

WOODY AUCTION EMPLOYEE COVID-19 POLICY

As new cases of COVID-19 continue to rise across the world, Woody Auction has been closely monitoring the latest reports and recommendations from the Center for Disease Control and prevention (CDC), the World Health Organization (WHO), and Kansas state and county authorities.

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are required to follow all rules diligently to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity. Our COVID-19 policy is subject to change with the introduction of additional governmental guidelines. It applies to all of our employees who physically work in our offices and auction buildings.

- Wash hands often for a minimum of 20 seconds with soap and running water.
- Disinfect hands with alcohol-based hand sanitizer that contains at least 60-95% alcohol as needed or if hand washing is not available.
- Maintain a safe social distance zone (approximately 6 feet) with customers.
- Avoid touching eyes, nose, and mouth.
- Cover any cough or sneeze with a tissue and then throw the tissue away. If a tissue is not available, use your elbow or clothing. Do not cough into your hands. Disinfect properly afterwards.
- We are enforcing increased routine cleaning of hard surfaces within our facilities and our delivery vehicles.
- Employees with fevers or other symptoms should not report to work.
- Should an employee become ill or develop a fever while on the job, they are required to leave work immediately.

