

# EMPLOYEE COVID-19 NOTICE

A. DUDEK & BOCK is operating as an essential business operation under Illinois Executive Order 2020-10, paragraph 12.

B. QUESTIONS regarding this notice should be directed to:

Dudek & Bock  
nhopkins@dudek-bock.com

C. GENERAL RULES

1. Only essential employees shall be permitted to work within this facility.
2. Where possible, employees will be encouraged to work remotely and must check with their supervisor for work assignments and reporting procedures.
3. Any employee who has been experiencing or develops the following symptoms should not report to work. If these symptoms develop while at work, maintain social distancing and inform a supervisor regarding your condition. Symptoms include:
  - a) *Coughing, fever, shortness of breath, and difficulty breathing.*
  - b) *Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.*
  - c) *New loss of taste or smell*
4. If you develop a fever and symptoms of respiratory illness, DO NOT GO TO WORK and call your health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.
5. Where feasible, employees will be required to wear a face covering.
6. Employees should maintain a 6-foot distance from all others within the building and may not congregate anywhere on the premises.
7. Failure to follow these basic rules may result in disciplinary action, up to and including termination.

## **COVID19 NOTICE**

### **Employee Acknowledgment**

I have received a copy of the Employee COVID19 Notice. This Notice has been reviewed with me. I understand this policy and what is expected of me as a condition of my employment with Dudek and Bock Spring Manufacturing Company.

I agree to:

1. Stay home from work if I have fever or symptoms COVID19, which may include fever, cough, chills, body/muscle aches, sore throat, diarrhea, nausea, vomiting, new loss of taste or smell.
2. Maintain a six-foot distance from others within the building if possible and not congregate anywhere on the premises.
3. Wear a face covering if unable to distance six feet apart.

I understand that I will be subject to discipline up to and including termination of my employment if I do not follow the above policy of Dudek and Bock.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_