

Guidelines for Sunset Employees

Steps We Are Taking

- We are doubling the cleaning schedule in each of our larger physical locations (includes SLP, De Pere, Milwaukee, Madison, Chicago).
- We have ordered additional cleaning supplies for each location.
- We have additional alcohol wipes for use during your workday.

Guidance for Our Staff

- Staff Illnesses/Prevention
 - We ask that you take extra precautions
 - If you have a sick family member at home, please let your supervisor know, and we can make the best decision together.
 - While this is obvious, please clean your hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash your hands with soap and water for at least 20 seconds. If your hands are visibly dirty, it is preferred you use soap and water. (CDC standard)
 - If you have symptoms of acute respiratory illness or fever, we encourage you to stay home and/or possibly visit your health facility.
 - If, for some reason, you report to work and you are feeling acute respiratory symptoms, please let your supervisor know immediately. We will assist in getting you home, and make sure your work is covered.
- Flexible work options
 - A work from home option for staff members who can perform their work remotely will be reviewed on a case by case basis.

- For the onsite team
 - Utilize all efforts to assist remotely before going onsite
 - If an onsite visit is required, utilize CDC standards for hand and personal hygiene (outlined above)
 - Wash your hands immediately upon completion
 - If washing facilities are not available, utilize an approved hand sanitizer
 - Cover the mouth and nose with a tissue when coughing or sneezing and please do not cough or sneeze into your hand
 - Dispose of the used tissue in the nearest waste receptacle
 - Perform hand hygiene after contact with respiratory secretions and contaminated objects/materials

- Notify supervisory staff if you suspect you have come in contact with a person who is known to be sick.

Again, your safety is important to us. We also want to do our best to avoid disruption in taking care of our customers. We will work together and continue to do our best to help you feel Rest Assured.