



## **BO-WITT PRODUCTS EMPLOYEE AND VISITOR PROTOCOL AND SAFEGUARDS IN THE COVID 19 ENVIRONMENT (“PROTOCOL”)**

### **Date of Implementation**

May 14, 2020

### **Background**

In response to the Covid 19 pandemic, the Governor of Indiana has issued several Executive Orders covering among other things, how businesses and employers are to operate in order to ensure appropriate safeguards are in place to protect the public and employees. A recent Executive Order, #20-26, dated May 1, 2020 and titled “Roadmap to Reopen Indiana for Hoosiers, Businesses and State Government” requires all businesses to develop plans to implement measures and safeguards to ensure a safe working environment. Recommendations in this Roadmap provide the basis for the protocol and safeguards detailed below.

### **Essential Business**

As defined in the Governor’s Executive Order, our Company is an “essential business,” under the several different categories, including “Infrastructure”. As an essential business, Bo-Witt has been authorized and encouraged to remain open.

### **Company Specific Protocol**

- A. Employees are encouraged to perform a self-assessment each day in order to check if they have any COVID-19 symptoms (including, but not limited to, fever, cough or shortness of breath).
- B. NON COVID-19 SYMPTOMS: Sick employees (who do NOT exhibit COVID-19 symptoms) are encouraged to stay home until they are free of fever (without the use of medication) for at least 72 hours (three full days) and symptoms have improved for at least 72 hours.
- C. COVID-19 SYMPTOMS: Bo-Witt will immediately send employees home who appear to have acute respiratory illness symptoms and restrict their access to the facility until they have recovered or 14 days, whichever period is longer.
- D. The Company will promptly separate employees who appear to have acute respiratory illness symptoms from other employees and send them home immediately. Employees will not return to Bo-Witt until they have recovered or a minimum of 14 days, whichever period is longer.
- E. Bo-Witt will provide soap and water, hand sanitizer (if readily available), tissues and no-touch disposal receptacles.
- F. The Company will provide disposable wipes or disinfectant spray and paper towels (subject to availability) and employees will wipe down commonly used surfaces and equipment before the beginning or at the end of each shift.
- G. This document will be placed by the Company in high visibility areas.

## **Expectation of All Employees and Visitors**

In the interest of protecting the health of all employees, suppliers, customers and other visitors (hereinafter collectively referred to as "Visitors"), the company expects that each employee and Visitor will:

- A. Practice social distancing guidelines by maintaining a minimum of 6 feet between persons at Bo-Witt's facility;
- B. Stay home when sick;
- C. Avoid contact with people who are sick;
- D. Use cough and sneeze etiquette (for example, cover your mouth and nose with your elbow);
- E. Wash hands often with soap and warm water for at least 20 seconds;
- F. Clean hands with hand sanitizer that contains at least 60 percent alcohol;
- G. Avoid touching eyes, nose or mouth with unwashed hands;
- H. Do not shake the hands of other persons;
- I. Only critical visitors may enter the Company's facility (critical visitors include vendors, customers and maintenance personnel but do not include family members or friends of Company employees);
- J. All visitors must have a pre-approved appointment; and
- K. All visitors will enter through the front door of Bo-Witt's facility and will read this Protocol.

## **Expiration Date of This Protocol**

This protocol will remain in effect through December 31, 2020, until the Center for Disease Control concludes that COVID-19 is not a national emergency, or until the World Health Organization declares that COVID-19 is not a global pandemic, whichever is the last of the above to occur.

Thank you, in advance, for your adherence to the above protocol and expectations.