



## **Pandemic Plan**

### **Phase2**

This is an update to our earlier pandemic plan. Although there are no reports of community spread in our area, we are taking additional precautions to safeguard the health of our employees and customers.

#### **For your safety:**

- Use the hand sterilizing station when entering and leaving the office, and periodically throughout the day (located in the break room)
- Do not shake hands
- If coughing, use a tissue or cough into your sleeve, then wash hands
- Wash hands periodically with warm soapy water for 20 seconds

**If you are experiencing flu-like symptoms, coughing, or running a fever. Stay home and call your doctor or the hospital.**

The hospital will advise on whether a test is needed (currently they are planning on testing you while you wait in your car.

Other precautions we are taking includes

- Temporary ban on shared community food in the break room
- Modified office cleaning procedures
- Expanding sick leave