



COVID-19 GUIDELINES IN WORKPLACE

Rev 20200609

Basic Infection Prevention Measures

- Wash hands frequently and thoroughly. If soap and running water are not available, use hand sanitizer.
- Stay home if you are sick.
- Cover coughs and sneezes.
- Avoid or do not use other workers' phones, desks, offices, or other work tools and equipment.
- Maintain regular housekeeping practices, including cleaning and disinfecting of high touch surfaces and equipment.
 - Disinfect all areas between shifts and after 2nd shift.

Workplace Controls

- Post requirements throughout facility.
- Make daily reminders to employees.

Administrative Controls

- Sick workers stay home and contact their Supervisor or Human Resource for instructions.
- Anyone exposed to the virus shall notify Human Resource HR and self-isolate.
- Employee's, contractor's, and visitor's temperatures shall be taken prior to them starting work. Anyone with a temperature over 99.5 F, will be asked to go home.
- If you experience illness while at work, contact Supervisor and HR without exposing yourself to others. Wait for further direction.
- Maintain social distancing of 6 ft with co-workers when possible
 - Place 6 ft spacing indicators on the floor in gathering areas, such as sinks, desks, refrigerators, microwaves, etc.

- Practice complete separation between the office and the factory.
 - IT/Server Room is classified as factory until further notice.
- Maintain a two-shift system to minimize risk of exposure and contamination, where deemed necessary. Limited to manufacturing.
- Wear protective cloth facemasks/respirators while on site, unless you are actively eating, drinking smoking, inside your car, or working inside a single person office with a door. Alternatives can be made for medical reasons.
- Social distancing must be maintained, even while wearing a mask/respirator.
- Minimize contact among workers and visitors by replacing face-to-face meetings with virtual communications.
- Limited access to the site will be granted to visitors, customers, regulatory agencies, etc., at the discretion of management.
 - Employees shall not interact with or go near contractors except for those who are authorized by management.
 - **Visitors must go through separate Covid-19 training**
- It is highly recommended not to carpool. If no other options are available, carpoolers must wear masks. One should sit in the backseat.
 - **Exception: Employees who live in the same household.**
- Break room trailer to be used for isolation.
- A make-shift lunch room is now located in the new Maintenance Building.
 - Must follow 6 ft social distancing rules.
 - People with desks shall eat at their desk, in their car, or off-site.
- Utilize the office vending machine room as an exchange room between office and factory associates. Only limited designated associates are allowed in the exchange room.
- Spray any community surfaces you touch with a disinfectant solution or wipes. No need to wipe off the disinfectant spray. It needs to stay on the surface for at least 10 minutes.
 - Examples: door handles, copy machines, refrigerators, microwaves, water dispensers, etc.)
 - Disinfectant spray bottles located in the exchange room.
 - Return empty bottles to exchange room.

- The following services are suspended until further notice:
 - Vending machines
 - **Use of water dispensers is strongly discouraged. If used, disinfect anything touched.**
 - Use of coffee machines and coffee machine service.
 - On site lunch truck
 - Inside offices pest control (investigate different person for the offices)
 - Inside offices rug service

Management encourages associates to be responsible regarding following these rules off-site, including social gatherings and interactions with family members and friends not living in the same household.

Transitioning “working from home” Employees Back to the Facility

- Begin transitions 21 calendar days after government removed shelter-in-place ordinance.
 - Phase I: Employees with offices, Managers, and people with cubicles that allow social distancing compliance
 - Employees with cubicles second. (Purchasing, Engineering, Sales, Finance, PMs.)
- **Guidelines reviewed and up-dated as needed.**

Engineering Controls

- Install physical barriers, such as clear plastic sneeze guards between cubicles and in conference rooms.
- Conference rooms may only be utilized if 6 ft social distancing is possible. (2 to 10 people maximum, depending on the room)
 - Use of Microsoft Teams is preferred.
- Convert to touchless toilets and sinks throughout facility.
- Mail for the Shop located in the exchange room.
- Improve ventilation system.
- Investigate alternative disinfection methods.

Please complete the below questionnaire, then sign and date accordingly to acknowledge that you have reviewed this letter and fully understand its contents.

(Circle answer on each line)

- | | | |
|--|-----|----|
| Have you had a fever in the last 48 hours? | Yes | No |
| Have you experienced any flu-like symptoms in the last 48 hours? | Yes | No |
| Have you traveled outside of the Central Valley in the last 21 days? | Yes | No |
| Have you come in contact with anyone with COVID-19 in the last 21 days? | Yes | No |
| Do you believe you have been exposed to COVID-19 in the last 21 days? | Yes | No |
| Have you been in any social gatherings of more than 10 people in the last 21 days? | Yes | No |

Print, Sign, Date:

Company/Employer:

SAMPLE