



CORONAVIRUS SAFETY PROCEDURE FOR ALL IMPERIAL DESIGN SERVICES EMPLOYEES

This policy is to ensure the safety of our employees, customers and community in these difficult times related to the COVID-19 pandemic. Beginning April 1, 2020, and until further notice, we urge all our employees to follow the specific COVID-19 policy our customer has posted in addition to the Imperial Design Service policy.

Adhere to the MI Department of Health guidelines and take steps to monitor health both at home and at work as follows:

- Wash your hands often with soap and warm water for 20 seconds minimum and use hand sanitizer if available.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Cover your mouth with a tissue or upper sleeve when coughing or sneezing.
- Practice social distancing.
- Stay at home if you are sick.
- Contact your health care provider if you think you have symptoms of COVID – 19. Call the nearest hospital or urgent care facility if you don't have a health care provider or cannot reach them. The MI Department of Health also has a hotline and email support team.

Each employee should ask themselves these questions each day before they report to work for Imperial Design Services or its customers.

1. Please ask yourself the following questions:
 - a. Do you have any of the following symptoms – fever, shortness of breath, or persistent dry cough?
 - b. Has anyone in your household been diagnosed with the Coronavirus?
 - c. Does anyone in your household have any of the following symptoms – fever, shortness of breath, persistent dry cough?
 - d. Is anyone in your household being quarantined because they have been in close contact with someone diagnosed with the Coronavirus?
 - e. Has anyone in your household traveled internationally or been on a cruise in the last 14 days?

If you answer yes to any of these questions, call your supervisor and your Placement Representative at Imperial Design Service before reporting to work.

Thanks for your continued support in keeping our team and our customers safe.

Pam Boyles
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