

## Facility Health and Safety Policy: May 25-June 19

- Protocol for all employees working at the facility:
  - **All employees are required to report before coming to the facility if they have any symptoms or elevated temperature using the attached self-screening process. Report to your direct supervisor.**
  - Employees who report to work ill will be sent home in accordance with the Kentucky-Safer administration.  
(Resources: COVID-19 Hotline 1800-722-5725 <https://govstatus.egov.com/kycovid19>)
  - Wear a mask at all times inside the facility. Wear your mask upon entering and until you depart the building.  
Two masks will be provided by the company to each employee coming into the facility. Guidelines to clean your masks are below.
  - Maintain six feet of distance from other workers always while inside the facility.  
Manufacturing will be set up to keep this distance.  
Lunch and breaks should also adhere to this policy.
  - Hand washing procedures will be posted in all restrooms and kitchen.
  - Janitorial procedures have been updated to address specific locations.

**Washing Masks:** Employees working at the facility should follow the CDC recommendations, as follows:

- Wash your mask at least once a day, after every time you wear it.
- Wash your hands thoroughly before putting on or taking off your mask.
- Wash your mask in the warmest water the fabric will tolerate, at least 140°F (60°C). Using a washing machine and hot air dryer is ideal.  
Alternatively, hand wash your mask with soap and water and scrub for at least 20 seconds with warm or hot water, then use an iron or oven set to 160°F to disinfect the mask.

**NOTE:** This policy may be updated as additional guidance is released by the state within the manufacturing industry.

**All employees are required to follow this policy when entering, leaving, and inside the facility at all times for the health and safety of all.**

## COVID-19 Guidelines: Acknowledgement

I acknowledge that I have received, read, and understand the safety guidelines regarding COVID19 Work Safe. I understand that the company has the right to suspend me with no pay or even terminate me if I refuse to follow the guidelines.

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Employee Signature

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Date