

COVID-19 PROTOCOLS

FACE COVERINGS/MASKS

- Essential vendors & suppliers must wear face coverings/masks at all times while on site – no exceptions
 - Disposable masks will be provided in Material Handling, Shipping, Maintenance and at entry ways as needed
- Vanamatic staff who interact with those essential vendors must wear face coverings/mask during their time on-site
- All staff are required to wear face coverings/masks while at work with the following exceptions;
 - Wearing a face covering on the job is against documented industry best practices.
 - There is a practical reason a face covering cannot be worn by an employee.
 - An employee is alone in an enclosed or isolated workspace.
- Cloth Face Coverings are provided by employees request from HR – required to wash at home prior and after use.

ILLNESS & SYMPTOMS

- No employee with symptoms, illness or fever over 100.4 is permitted at work
- Employees' with illness/fever must remain off work for min. 14 days from onset –PTO/Sick Leave or unemployment.
- All staff required to take temperatures prior to each shift
- Employees who are presumed positive for COVID-19 or have possibly been exposed to COVID-19 must notify HR.

DISINFECTING, PERSONAL HYGIENE, & SHIFT GAPS

- Washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer.
- Clean Disinfect (2) times per shift at designated times of all commonly touched surfaces and areas.
- Each department provided disinfectant spray bottles for cleaning/disinfecting their departments after each shift.
- Each department provided Hand Sanitizer bottles, bottles also located in all common areas.
- All internal doors will be left open while operating to limit touched surfaces

SOCIAL DISTANCING

- Social Distancing Requirements include maintaining at least six-foot from all other employees
- Face Coverings & Masks are strongly recommended while working or communicating with other employees.
- Shift Gaps exist in order to segregate and isolate shifts from one another to limit potential exposure
- Adhere to break room layout for social distancing – total# of staff is limited to the # of chairs available.

NON-ESSENTIAL VISITORS & SHIPPING/RECEIVING PROTOCOL

- There will be no entry into the plant for Non-Essential Visitors, essential visitors will adhere to face covering/masks policy and will limit their movement and exposure to designated areas followed by thorough disinfecting of areas.
- Shipping/receiving and Package Handling Protocols require 24-hour isolation of packages **or** use of nitrile gloves and sanitation procedures for movement and handling at time of receiving.

OTHER POLICIES IMPLEMENTED

- Implemented electronic dissemination of all schedules and work requirements.
- Suspended all absenteeism systems and in person meetings
- Implemented HVAC system protocols to flush plant with outside fresh air continuously