

**TITLE: Coronavirus (COVID 19) Response Policy**

**SUBJECT: Coronavirus Protocols**

Aztec Shops strives to provide a safe and healthy workplace for all employees. This COVID-19 policy outlines our overall response to the pandemic outbreak. This policy will also outline specific steps Aztec Shops will take to safeguard employees' health and well-being during a pandemic while ensuring the ability to maintain essential operations and continue providing essential services to our customers.

**COVID-19 Defined**

According to the Center for Disease Control (CDC) COVID-19 is a respiratory illness.

The virus is thought to spread mainly between people who are in close contact with one another (within 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. To learn what is known about the spread of newly emerged coronaviruses visit

<https://www.cdc.gov/coronavirus/2019ncov/about/transmission.html>.

**Identification of Essential Personnel and Remote Work**

During this pandemic, Aztec Shops has identified and designated essential personnel whose jobs are vitally important to our continued business operations. We expect only designated essential personnel to be available for work on campus during the pandemic. In addition, we have equipped other essential personnel with computers to perform work remotely during this emergency.

**Infection-Control Measures**

Aztec Shops takes a number of steps to minimize to the extent practical, exposure to and spread of infection in the workplace, and as appropriate, Aztec Shops recommends measures that employees can take to protect themselves outside the workplace and encourages all workers to discuss their specific needs with an appropriate health or wellness professional.

- **Wear a Mask:** Employees are required to wear a face mask at all times while in the workplace. Aztec Shops will provide masks and/or suitable facial covering.
- **Social Distance:** All employees should maintain a 6 foot distance to each other and practice social distancing.
- **Disinfect and clean work spaces:** Employees should clean and disinfect all areas such as offices, common areas, shared electronic equipment routinely. Aztec Shops will ensure cleaning companies contracted to perform cleaning duties are properly trained in the cleaning duties required to prevent the spread of COVID-19.
- **Ill employees:** Aztec Shops expects employees who contract COVID-19 or have been exposed to COVID-19 to stay home and self-isolate and seek medical attention as necessary. Aztec Shops expects such employees to notify us as soon as possible of exposure or illness.
- **Personal-protection equipment:** Aztec Shops will maintain on site adequate supplies of recommended personal-protection equipment, such as face masks (when available), facial covering alternatives (i.e. bandanas) rubber gloves where required, and anti-bacterial hand gels and wipes when and where available.

### **Employee Leave and Pay**

**Leave:** Aztec Shops will comply with FMLA and CFRA regulations in accordance with all local, state and federal guidelines and employees who are exposed to or become sick from COVID-19 may qualify for FMLA and/or CFRA.

More information can be obtained from Human Resources.