

In order to protect employees and prevent the spread of illness, all Partners are required to abide by the guidelines laid out by the CDC and follow “Guidance on Preparing Workplaces for COVID-19”
<https://www.osha.gov/Publications/OSHA3990.pdf>

Kaas Tailored is committed to protecting their employees, families, guests, and clients. Below is the current list of implemented countermeasures Kaas Tailored is currently practicing in order to mitigate the risk and reduce the spread of illness.

Kaas Tailored’s Protocol List

1. Daily check of CDC and local health department guidance. Updates are flowed to leads through daily email and daily huddles, as well as through Bamboo announcements when info is applicable to all of KT
2. Leadership check-in daily at 6:30 am to review updates to guidance and create updated mitigation plans. Leadership check-out at 4:30 pm to review progress of action item implementation
3. Social Distancing Plan in place for all teams
 - Workstations, machinery, and desks physically moved to support the minimum of 6 feet social distancing.
 - Staggered lunch breaks – limits the group size using lunchroom at one time
 - Team education on the “Why” to support participation
4. Lunchroom reorganized – Tables and chairs relocated/dispersed in the lunchroom to support 6’ rule
5. ‘Scrub in, scrub out’ policy for all people entering and exiting our facility. This includes limiting access to the building to only doors that are supported by hand washing stations and hand sanitizers. All employees are required to participate in the procedure upon entry or exit of the building
6. Notices/signs posted on doors regarding limited access to the building and entry sanitization protocols
7. Limited occupancy in conference rooms

8. Timers (20 second running clock) added to hand washing stations
9. Daily temperature checks for all employees and guests. Any employee over 100 degrees is required to return home
10. We are requesting that guests and employees notify us immediately if they have been diagnosed with, or have been in proximity with anyone who has been diagnosed or has been quarantined for COVID-19 in the last 14 days
11. Requiring guests and colleagues to stay home if they have any of the symptoms outlined by the CDC – and to follow the return to work procedure
12. Requiring guests to hand sanitize, take their temperature, and answer 3 screening questions prior to their entrance to our facility
13. Minimizing visitors to only essential people
14. Encouraging the use of hand washing by demonstrating and teaching during our daily Team Train
15. Placing additional hand washing and sanitization stations around the facility
16. “Hepa” filters have been added to all HVAC units to clean the air we breathe
17. Increasing the frequency and rigor of our daily Team Cleaning of public spaces to a minimum of twice daily
18. Designated a “public surfaces” team who disinfects all shared surfaces during Team Clean
19. Removed “communal” items – conference phones, Ibuprofen/Tylenol bottles, utensils from the lunchroom, etc.

WELCOME GUESTS

With the outbreak of COVID-19 in Snohomish county, we are taking precautions to protect our employees and guests



PLEASE SANITIZE BEFORE YOU SIGN IN

Everyone entering the building will be requested to answer the following health related questions and have their temperature checked

- 1** Have you had a fever in the last 72 hours?
- 2** Have you been in contact with anyone with COVID-19 in the last 14 days?
- 3** Are you experiencing shortness of breath?

If the answer is yes to any of these questions, we request that you come back and visit us another day

CHECK ONLINE REVISION LEVEL PRIOR TO USING

HR ONLY TILL FURTHER NOTICE

Revision 03-30-2020



To help protect our co-workers, families, and community

SANITIZE BEFORE YOU ENTER

If you have questions or concerns, please enter through
the main entrance

CHECK ONLINE REVISION LEVEL PRIOR TO USING



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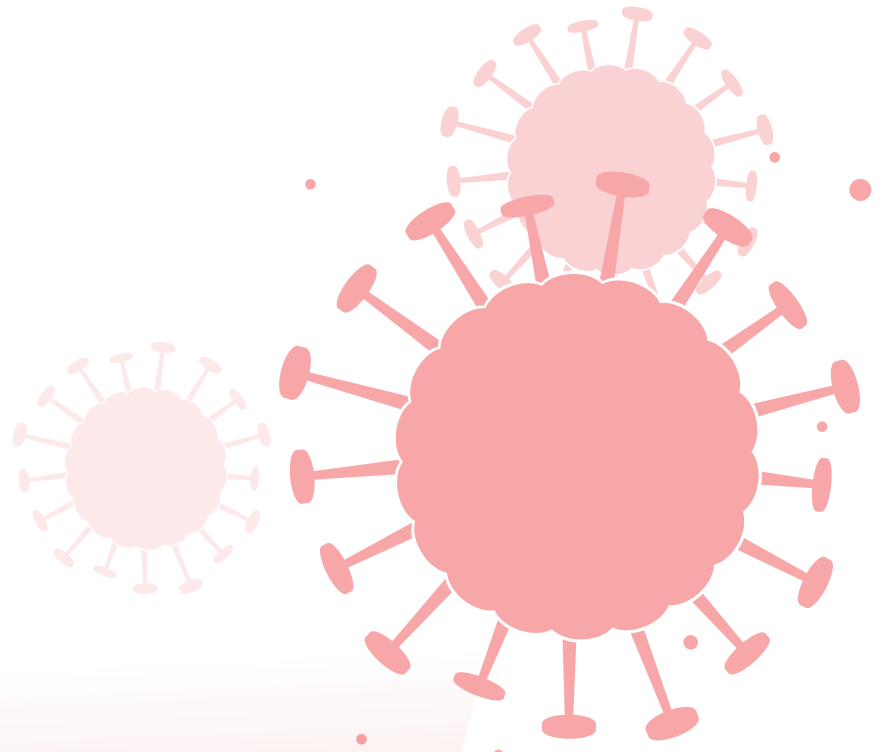
**PLEASE LIMIT USE TO
ONE AT A TIME**

CHECK ONLINE REVISION LEVEL PRIOR TO USING

**PLEASE ENTER THROUGH
MAIN OR SIDE ENTRANCE**



Revision 03-30-2020



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SANITIZE BEFORE YOU ENTER

TẤT CẢ MỌI NGƯỜI PHẢI VỆ SINH TAY KHI VÀO TÒA NHÀ

TODAS LAS PERSONAS DEBEN DESINFECTAR SUS MANOS AL ENTRAR AL EDIFICIO

ВСЕ ЛЮДИ ДОЛЖНЫ ДЕЗИНФИЦИРОВАТЬ РУКИ ПРИ ВХОДЕ В ЗДАНИЕ

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