



## **PHASE 1 COVID-19 Protocols for Brundage On-Property Staff**

Performing essential work functions on property through our extended closure is opt-in and only allowed with pre-approval from the General Manger and Human Resources. For Brundage to safely perform essential functions on property, we need each person to take this seriously and keep each other accountable. Any staff approved to work on property are required to abide by both the procedures below and the current guidelines from the CDC

(<https://www.cdc.gov/coronavirus/2019-ncov/index.html>)

### Guidelines for All Staff and Indoor Areas:

- If you are experiencing symptoms or have family members experiencing symptoms (shortness of breath, cough, fever, chills, muscle pain, headache, sore throat, new loss of taste or smell), you are required to stay home and report this to your supervisor.
- No family or friends should be on-site.
- Spread out schedules over 7 days/week when possible and stagger start, end, and lunch times.
- Maintain 6' of separation from people at all times.
- Face covering should be worn when travelling in and around shared spaces and bathrooms.
- Follow social distancing and personal hygiene protocol regarding face covering and sanitation.
- Eat lunch at a distance from others, outside when possible. Distance from others should be greater than 6ft since masks are not being worn. Sanitize all surfaces if taking lunch/breaks inside.
- Be aware of other on-site employee schedules, adhere to any schedule you have been given.
- Do not use time clocks. Clock in/out will be done by managers manually inputting time.
- Confirm high contact touch points in your work area and the availability of cleaning supplies to regularly clean these touch points. Communicate supply needs to Jeff Klock ahead of running out of anything.
- Disinfect high touch surfaces (desks, door handles, tools, kitchens, steering wheels, stairwells, etc.) before and after use.
- Wash hands or apply hand sanitizer regularly. Brundage will try to provide access to hand sanitizer, but staff should have their own bottle to keep in your pocket.
- Stay out of other staff offices. Stop outside the doorways to communicate. Do not share equipment, pens, papers, radios, phones, or desks.
- Follow all protective measures on your way to and from Brundage. This includes time spent at gas stations, going to the store, etc.
- Inform your direct supervisor when you arrive and leave the property each day.
- Remember that during this time, your mental health is just as important as your physical health. Check in with each other often.
- Notify manager of any travel outside Valley or Adams county.

### Guidelines for On-Mountain and Travel Between Facilities:

- When possible do not share snowmobiles, trucks, radios, tools, or snowcats. Follow social distancing and personal hygiene protocol at all times.
- Wipe down gas pumps and lift shack areas with disinfectant before and after use.



- When handling trash or other tear down supplies, do not switch among staff. Keep these items until their final destination.
- Communicate movement in and out of facilities and other's workspaces ahead of time. Send a direct message or make appointments with individuals you need to interact with.
- Only enter buildings when necessary. Announce yourself on radio or inside the building to confirm if others are present.
- Maintain open air spaces as much as possible. (Ex. Open bay doors during the day.)
- All radios should stay on Channel 1 to maintain full communication.
- Mountain patrol or a designated individual will act as dispatch each day, confirming the mountain is clear at the end of the day.

All staff should feel comfortable informing their manager or HR if they feel conditions and/or the actions of a coworker are not safe or putting them at risk. By signing this form and/or providing electronic confirmation, you are agreeing to follow the rules above to keep yourself and others safe.

Non-compliance will result in losing on-property access during this time. Department protocols may differ and should be followed as directed by managers. Expect these protocols to be updated as the situation evolves, and business operations change.

**Acknowledgement:** *Most likely through ADP*

**Employee Signature**

**Printed Name**

**Date**