



Culture Works

purpose ▶ people ▶ process

# COVID-19 EMPLOYEE SAFETY AND SELF-MANAGEMENT PROTOCOL

## Where do we stand?

The well being and safety of our team and our client partners are of the most importance . We recognize the regulations in place and practice the recommendations, like social distancing, and masks, based on the comfort level of the individual. We want to ensure that we provide an environment where employees feel heard and empowered to make decisions regarding Covid-19 that are best for their own health and safety and the safety of those they come into contact with.

## What does that mean?



### **Covid-19 Screening**

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We practice self-managed health checks to ensure all employees are healthy enough to work and are protecting the safety of others. Employees are required to self-screen before any in-person meetings and complete the Self Check Questionnaire.



### **Social Distancing and Face Masks**

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Employees are free to wear a mask or social distance as they feel comfortable. Use your best judgement for what is best for your safety and for the safety of the people you are coming into contact with.



### **Proof of Vaccination**

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We believe in our employees right to choose what is best for their body and their right to privacy regarding their health care. We will not be requiring employees to disclose their vaccination status.



### **What if I am sick or have been exposed to COVID-19?**

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Employees who have symptoms or may have been exposed to COVID-19 should immediately notify Kristi or Human Resources to determine next steps necessary. We discourage discussions around exposure with the team before speaking with Kristi or Human Resources.

**Promote freedom of choice | Respect Individualism |  
Decrease Segregation to Unite in Diversity**