



COVID-19 SAFETY GUIDE

Joining together to stay safe and healthy on the job



A NOTE TO ALL READERS

The health and safety of our entire campus is our top priority. This Covid-19 Safety Guide highlights The Henry Ford's practices, protocols and recommendations for safely operating, as law permits, during the COVID-19 pandemic. These policies have been implemented with specific thought and attention to our campus; varying policies may be required in other locations.

The Henry Ford is providing a Covid-19 Safety Guide to align awareness of health and safety practices among staff, students, volunteers, guests and the community. The material in this guide is subject to change over time as health recommendations, guidance and practices progress.

Our Covid-19 Safety Guide is intended to highlight professional guidelines implemented on our campus, set in place by the recommendations of organizations such as the Centers for Disease Control and Prevention (CDC), Department of Health and Human Services, pursuant to the Occupational Safety and Health Act (OSHA), and the World Health Organization (WHO).

We will continue to update this document as new material becomes available and changes occur. This guide supports our Team and Partners and should be referred to for instruction when entering campus to keep yourself and others safe. Material contained in this guide is subject to change. All facilities will comply with any applicable laws, first and foremost, if there are conflicts that arise within the Covid-19 Safety Guide.

Please note: This guide does not contain legal advice.

COVID19 Safety Guide

OUR COMMITMENT

Your health is our top priority as we return to The Henry Ford. The following guidance and activities have been developed to create a safe and healthy environment for all. Training, resources and other communications will be provided to support our commitment to safety.

HOW WE'VE PREPARED

We've implemented the following measures to promote a safe and healthy environment:

- Cleaned and disinfected all workstations and accessible offices.
- Cleaned and disinfected all common areas, including break and lunch areas, team rooms, entrances, locker rooms, restrooms and more.
- Instituted daily and weekly cleaning protocols.
- Established hand sanitizer stations in areas where soap and water are not nearby.
- Implemented social distancing actions.
- Developed training content to support the return to THF plan.

HEALTH SURVEY

All contractors are required to complete a daily COVID-19 health assessment at the Security (Blue) Gate prior to arriving at work. Contractors are expected to answer all questions honestly for the safety of themselves, guests and co-workers.

SOCIAL DISTANCING

In work areas and offices, continue to keep **six feet** of social distancing. Please honor social distancing even when outside.



PERSONAL PROTECTIVE EQUIPMENT

Face Masks Everyone is required to have a mask with them and ready to don if not already wearing it, **at all times**. Please see Face Mask Policy for more information.



CLOSURE OF COMMON AREAS

Small meeting rooms are closed until further notice. Other common areas may be closed on a building-by-building basis.

HANDWASHING/SANITIZING

Regular handwashing is one of the best ways to prevent the spread of germs.

CDC recommends washing hands often with soap and water for 20 seconds.

In high-traffic areas where employees will not have access to soap and water, hand sanitizer stations have been added.

BREAKS AND MEALS

Some components of the employee dining room are closed. Microwaves and other appliances remain available for use.

Everyone is required to clean microwave before and after each use.

WORKSTATION AND OFFICE CLEANING

Offices and other work areas will be provided disinfectant products to clean surface areas daily. Personal office spaces will be cleaned weekly on request as access permits. Common areas will be cleaned daily.

SYMPTOMS AT WORK

If you experience symptoms at work:

- Maintain a six-foot distance from others.
- For severe symptoms, notify your supervisor.
 - They then must contact THF Security at 982-6096 and report it.

Further medical evaluation and assistance will be provided as necessary by THF Security.

WHAT YOU CAN DO

To ensure the health and safety of all, we need to start working differently and we must work together. Make the commitment to:

- Read and understand all communications.
 - Self-certify your health daily.
- Follow the processes and guidelines for social distancing.
 - Participate in cleaning and disinfecting your work areas.
 - Practice proper handwashing and sanitizing.
 - Cough and sneeze into tissues or your elbow.
 - Ask questions and focus on your health and the health of your co-workers.
- If you experience any symptoms, stay home.

HAND SANITIZER STATION PROTOCOL

The Centers for Disease Control asserts that **cleaning hands with soap and water** or using hand sanitizer are the most important steps we can take to avoid getting sick and spreading germs.

Hand sanitizer stations are to be placed at key indoor and outdoor locations to prevent germ spread on campus.

Our campus layout has been evaluated, and **numerous hand sanitizer stations** will be placed in areas where immediate access to restrooms or other handwashing areas is not available.

LOCATIONS OF HAND SANITIZER STATIONS

- Venue entrances and exits
- Guest service locations
- Food service and retail locations
- Exhibits

NOTE: Handwashing with soap and water is recommended as the most effective method to clean your hands whenever possible. While also effective against germs, hand sanitizers may not be as effective when hands are visibly dirty or greasy.

IMPLEMENT SOCIAL DISTANCING ACTIONS

SOCIAL DISTANCING ACTIONS FOR STAFF, VENDORS AND VOLUNTEERS

Six feet of separation is required for employee and guest areas at all times. Work areas that offer less than six feet of separation will be altered to comply with social distancing, such as the use of barriers or shields, or discontinued for use.

- Social distancing is the most effective means of mitigating the person-to-person spread of the virus. Maintain a generous 6 feet of distance as often as possible.



FACE MASK



FACE MASK AND
FACE SHIELD

FACE MASK POLICY



- You must have your mask with you, and ready to put on if not already wearing it, at all times.
- Your Face Mask must not have any emblems, initials, slogans or insignias on them.
- All THF staff (paid and volunteer) and Vendors must wear a face mask over their nose and mouth:
 - In all venues: Greenfield Village, Lovett Hall, Henry Ford Museum of American Innovation), including but not limited to hallways and/or common areas where you are likely to incidentally encounter another individual
- You are not required to wear a face mask when working in an area (e.g. offices) alone.
- Proper mask wearing is required at all times while venues are open to the public.

Hand Washing

- Regularly wash hands with soap and water for at least 20 seconds.
- Use an alcohol-based hand sanitizer containing at least 60% alcohol when soap and water are not available.
- It is important to wash your hands before your shift, before and after your breaks, after touching frequently touched surfaces, and before you return home.
- Remember to not touch your face without first washing your hands.

Cover coughs and sneezes



- Do not cough or sneeze directly into your bare hands.
- Use a clean tissue whenever possible, and then throw the tissue away.
- Wash your hands immediately after coughing or sneezing.
- If do not have on your face mask, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with hand sanitizer.



ENTERING THE HENRY FORD

For vendors and contractors

Please see the below guidelines on what to expect when you arrive on our campus and the protocols, we are asking you to follow in order to have a safe visit.

- Everyone must check in with the Security Officer at the Blue Gate.
- The Security Officer will ensure that everyone arriving on campus meets the requirements detailed below.
- You will be required to answer several Health Check questions. They are:
 - Do you have symptoms of:
 - Fever (over 100.4 F or 38 C) or feel feverish
 - New shortness of breath?
 - An uncontrolled cough
 - Do you have at least TWO of the following symptoms not explained by a known medical or physical condition:
 - Muscle Aches
 - Sore Throat
 - Loss of smell or taste
 - Severe headache
 - Diarrhea
 - Vomiting
 - Abdominal Pain
 - In the last 14 days have you been in close contact with anyone who tested positive or who had symptoms of Covid-19?
- If you do not meet all stated requirements, you will not be permitted to access the campus.