

Maintain a Healthy Work Environment

Premier Press is dedicated to facilitating the Health and Safety of our employees, clients, and vendors, whether they are in the building or working from home.

We are committed during this time of crisis and are establishing the following procedures to ensure Premier Press continues to function yet maintain the healthiest work environment.

Premier Press Social Distancing Policy:

- Avoid all large meetings.
- Maintaining distance (approximately 6 feet) from others when possible.

Support respiratory etiquette and hand hygiene for employees, customers, and worksite visitors:

- Provide tissues and no-touch disposal receptacles.
- Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Ensure that adequate supplies are maintained.
- Place hand sanitizers in multiple locations to encourage hand hygiene.
- Place posters that encourage hand hygiene where they are likely to be seen.
- Discourage handshaking – encourage the use of other non-contact methods of greeting.
- Direct employees to follow coughing and sneezing and clean hands etiquette.
- Limit outside clients and vendors whenever possible. Limit visitors to the lobby area.

Performing routine environmental cleaning:

- Routinely clean all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Provide disposable wipes/cleaner at commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) so they can be wiped down by employees before each use.

Meetings:

- Use videoconferencing or MS Teams when possible for work-related meetings.
- Cancel or postpone large work-related meetings that can only occur in-person.
- Hold meetings in open, well-ventilated spaces while maintaining social distancing.

Five Key Steps to Stop the Spread of COVID-19

1) Hand Washing:

- a. Wash your hands frequently with soap and water or an alcohol-based solution.
- b. Frequent washing with soap and water, kills viruses that may be on your hands.
- c. It is simple, but it is very important.

2) Coughing Etiquette:

- a. Cover your nose and mouth with a bent elbow or tissue when you sneeze or cough. Dispose of tissue immediately and wash your hands.
- b. Droplets spread the coronavirus. By following respiratory hygiene, you protect the people around you from contracting viruses, such as cold, flu and coronavirus.

3) Not touching your face:

- a. Avoid touching your face, particularly your eyes, nose or mouth to prevent the virus from entering your body.
- b. Hands touch too many surfaces and can quickly pick up viruses. Once contaminated, hands can transfer the virus to your face, from where the virus can move inside your body, making you feel unwell.

4) Physical Distance:

- a. In terms of social interaction, take a step back.
- b. Stay at least six feet apart from others.
- c. By maintaining such social distancing, you are helping to avoid breathing in any droplets from someone who sneezes or coughs in close proximity.

5) Staying home if feeling unwell:

- a. If you feel sick, we encourage you to stay home.
- b. Monitor your symptoms
- c. Separate yourself from other people in your home
- d. Practice the 5 steps to stop the spread.

Chief Covid-19 Officer

Scott Gorman has been named Premier's Chief Covid-19 Officer. This duty entails...

- Implement the following operating policies:
 - Ensure that the business is not listed on the State's "Must Close" list.
 - Ensure that all employees who can function remotely, are doing so.
 - Ensure that a 6-foot distance is maintained between onsite employees.
 - The Chief Covid-19 Officer must be recognizable (internally & externally) as the business' Policy Implementation Designate.