

HOPSCOTCH INTERACTIVE LLC

Coronavirus (COVID-19) Policy and Guidelines

Coronavirus disease 2019 (COVID-19) is a type of virus that causes respiratory illness, an infection of the airways and lungs. The virus is thought to spread person to person, mainly between people who are in close contact with one another (within about 6 feet) through tiny droplets made when an infected person coughs or sneezes. A person can also get the virus by touching a surface, object or body part that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

In the interest of the safety of our employees and preventing the spread of COVID-19, Hopscotch Interactive LLC's employees and contractors are required to follow the following health and safety guidelines:

- Wash your hands with soap and water regularly for at least 20 seconds or minimum 60% alcohol-based hand sanitizers. It is especially essential in common areas and around food, and when coming into contact with door handles and shared surfaces. Gloved hands should also be washed intermittently, when possible.
- Check around a property you are visiting for their COVID-19 protocols that will be posted, and strictly adhere to those protocols when visiting another site on company business.
- Check your temperature with a thermometer before reporting to work on location, and if you have a temperature over 100°, or suspect that you are coming down with a fever, inform your supervisor immediately and do not go to work.
- Do not report to work if you are currently experiencing a cough, shortness of breath, or difficulty breathing.
- Do not report to work if you are currently experiencing two or more of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell).
- Avoid close contact with people. Keep a 6-foot distance from others if possible.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick. If you have a fever **do not** come in to work, or return to work, until you are fever free for 24 hours (CDC Recommendation).
- If you develop the symptoms of fever, cough, trouble breathing it is important to **call** your medical facility immediately so they can direct you to the most appropriate care.
- Cough or sneeze into a tissue or your elbow. Wash your hands afterwards, and ventilate the area if appropriate.
- Clean and disinfect frequently touched objects and surfaces.
- Do not share hand held tools unless properly disinfected.

- Wear a mask and gloves at all times while on location and discard any PPE that has been damaged immediately.
- If you are uncomfortable because you see others not following the protocol at any time, inform your supervisor immediately or make the building manager aware of the breach of protocol. You are able at any time to vacate any premises where you feel unsafe.

These guidelines are to be followed for the health and safety of yourself and others.

I understand that failure to comply with the above policy can result in disciplinary action up to, and including, immediate termination. This policy will remain in effect until revoked in writing.

My signature acknowledges receipt and that I fully understand this policy.

Printed Name

Signature

Date