 p.m.  
Appointments are not needed to be tested at this location

**Kroger testing site:**

To schedule an appointment at any of the Kroger Drive through locations, you need to go register online at <https://www.thelittleclinic.com/drivethru-testing>

**Frankfort**

Franklin County Fairgrounds  
118 Park Ave, Frankfort, KY 40601  
1-888-852-2567 (select option 1, then option 3).

**Nicholasville**

Jessamine County Health Department  
210 East Walnut Street, Nicholasville, KY 40356  
(859) 885-4149

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# COVID-19 Guidelines Acknowledgement Form

I acknowledge that I have received, read, and understand the safety guidelines regarding COVID-19 Work Safe. I understand that this company has the right to suspend me with no pay or even terminate me if I refuse to follow the guidelines.

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Employee Signature

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Date