



## COVID-19 Safety Measures

WhiteWater Express Car Wash is providing this document to outline the safety measures and workplace rules it has in place to promote a safe workplace during the COVID-19 pandemic.

- **Stay home if you are sick.** Employees who have COVID-19 symptoms should notify their manager immediately and stay home. If you exhibit any symptoms while at work, you will be asked to leave work. Additionally, if someone in your household is experiencing symptoms or has been diagnosed with COVID-19 please advise your supervisor and/or Human Resources immediately. COVID-19 symptoms include:
  - Fever;
  - Cough;
  - Shortness of breath or difficulty breathing;
  - Chills or repeated shaking with chills;
  - Muscle pain;
  - Headache;
  - Sore throat;
  - New loss of taste or smell; or
  - Any other possible symptom.

Additionally, should an employee test positive for COVID-19, such employee will be quarantined until they are cleared to return to work, and we will notify any potentially exposed employees (without disclosing that employee's name) and conduct a thorough cleaning and disinfecting of the workplace.

- **COVID-19 Testing.** Employees may be required to show documentation or submit to a COVID-19 test before being permitted to enter the workplace, such as when the employee previously tested positive for COVID-19 or had COVID-19 symptoms.
- **Personal Protective Equipment (PPE).** Employees will be required to wear a **face mask** or face covering that covers their nose and mouth at all times. You may bring your own face mask, or the Company will provide face masks for employees to use while at work. Employees will be required to use gloves when handling towels.
- **Social Distancing.** Employees should avoid close physical contact such as hugs and shaking hands with co-workers and maintain at least 6 feet of distance between themselves and others as much as possible, including during your breaks.

- **Additional Social Distancing Measures.** To further promote social distancing guidelines, the Company may stagger or shorten work shifts, limit lunch breaks, and shut down the break room entirely to avoid large gatherings of employees.
- **Wash your hands as much as possible.** Employees should wash their hands with soap and water for at least 20 seconds. Additionally, avoid touching your face with unwashed hands.
- **Use hand sanitizer.** Clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not readily available. Due to high demand of hand sanitizer, the Company may not always have a supply of it available for employees, but please feel free to bring your own sanitizer to work for your personal use.
- **No sharing food or personal items.** Employees must not share drinks, food, or utensils with other individuals and should use disposable plates, cups, and utensils when possible. Employees must also avoid using other employees' phones, desks, offices, or other work tools/equipment, when possible. If necessary, clean and disinfect them before and after use.
- **Cover coughing and sneezing.** Cover your mouth and nose with a tissue or paper towel when you cough or sneeze and put the used tissue in a waste basket. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands. Always wash your hands after coughing or sneezing.
- **Sanitize work area daily.** Clean all frequently touched surfaces in the workplace, such as workstations and doorknobs, with disinfecting wipes daily before, during, and after your shift.
- **Avoid contact with sick people outside of the workplace.**
- **Meetings and Interviews.** Staff meetings and job interviews must be conducted outdoors. We encourage the use of video conferencing, phone calls to communicate with prospect applicants.
- **Report safety violations.** If you see any fellow employees violating the Company's safety measures or refusing to wear PPE, please advise your supervisor immediately or the Human Resources Department at [HR@whitewatercw.com](mailto:HR@whitewatercw.com) or 844-399-6910.

By my signature below, on the employee signature line, I certify that: **I have read and understand this policy. I agree to report and stay home if I experience any COVID-19 symptoms or test positive for COVID-19 and to follow the safety measures outlined above.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name