



Functional Area: Safety, Health & Environmental	COVID-19 Policy and Guidelines	
	Status: Approved	Doc: N/A
	Date: April 23, 2020	Page: 1 of 1

GUIDELINES FOR ALL PHASES: Individuals

Continue to practice good hygiene:

- Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- Avoid touching your face.
- Sneeze or cough into a tissue, or the inside of your elbow.
- Disinfect frequently used items and surfaces as much as possible.
- Strongly consider using face coverings while in public, and particularly when using mass transit.

People who feel sick, should stay home:

- Do not go to work or school.
- Contact and follow the advice of your medical provider.

GUIDELINES FOR ALL PHASES: Employers

HEC operates in accordance with Federal, State, and local regulations and guidance, and informed by industry best practices, regarding:

- Social distancing and protective equipment
- Temperature checks
- Testing, isolating, and contact tracing
- Sanitation
- Use and disinfection of common and high-traffic areas
- Business travel

Per guidelines, HEC will monitor workforce for indicative symptoms and will not allow symptomatic people to physically return to work until cleared by a medical provider.