

EMPLOYEE PPE POLICY

The year 2020 has brought about a lot of changes, and we have seen time and time again that we really are Port Royal Strong. During this next phase we will have to modify the way that we are working to stay strong.

Please remember that every Port Royal employee has a responsibility to safety. Employees are expected to own their needs and identify hazards, as well as complying with all safety practices.

Through the next phases we ask you to follow these guidelines. As we navigate these phases your management team will be monitoring conditions and recommendations laid out by local and national authorities, and are subject to change accordingly.

Social Distancing

- Port Royal Employees are to keep a minimum distance of 6' between co-workers and guests.
- Should employees need to navigate a task which requires any breach of the 6' distance (example- team lifting a heavy object) :
 - The employees must be complying with all other requirements for PPE.
 - Double-check that there is not a safe method of using equipment to accomplish the goal instead of an individual.
 - Communicate with your plan ahead of time.
 - Minimize the amount of time you will need to be in close proximity.
 - Resume social distancing as soon as you can.

Masks

All employees are to wear a mask that covers their mouth and nose when:

- In common areas and shared spaces including:
 - Break rooms
 - Shared offices
 - Guest rooms
 - Our shared ride vans
 - and any guest facing locations

EMPLOYEE PPE POLICY *(continued)*

Masks do not need to be worn:

- When an employee is working in an office and they are the sole inhabitant.
- When an employee is teleworking from home and only around persons who share the same domicile.
- A lifeguard on an elevated lifeguard stand while on surveillance where a mask may impede emergency communication. Once the lifeguard transitions off the stand the lifeguard is again required to resume wearing the mask.
- While operating mowers or lifts
- During physically demanding activities:
 - Carrying a heavy item
 - Working in the kitchens
 - Working in the pool pump houses
 - While working alone on the roof.

Cloth masks should be washed frequently by the employee.

Gloves

Employees will wear disposable gloves when:

- Handling used linens and towels.
- While cleaning dishes, glasses, and other services wear.
- Cleaning restrooms and high touch areas or surfaces.
- When in guest suites.
- While collecting payment and receipts.

Once the employee is done with their task they will:

- Remove gloves without touching the outside (potentially soiled) surface of the gloves.
- Dispose of the used gloves.
- Wash hands thoroughly with soap and water for a minimum of 20 seconds. Use hand sanitizer when washing hands is not possible.

Employees will avoid touching or handling any personal items such as pens, glasses, phones, computers, etc. while wearing gloves. Non-latex gloves are available.