Kirkhill & COVID19

What we're doing to help keep our employees as safe as possible
Average day for an employee
Arrival to Facility

- Kirkhill is a secure facility with access limited to two secure entrances.
- At these entrances, we have enhanced thermal cameras to do a temperature check before entry. Entry to the facility is denied with temperature readings higher than 100°F.
- Social distancing markers outside.
- Only one person in the security office at a time.
- Non-employee visitors are required to fill out a survey about where they've been or if they've had contact with known cases.
Masks

- Masks are required for any person entering the facility.

- Kirkhill has manufactured a reusable mask made from materials & processes in line with CDC recommendations to all employees and we are currently working on issuing another.

- Single day use surgical masks are provided to employees who have forgotten their reusable mask for the day.

Badge and Time Clock

- Employees scan their badges for entry. Positive cases have deactivated badges until mandatory quarantine period is over.

- Time clock areas are marked with social distancing guides on the floor for lines.
COVID-19 Related Safety

Work stations
Work stations have been modified with plexi glass barriers to separate spaces

Hallways
Hallways and other narrow spaces are all marked with signs to remind people of social distancing
Breaks and Lunch

- All seating areas have social distancing guides with seating blocked off with clear markings and extra chairs removed.

- Lunches and breaks are staggered by shifts.

- An additional lunch room was created to help spread out employees.

- Lunch rooms and break rooms are thoroughly cleaned with materials recommended by CDC three times a day during working hours, and again at the end of the night.
Additional measures
Cleaning

- Bathrooms are thoroughly cleaned three times a day during work hours, and again at the end of the night.

- Contracted with additional on-site cleaning service for precautionary/immediate/emergency disinfecting using CDC recommended materials.

- Automatic hand sanitizers have been installed around the facility and 70% solution alcohol wipes are provided.
  - 30 cases of refills have been secured and ready on site.

- Departments have come up with their own disinfecting schedules to help do their part.
We have a plan in place for when we receive confirmed cases
  - Includes: response matrix
  - Contact tracing (with daily follow up)

Emergency PTO Program for affected employees

Quarantine period of 14 + 3 days (more than required)

Training to supervisors and management regarding infectious disease prevention

Daily follow up for status on affected employees
Daily COVID team (senior leadership team) meetings to discuss findings and more ways to improve

- Daily communication to all employees with transparent reporting (within HIPAA guidelines)
- Signs posted on bulletin boards, hanging around facility, and on monitors with helpful reminders of social distancing, mask safety, and frequent hand washing
- Weekly video message playing on monitors from COVID team
Brochures and flyers

- Brochures are provided as we learn more information.

- All messages are sent in English and Spanish.
**Mask safety brochure**

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**Masks & Respirators**

- **Proper Mask Wearing**
  - Wash your hands with soap and water, especially before putting on the mask and after removing it (see photos).
  - Hold the nose wire of the mask with your dominant hand and place the mask over your nose and mouth, pulling the mask down until it covers the bridge of your nose.
  - Place the mask on your face so that it completely covers your nose and mouth, and pinch the mask around the edges to form a tight seal.

- **How to Safely Use a Mask**
  - Wear a mask in public places to prevent the spread of respiratory illnesses.
  - Wash your hands frequently with soap and water for at least 20 seconds or use hand sanitizer containing at least 60% alcohol.
  - Avoid touching your face, especially your nose, mouth, and eyes.
  - Wear a mask properly, covering your nose and mouth.

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**Curebocos y Mascara de Oxigeno**

- **El Propósito de Usar Curebocos**
  - El uso de curebocos permite prevenir y evitar la expansión del virus al evaporar su respiración.
  - El uso de curebocos permite el control de la temperatura y la humedad, además de evitar el ajuste de la máscara.

- **Tipo de Cureboco**
  - Con el ajuste para el tipo de uso y la frecuencia de uso.

- **MODELO DE USO**
  - Limpieza y desinfección de la máscara, y el uso correcto de la máscara de oxígeno.

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**Aseo con el Cureboco y su Reemplazo**

- Lave el cureboco con agua y jabón, y limpie las zonas de contacto con el vaso de oxígeno todos los días.

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**Como Cuidar su Cureboco**

- Lave, llenas y manténgalas limpias con agua jabonosa.

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**Curebocos y Mascara de Oxigeno**

- Con cepillos y mascarillas de oxígeno específicamente para el uso diario.

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**Contacto**

- Contacto de la empresa:
  - Teléfono: 943-0172