

August 4, 2020

J.V. MANUFACTURING CO., INC. COVID-19 GUIDELINES¹

PURPOSE – The purpose of these Guidelines is to establish processes within our organization to avoid and mitigate the spread of COVID-19 within our workforce, our employee’s families, our community and visitors to our facilities.

SCOPE -- These Guidelines apply to all J.V. Manufacturing Co., Inc. facilities and buildings.

GUIDELINE ADMINISTRATION -- **ALL** visitors, and employees to the extent that the issue is not addressed in a separate Policy, are required to follow these Guidelines as may be amended, or modified until such time as they may be rescinded.

COVID-19 TASK FORCE – A COVID-19 Task Force will address items and issues related to the Coronavirus pandemic. As applicable, the Task Force will establish and implement J.V. Manufacturing Co, Inc. Guidelines during the pandemic.

HR will establish and communicate the plans for “work from home” employees, staggered work hours, shift assignments schedules, seating charts (when required) and all other workplace rules and protocols established by the Company as COVID-19 mitigation measures.

J.V. MANUFACTURING MANAGEMENT & HR will work with maintenance personnel to implement cleaning/disinfecting protocols, physically cordon off or post restricted areas and the maintenance of sanitary functions within the facility.

MONITORS – **Management** will designate individuals as Monitors to assist in the administration of these Guidelines. Monitors or Host Employees (those employees who “host” a visitor) may be asked to assist and provide guidance to visitors within our facilities.

1. VISITORS

1.1 Only “business essential” visitors are permitted to enter any J.V. Manufacturing Co., Inc. facility. Sales calls, demonstrations and “lunch and learn” sessions are temporarily suspended if unable to be held virtually. All visitors must have a Host Employee. The Host Employee is required to obtain permission from HR prior to any visitor being permitted to enter any J.V. Manufacturing Co., Inc.

¹ These Guidelines may be amended, modified and/or revoked at any time, and from time to time, in the sole discretion of J.V. Manufacturing Co., Inc. To the extent that these Guidelines conflict in any manner with an employee or other Policy of J.V. Manufacturing Co., Inc, these Guidelines will not be effective as to that issue and the terms and conditions of the separate Policy will control.

facility. The Host Employee is required to advise HR of the residence of the proposed visitor. HR in its sole discretion may permit or deny the request for a visitor. If the visit is approved by HR, prior to any scheduled visit, the visitors must agree, in writing, to comply with the procedures provided in these Guidelines and all other COVID-19 precautions determined by J.V. Manufacturing Co., Inc. from time to time.

1.2 Visitors must agree to answer COVID-19 screening questions and temperature monitoring when seeking permission to enter any J.V. Manufacturing Co., Inc. facility.

1.3 Prior to entering any J.V. Manufacturing Co., Inc. facility, visitors must read, answer all screening questions honestly and sign the COVID-19 Screening Form.

1.4 Temperatures of all visitors will be taken with a thermal scanner. Any visitor with a temperature reading of 100.2 °F or higher will be denied entry to all J.V. Manufacturing Co., Inc. facilities.

1.5 Visitors must enter through the front entrance or other designated point of entry wearing a mask, register with their Host Employee and wear a mask during the entire time the visitor is at J.V. Manufacturing Co., Inc. as provided below in Section 2.1.2 of these Guidelines

1.6 All visitors must be accompanied by their designated Host Employee from the time they enter the J.V. Manufacturing Co., Inc. facility to the time they leave. All visitors will sign in and out each day they are within the facility with the Host Employee.

2. GENERAL GUIDELINES FOR ALL PERSONS ENTERING J.V. MANUFACTURING CO., INC. FACILITIES

As a condition of entry, all employees and visitors agree to notify HR and their Host Employee immediately if the answer is yes to any of these questions below:

- Have you been tested for COVID-19 with a confirmed positive result?
- Have you been tested for COVID-19 without a confirmed result?
- Have you travelled within the past 14 days?
- Have you returned from or been in close contact with anyone travelling within the last 14 days?
- Have you had contact with or cared for someone diagnosed with COVID-19 within the last 14 days?

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- Have you experienced any symptom identified by the CDC or other health authority as a symptom of COVID-19 in the last 14 days (including but not limited to fever, cough, sore throat, respiratory illness, difficulty breathing, new loss of taste or smell, muscle or body aches, congestion/runny nose, nausea or vomiting, diarrhea)?

IF YOUR ANSWER IS YES TO ANY OF THESE QUESTIONS THEN YOU ARE NOT PERMITTED TO BE IN ANY J.V. MANUFACTURING CO., INC. FACILITY.

2.1 MASKS

2.1.1 Face masks are required within J.V. Manufacturing Co. Inc.'s facilities and must be worn fully covering the nose and mouth areas. Homemade masks may be worn unless determined to provide inadequate protection by J. V. Manufacturing, in its sole discretion. If such occurs, a disposable mask will be provided. In discrete circumstances, as approved by HR, a face shield may be permitted to visitors and employees working on the roof or outside in extreme conditions.

2.1.2 A face mask is to be worn at all times by all employees and visitors in J.V. Manufacturing Co., Inc. facilities in accordance with the following guidelines:

2.1.2.1 In accordance with the guidance from the local governments, federal governments, and CDC and other health authorities.

2.1.2.2 Employees and visitors are required to wear a face mask at all times while in a J.V. Manufacturing Co. Inc. facility unless otherwise expressly stated in these Guidelines or in a separate Policy.

2.1.2.3 Employees and visitors must wear a mask or face covering if they are in meeting rooms or common areas of the facility (restrooms or break rooms).

2.1.2.4 If any employee or visitor is engaged in conversation with a person that is within 6' or less both (or all) are required to wear a face mask.

2.1.2.5 An employee may remove his/her face mask if eating or drinking in his/her private workspace (office or cubicle), or in the case of visitors or employees if they are more than 6' feet away from another person during a limited meal time except as otherwise set forth in these Guidelines. All employees and visitors are urged to practice good sanitary and hygiene precautions when doing so.

2.1.3 Masks will be provided by J.V. Manufacturing Co., Inc. as supplies permit. Reusable and/or disposable face coverings will be used under the following conditions:

2.1.3.1 Do not share or reuse someone else's facemask.

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2.1.3.2 Users must inspect their mask daily for signs of wear and tear on the mask or straps. Worn, dirty, or masks that have “objectionable” odors are not to be used until they are repaired and or laundered.

2.1.3.3 Users are responsible to regularly launder their cloth face coverings. Each cloth facemask should be laundered at least once a week.

2.1.4 Individuals with certain specific conditions may have difficulty breathing through the reusable cloth face masks. In such situations, the visitor or employee should notify HR of the issue and alternatives will be considered to the extent possible and not an undue hardship.

2.1.5 If it becomes necessary to use other types of face coverings or masks, J.V. Manufacturing Co., Inc. will provide details and instructions for their use.

2.2 ADDITIONAL GUIDELINES FOR ENTRY

2.2.1 Only “business essential” visitors are permitted to enter the facilities. Essential visitors are required to wear masks while on J.V. Manufacturing Co., Inc. premises, and those who decline to wear them will be denied entry.

2.2.2 All persons are required to read and observe any postings, notices or caution tape restricting access to any office, conference room, cube or any other portion or area of the facility.

2.2.3 All Employees and visitors agree to comply with the following guidelines:

2.2.3.1.1 Employees or visitors who have COVID-19 symptoms (*i.e.*, fever, cough, or shortness of breath) should notify HR and the Host Employee (if applicable) and return home and seek guidance from their primary care physician. No one exhibiting these symptoms will be permitted to enter any J.V. Manufacturing Co., Inc. facility.

2.2.3.1.2 Temperatures of all employees or persons will be taken with a thermal scanner. Any employee or person with a temperature reading of 100.2 °F or higher will be denied entry to all J.V. Manufacturing Co., Inc. facilities. Employees have 2 minutes or 120 seconds after using their fob to use the thermal scanner before a warning will be sent to executive management.

2.2.3.1.3 Employees or visitors traveling out of state or in high risk areas are required to quarantine for at least 14 days following their return and follow all local or federal policy during travel. Employees should refer to our Vacation Policy and COVID-19 Supplement to Vacation Policy for further details.

2.2.3.1.4 Host Employees are responsible to ensure that they monitor their visitors. All visitors must have a J.V. Manufacturing Co., Inc. host from the time they enter to the time they leave the facility.

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2.2.3.1.5 All employees and visitors are required to provide a sufficient amount of space to maintain a social distance of at least 6 feet when interacting.

2.2.3.1.6 Employees and visitors are required to limit persons in employee common areas (restrooms break rooms, training or conference rooms) at any one time to the number of employees that can maintain a social distance of at least 6 feet.

2.2.3.1.7 To the extent possible, meetings and trainings are required to be conducted virtually (*i.e.*, by phone or through the internet). If a meeting must be held in person, the meeting must be limited to the fewest number of employees possible, not to exceed 10 employees at one time provided that it is possible to maintain a social distance of 6 feet between each person present. If not possible, the number of participants in the meeting is required to be reduced so that a minimum distance of 6 feet between each person present will be maintained

2.2.3.1.8 Employees and visitors will have access to regular hand washing with soap, and disinfectant wipes or other disinfectant products, where available, in common areas (including but not limited to break rooms, rest rooms, conference or training rooms). Employees and visitors are encouraged to wash their hands frequently throughout the course of the day.

2.2.3.1.9 Employees and visitors are to limit the areas that they frequent within the facilities. To the extent possible, movement within the facility should be limited to immediate work areas.

2.2.3.1.10 Employees and visitors that can work remotely are required to do so and only enter the facilities when considered essential.

2.3 TRANSPORTATION WORKERS

2.3.1 All transportation workers will be required to do a no contact drop off or pick up when at either facility.

2.3.2 Transportation workers will be required to wear a mask at all times, this includes at the loading dock.

2.3.3 There will be masks provided at the loading dock for any transportation worker that does not have one. Mask are located in a plastic container marked "MASK."

2.3.4 Deliveries will be placed on the loading dock in the assigned areas and the transportation worker can notify maintenance of their deliver by hitting the loading dock call bell.

2.3.5 After hitting the call bell, transportation workers should return to their vehicle.

2.3.6 Should a transportation worker need assistance, they and the J.V. Manufacturing employee are required to follow all required guidelines about visitors listed in these Guidelines:

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2.3.6.1 All transportation workers and employees are required to follow proper mask wearing, hand washing, social distancing while individuals are unloading or loading of any products at the loading dock at either facility.

3. CLEANING OF EMPLOYEE PERSONAL WORKSPACES

3.1 Employees are responsible for cleaning and disinfecting their personal workspace whether it is a cubicle, office, assigned seating area, machine or workbench.

3.2 Cleaning is required at the beginning of an employee's work shift, after eating lunch or food at the employee's desk and at the end of the work shift.

3.3 Handwashing is required after eating any meal during shift hours.

3.4 J.V. Manufacturing Co., Inc. will provide suitable cleaning materials and suitable trash receptacles.

4. INTERIM SAFETY PRACTICES FOR PROBABLE OR POSITIVE EXPOSURE COVID-19 PERSON

4.1 If an employee or visitor becomes sick within the facility, he/she will be sent home and contact their doctor.

4.2 If an employee or visitor is too sick to transport himself/herself home, EMTs will be contacted.

4.3 Employee's work station will be restricted for access at least 72 hours before being thoroughly cleaned with disinfectant.

4.4 Information on contacts with the ill employee will be compiled, to the extent possible, and affected individuals will be notified.

4.5 Minimally, employees or persons determined to have been exposed will be required to quarantine at work. If this is not possible or the exposure is confirmed as a positive COVID-19 case, employees will be required to quarantine at home or receive testing before returning back to work.

4.6 J.V. Manufacturing may require departments to be temporarily closed to limit the exposure rate and decrease any further exposure of COVID-19.

4.7 Such departments will be restricted for at least 72 hours before a thorough cleaning will be performed with disinfectants.

5. ADDITIONAL CONSIDERATIONS

5.1 Employees or visitors should never share headsets or other objects that are near their mouth or nose.

5.2 Phones should be wiped down before use with a disinfectant.

5.3 All commonly used tools, containers or areas should be frequently cleaned by all personnel before and after use of such items.

5.4 Employees or visitors should physically distance (at least 6 feet apart) when they take breaks together. Stagger breaks and don't congregate in the break room and don't share food or utensils.