

Indigo Signworks: Getting Back to Work

Indigo Signworks Minnesota employees have spent the past two weeks in compliance with Governor Tim Walz's Executive order 20-20 to Stay at Home. Now it is time to get back to work with the confidence that we did the right thing and our entire team has minimized our risk by practicing social distancing, washing our hands, limiting contact to just immediate family and not going out in public except to get necessary food and household items.

Here is what you can expect on April 13th when you return to work and how you can help us continue to meet our customers' needs while protecting yourself, your colleagues and the rest of Minnesota:

1. **Start Time:** Please return to work at your normally scheduled time on the 13th unless specifically instructed to do something different. Your supervisor will find you and discuss any changes you will need to make to your schedule or work habits to insure a safe and productive work environment.
2. **Personal Protection:** The CDC has now recommended that everyone wear a mask to limit potential contamination. You will be required to wear a mask on site. These will be provided. We recognize that this can be hot and uncomfortable so if you need to step outside, lower your mask and take a break please do so. Just remember, a mask does not make you completely immune to spreading or contacting the virus so you will need to continue to practice the personal hygiene guidelines of washing your hands, coughing and sneezing into your sleeve, staying six feet apart and not coming into work if you feel poorly. Recent CDC information has pointed out that losing your sense of taste or smell can be an indicator of the virus as well. This is in addition to a fever, chills and/or a dry cough or difficulty in breathing.
3. **Work from Home:** Some of you may not need to come in if your supervisor has already spoken with you about working from home. Your direct supervisor will speak with you on Monday if you have been selected and can work from home. This will provide all employees with the added safety of space. Some of you may be asked to work remotely full time or rotate on a set schedule to minimize our social contact. Additional equipment has been ordered and should be available during the week of April 13th. This includes laptops and monitors. Based on your role and whether you will work full time remotely or rotate in and out on a schedule you may be asked to take your computer and monitor from work home with you. Remember, these steps are *temporary* and once we return to a more normal business environment you may be asked to return to the office.
4. **Change in Schedule/Routine:** You may be asked to change your normal work routine. This will be for your safety. Changes like staggering lunch schedules, start times and specific work areas all will be considered to minimize your risk and that of your coworkers. For this crisis you are cleared to eat outside the lunchroom to minimize contact.

5. **Unemployment Insurance:** If you qualified and were collecting unemployment insurance during the furlough, there is nothing you need to do regarding notifying the state. By **not** continuing to request weekly unemployment you are effectively canceling your need for continued support. You should have collected for the weeks of March 30th through April 3 and April 6th through April 10th.
6. **Personal Safety:** Ultimately, your safety is up to you. We will support you whenever and wherever we can, but you will need to take the personal responsibility to remain diligent and watchful related to your own exposure. Our Minnesota facilities will be following the direction of our North Dakota facilities and restricting access by anyone who is not an employee. This will require customers to make appointments, deliveries to be handled in a way that does not put our employees at risk and all other visitors to be stopped outside of employee restricted areas.
 - **Wash your hands:** We ask that all Employees wash their hands every time they enter the premises, as well as frequently throughout the day.
 - **Cover coughs and sneezes:** Allergy season is upon us, which increases the amount of coughing and sneezing for many people. Always remember to cover your cough/sneeze with the crook of your arm or a tissue.
 - **Try not to touch your face:** If you do touch your face, wash your hands afterward.
 - **Regularly disinfect surfaces:** To whatever degree we can keep disinfectant wipes, sprays, etc. available we will do so. However, supplies are extremely difficult to obtain, therefore, washing your hands frequently and not touching your face is vital to reducing the spread.
 - **Timeclock:** To reduce the number of employees using the timeclock, we are setting up access to punch in/out from your computer. If you do not have a computer at the office, you can continue to use the timeclock. If you are uncomfortable using the timeclock, please send a text or email to your supervisor with your hours and they will enter them for you.
 - **Entry points:** A door has been put in the front entryway to restrict access to the facility by visitors. A sign will be posted at the Shipping/Receiving entry door to prevent delivery personnel from entering the facility beyond the receiving counter.
 - **Masks:** We have purchased cloth masks that can be laundered after each use. These should be available mid-week. Until our masks are available, we strongly recommend wearing CDC approved masks if you have one you have made.
 - **Gloves:** We will continue to supply latex and/or nitrile gloves to our employees if they are available.
 - **6-foot visual indicators:** We will be placing visual indicators on the floor around your individual workspace to remind you and your co-workers to maintain a CDC recommended distance.

- 7. Outside Install and Service Techs:** We wanted to have a specific section in regard to those of our team that will be venturing out and interacting with our customers on jobsites and will be working closely with a co-worker in the confined space of a crane basket.
- Install foreman will establish “Teams” for the outside crews and keep those 2-man teams together for the duration of the shelter order as much as possible. This will eliminate being with somebody different each day and narrow your interaction to a smaller group for your safety.
 - Each crew member will be given the opportunity to drive a shop vehicle separately while traveling to and from job sites. This will be to avoid being confined in the cab of a crane truck. In instances where all company extra vehicles have been exhausted, personal vehicles will be allowed to be used and mileage reimbursed to the job site and back to the facility.
 - Start times will be staggered on a weekly basis to eliminate all crews being in the shop at the same time. One week you may have a 7am start time and the following week an 8 am start time.
 - Upon arrival to a jobsite, please be sure to be aware of all social distancing and CDC guidelines when entering a customer's facility. Announce why you are there and keep interaction to a minimum. When the job is complete, be sure to take LOTS of pictures as it may not be possible to gain a sign off as normal. If customer is available to get a sign off, a box of pens will be provided to you to let the customer use and for you to leave with them.
- 8. Company responsibility if an employee tests positive for Covid-19**
- The supervisor will immediately notify the GM of the facility or geography
 - Areas used by the sick person should be closed off. It is not necessary to shut down the entire facility.
 - Wait if practical, before cleaning and disinfecting the affected area to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
 - Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces. Dirty surfaces should be cleaned with soap and water prior to disinfection. To disinfect, use diluted bleach solutions or alcohol solutions with at least 70 percent alcohol.
 - The outside cleaning staff should wear disposable gloves and gowns, coveralls, or other personal protective equipment (PPE) suitable for the disinfectant being used. Be sure to remove and dispose of/laundry PPE, as appropriate, and clean hands after. There is no additional PPE required specific to COVID-19.
 - Operations can resume as soon as the cleaning and disinfection are completed.

- Employees will be notified that the facility has been cleaned and will be informed when they can return to work.

9. Employee responsibility if they test positive or suspect an infection

- Sick employees should follow CDC-recommended steps. These include:
 - Stay home except to get medical care.
 - Separate yourself from other people in your home – this is known as home isolation. Use a separate bedroom and bathroom, if possible.
 - Call ahead before visiting your doctor.
 - Wear a facemask if you are sick and one is available.
 - Cover your coughs and sneezes with your elbow or use a tissue.
 - Clean your hands often by washing them with soap and water or using an alcohol-based hand sanitizer with at least 60 percent alcohol.
 - Avoid sharing personal household items.
 - Clean and disinfect all high touch surfaces daily in your isolation area with an EPA-registered disinfectant. Let a caregiver take care of cleaning and disinfecting high touch surfaces in common areas.
 - Monitor your symptoms and consult your healthcare provider if symptoms worsen. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
- Employees should not return to work until the criteria to end home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees who develop symptoms including fever, cough, or shortness of breath should notify their supervisor and stay home. Employees should consult their healthcare provider if symptoms worsen. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
- Employees who appear to have symptoms upon arrival to work or become sick during the day should be immediately separated from other employees, customers, and visitors and sent home. If possible, provide sick employees with a mask while they are waiting to leave and have them wear it in transit until they get home in order to limit spread of contamination.

Note: This document has been created using the latest guidelines and recommendations from both the CDC and World Health Organization. Indigo Signworks is committed to the health and safety of our employees and our community.