

Date: April 10, 2020

To: RHC Employees

Re: Coronavirus/COVID-19 Workplace Protocols

If you exhibit symptoms of a virus or have had close contact with someone exhibiting virus symptoms, **DO NOT** report to work. Remain in your home and contact your healthcare professional. Insurance/medical information is available at www.robinsonheli.com/employee.

Employees who do report to work must adhere to the following COVID-19 Workplace Protocols:

1. Wear face coverings over your mouth and nose. Employees may provide their own or masks are available from the Tool Crib. Employees on the RHC Respiratory Protection Program must wear respirators supplied by the Tool Crib.
2. Wash hands frequently, use hand sanitizer, avoid touching eyes, nose and mouth with unwashed hands.
3. Maintain six feet of social distancing between other people at all times, including clocking in/out, breaks, and lunches.
4. Pass daily non-contact temperature screenings for fever. Any employee with a temperature of 100°F or higher will not be allowed in the facility for 14 days.
5. Clean and disinfect Work Areas regularly (at least daily).

Taking these extra precautions will assist all of us in providing the safest work environment possible.