

## COVID-19 Frequently Asked Questions as of 26 June 2020

### Do I have to wear a face cover or mask?

The CDC now recommends that you cover your mouth and nose with a cloth face cover when around others. When in BAC facilities:

- Wear a mask or cloth face covering when entering screening areas before beginning work; when leaving your work area/office, or in specific areas designated by customers.
- **Continue to keep 6 feet between yourself and others. A cloth face cover is not a substitute for physical distancing.**
- Designated work pairs or teams, or those having face-to-face discussions and meetings, are required to physically distance themselves by at least 6 feet when working in a shared space.
- Hallway conversations are prohibited, even if you are wearing a face cover, as it prevents others from safely passing in the halls.
- Be sure to safely take breaks from wearing the face cover in designated mask-free areas, preferably outside, or other well-ventilated open spaces where you can maintain physical distance from others.
- In-person meetings and conversations are discouraged. Everyone is instead encouraged to utilize Teams or phone calls to conduct discussions and required meetings, even with others in the facility.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store, or follow your local state or city guidelines for when to use a face cover.
- You could spread COVID-19 to others even if you do not feel sick. **The cloth face cover is meant to protect other people in case you are infected.**
- Cloth face coverings should not be used by anyone who has trouble breathing.

BAC employees are authorized to use their personally owned face covering. Face coverings must comply with the following:

- Face coverings must:
  - Fit snugly but comfortable against side of face
  - Be secured with ties or ear loops
  - Include multiple layers of fabric
  - Allow for breathing without restriction
  - Be able to be laundered and machine dried without damage or change to shape.
- Must not touch eyes, nose, and mouth when putting on or removing.
- Must wash hands before and after putting on and again before and after removing.
  - Must not be shared.

- Must not be placed on surfaces (ie: table/countertop while on break).
- Employees are not authorized to provide face coverings to other employees.
- Personally owned respirator type masks (N95, N99, P95, etc.) are authorized to use voluntarily. BAC employees are discouraged from purchasing medical and respirator type masks and encouraged to donate unopened/unexpired masks to healthcare facilities.
  - Prior to use, a “Voluntary Use Form” must be completed and sent to the Safety Manager, Melissa Cadle, at [mcadle@bacbrevard.com](mailto:mcadle@bacbrevard.com).
  - Some sites may have more strict policies regarding the use of medical or respirator masks. Those policies will be followed.

### What is the Travel Policy?

All business travel is limited to essential only and must have VP approval.

For personal travel:

- Any BAC employee who travels commercially (plane, train, cruise, bus line such as Greyhound), anywhere, must self-isolate for 14 days upon return.
- Consistent with Florida Executive Orders, any employee who travels to New York, New Jersey, or Connecticut via any mode of transportation including car, must self-isolate for 14 days upon return to their home state.
- Please contact your manager via phone or email to assist with your work schedule during this process.
- Additional guidance from the CDC regarding travel can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>

### What are the symptoms of COVID-19?

Understand the signs and symptoms of COVID-19 and stay home if you are feeling sick. Any employee who is experiencing symptoms of COVID-19 should stay home and contact their manager via email or phone.

Symptoms include:

Fever  
Cough  
Shortness of breath  
Sore throat  
Congestion or runny nose

Muscle or body aches  
Chills  
Fatigue  
Nausea/Vomiting  
Diarrhea

## I am hearing conflicting information; how do I know what is accurate?

- Use reliable sources for information and not social media.
  - [www.cdc.gov](http://www.cdc.gov)
  - Contact your local Health Department
    - Florida: (866) 779-6121 (available 24/7)
      - <https://floridahealthcovid19.gov/>
    - North Carolina: (888) 892-1162 or 2-1-1 (available 24/7)
      - <https://www.ncdhhs.gov/divisions/public-health/coronavirus-disease-2019-covid-19-response-north-carolina>
    - Virginia: (757) 683-2745 (8am-6pm, M-F)
      - <http://www.vdh.virginia.gov/coronavirus/>
    - Puerto Rico: (787) 999-6202 (available 24/7)
      - <http://www.salud.gov.pr/Pages/coronavirus.aspx>
  - <https://bacbrevard.com/coronavirus-updates/>

## What should I do if I am contacted by a reporter asking about BAC, our policies or our customers?

You should not talk with any reporters or the media about BAC or our customers; please ask that they contact Susan McGrath, vice president of Community Relations, at 321-684-0249 or [smcgrath@bacbrevard.com](mailto:smcgrath@bacbrevard.com) directly for assistance.