

Actions for Preventing Illness

- Avoid close contact with people who are sick
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Use your provided mask when working in close proximity to someone (<6')
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
 - Always wash hands with soap and water if hands are visibly dirty.

Actions for Preventing Illness

- No hand shaking
- Prop all interior doors open wherever possible
- No Cell phone sharing
- No keyboard/mouse/pen sharing
- 6' distance whenever possible
- Phone calls vs. face-to-face
- Avoid leaving and returning during the day (if possible)
- All entry doors locked (Allowed by exception only)
- Upon entry - Hand washing (prop men's bathroom doors)
 - Sanitizing- secondary

Actions for Preventing Illness

- All entry doors locked (unlocked by exception only)
- All employees enter through East entrance – Do NOT enter building prior to health assessment
- **Temperature & health Screening – 100F (no entry)**
 - Who – Everyone
 - Procedure:
 - Temperature test – Ear or IR
 - Health screen questions:
 - Do you have any flu-like symptoms?
 - Does any one at home have flu-like symptoms?
 - Have you taken any fever reducing medication in the last 4 hours?
 - Wash/Sanitize hands immediately upon granted entry
 - When – Upon initial entry
 - 1st shift – 6:45-8:00am
 - All 1st shift shop personnel to now start at 7am
 - 2nd shift – call/door bell for entry & assessment

Sick Time – Travel Quarantine:

- Sick time – time off provided with pay if:
 - 100F or aggravated respiratory condition (you or household member)
 - Length of time off – 10 days or as required by health care professional
 - Other Illnesses (employee only)
 - Length of time off – monitor symptoms – 2-3 days without advanced symptoms or as required by health care professional
- Post Work Related Travel Quarantine - time off provided with pay with work at home as applicable – 4 days
- Post Personal Travel Quarantine – 4 days off under standard PTO policy for Commercial/Public transportation or travel to and from a known CDC high risk area.
- Day care – If you have issues with day care there are options:
 - i. Shift change option
 - ii. Case by case assessment

Actions for Preventing Illness

- Rules for visitors:
 - Door bells installed at Shipping and East entrance
 - Signs on doors for entrance policy and procedure
 - Vendors:
 - Charlies – Temperature Tested and hand sanitized
 - Unifirst – Temperature Tested
 - All other – no entry – phone/email
 - Customers – no access (unless required by Gov't Personnel for source inspection)
 - Delivery Personnel:
 - No use of facilities
 - Met at door for all deliveries – NO Entrance Allowed
 - NES personnel to wash/sanitize after transaction, if direct contact initiate.
 - Friends/Family – no unnecessary entry into building

Actions Taken to Ensure Your Well Being

- We have restricted site traffic within our facilities
- Are performing daily temperature and health screening of all employees and critical on-site vendors
- Have eliminated entrance of all delivery personnel
- Have stopped all non-essential travel
- Have eliminated visitors and face-to-face meetings
- Have adjusted personnel work shifts and are using teleworking to limit personnel density
- Have staggered breaks
- Have limited the number of people in confined areas, are performing 4-times daily sanitizing of high touch areas
- Are communicating daily with our employees to address all of their needs.
- Have provided reusable cloth masks to all employee with cleaning instructions.
- Have performed facility wide cleaning per CDC instructions when risk of corona virus outbreak within the facility is suspected with no entry until completed.
- Have granted extraordinary leniency on sick time with pay to those not feeling well.
- Have provided counselling/support to ensure all employees know the available options for health care assessment, particularly to those without a primary care physician.