



## Nashville Covid-19 Accountability Guidelines September 2021

### **Purpose**

The purpose of this document is to communicate the accountability guidelines for instances of non-compliance with COVID-19 procedures.

### **Expectations**

Hayward will use an objective and consistent approach to determine the appropriate disciplinary response when a violation is confirmed.

Due to the seriousness with which we view the COVID-19 procedures, confirmed violations of COVID-19 guidelines would result in disciplinary action up to and including termination.

#### Examples:

- Not respecting social distancing
- Not following cleaning protocol at the beginning/end of shift
- Failure to wear a face-covering if working within 6 feet of another person.

Termination would result from a first-time offense if the behavior were deliberate and irresponsible, putting others' safety at risk.

#### Example:

- Coming to work after being tested for COVID-19
- Coming to work while you are under home isolation or quarantine orders.

Site leaders must lead by example and demonstrate compliance with COVID-19 procedures and are expected to enforce Hayward's policies with all associates.

### Hayward Nashville COVID-19 Employee Accountability Policy

- Complete the Hayward COVID-19 Symptom/Exposure Checklist **every day** before coming to work.
- Report any symptom/exposure/test results to Human Resources (COVID19 Hotline **615-255-3111 option#3.**)
- Stay at home if you can answer yes to any of the checklist questions
- If you or a family member is positive with COVID19 – Stay at home, call the COVID19 Hot Line **615-255-3111 option#3.**
- If you are undergoing testing for COVID-19 – Stay at home, Call the COVID19 Hotline **615-255-3111 option#3.**
- **Wear** face masks or face coverings in Hayward's facilities
- Wear your face masks so that your nose and mouth are covered.
- If a face shield is worn, you must wear safety glasses as well.
- **Wait** 6 feet where applicable (time clocks, social gathering in break areas, and other workspaces that allows for 6 feet distancing)
- Associates should limit the number of others in their lunch/break groups to 3 or less.
- **Wash** and Sanitize your hands frequently
- Sanitize work stations before and after shift – See your supervisor for additional supplies.
- Respect the privacy of other associates' medical information



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**POLICY RECEIPT PAGE**

I confirm that I have read the "Nashville COVID-19 Accountability Guidelines" and understand that it describes the conduct and behavior expected of me as an employee of Hayward Industries.

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Associate Name (PRINT)

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Date

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Associate Signature

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Department