

Patten Group and Great Lakes Granite
Covid Daily Operations Policy

1. Employee Health is Priority number ONE

- a. If you have a fever, cough, shortness of breath, please notify your supervisor and do not report to work.

2. Required quarantine

- a. When an employee has reported Covid -19 symptoms, Michigan state guidelines will be followed. <http://michigan.gov/coronavirus>

3. Entering and navigating through the facilities (Distancing)

- a. Temperature of each employee will be checked at the start of each day.
- b. Stay 6 feet apart - in common areas.
- c. Sanitize hands after punching.
- d. Limit conference rooms to 3-5 people and use standing meeting areas when possible.
- e. The person walking downstairs have the right-a-way.

4. PPE (Personal Protective Equipment)

- a. All office/ layout/ CAD team members - Face coverings are REQUIRED inside the building by everybody when within 6 feet of another person.
- b. All shop floor team members, being a more fluid environment, must wear a mask full time when inside a building.
- c. Rubber Gloves are not mandatory, but an ample supply is available for those that want them.

5. Personal hygiene

- a. Wash hands after each break and lunch.
- b. Use sanitizing liquid which is provided frequently.
- c. Avoid touching your face and eyes.
- d. Cover your mouth with inside of elbow when you sneeze or cough.
- e. Avoid contact with others such as shaking hands etc.

6. Breaks and Break room

- a. Tables will be wiped down per the cleaning schedule.
- b. Microwaves -door and controls will be cleaned per the cleaning schedule.
- c. Faucets - handles will be cleaned per the cleaningschedule.
- d. Vending machines - controls will be cleaned per the cleaning schedule.
- e. Break times and lunches will be staggered to reduce occupancy in common spaces. Lunches 11:30 and 12:00 pm Breaks 8:45am, 9am, 1:30pm, and 1:45pm.

7. Restrooms

- a. Restrooms will be wiped down per the cleaningschedule.
- b. Wash your hands for 20 seconds before leaving.
- c. One person is allowed in each restroom at a time.

8. Workstations

- a. Common use tools, cranes, phones, and misc. equipment must be wiped down after each use.
- b. Personal use items are to be wiped down after each break/ lunch.
- c. Limit entering the workstations or offices of co-workers to the extent possible.
- d. Hi-Los will be wiped down after breaks by the operator.

9. Incoming delivery Drivers

- a. Use of face covering is required if entering the building.
- b. Drivers will be encouraged to wait in truck or outside by truck.
- c. If restroom use is necessary, they will be required to follow the distancing and hygiene requirements.

10. Patten and Great Lakes Installation / Delivery Teams

- a. Limit your exposure at Funeral Homes, Gas Stations, Hotels etc.. Use PPE
- b. Use a face covering inside these facilities.
- c. Wash your hands for 20 seconds before leaving public restroom.
- d. Sanitize common touch points in trucks every morning
- e. Designated driver per day as much as possible, sanitize if a switch must be made.
- f. Sanitize commonly shared tools every morning.
- g. Avoid areas of the shop that are not necessary to your job.
- h. Use a mask as much as possible when proper social distancing is not possible.
- i. Where disposable gloves whenever possible when using common tools and finishing tops or use sanitizer regularly.
- j. Comply with each jobsite's safety requirements.

Welcome!! Please follow our safety guidelines below.



- If you have fever, cough, or shortness of breath, do not enter our facility and report your symptoms through the proper channels.
- See: <https://www.michigan.gov/coronavirus> for additional guidelines and symptoms



- A face covering is required when inside Patten or Great Lakes Granite buildings - a mask can be supplied for you if you don't have your own
- Additional PPE may be required in other areas of the plant - follow posted instructions



- Practice social distancing as you move about our facility
- Be conscious of occupancy in workstations, break areas, conference rooms, and restrooms - maintain a 6ft distance from others at all times



- Wash hands or sanitize hands as soon as possible once leaving our facility
- Avoid touching your face and shaking hands - cover your mouth when sneezing or coughing

Cleaning Checklist

Cleaning Team Member(s): _____

Date: _____

1) _____

2) _____

3) _____

Cleaning Instructions

1. Use hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution) when cleaning surfaces.
2. Clean the surfaces at the frequencies listed below
3. Write you initials and the time completed in the table below once the cleaning has been performed.
4. Turn this sheet into Andy at the end of each day.

Break Rooms					
Cleaning Item		7-9AM	9-11AM	11AM-1PM	1-3PM
Microwaves doors and handles	4 times per shift				
Tables and chairs	4 times per shift				
Vending machines controls and door	4 times per shift				
Sink and faucet handle	4 times per shift				
Coffee pot handles and controls	4 times per shift				
Refrigerator handles	4 times per shift				
TV remote	4 times per shift				
Door handles	4 times per shift				

Rest rooms					
Cleaning Item	Cleaning frequency	7-9AM	9-11AM	11AM-1PM	1-3PM
Stall doors and handles	4 times per shift				
Sinks and counter tops	4 times per shift				
Paper dispensers, rails	4 times per shift				
Entry doors handles	4 times per shift				

Production Floors			
Cleaning Item	Cleaning frequency	Before Lunch Break	After Lunch Break
Community phones	2 times per shift		
Stairway handrails	2 times per shift		
Garage door bottoms	2 times per shift		

Common Areas			
Cleaning Item	Cleaning frequency	8-9am	Time 1-2pm
Conference Rooms and common area (Surfaces, chairs, and door handles)	twice per day		

Date: 5/5/2020