

May 9, 2020



COVID-19

Face Covering Policy

On May 2nd we advised that all employees were required to wear facemasks in accordance with the Governor's order, which began on May 4th. We appreciate all your efforts in abiding by this policy. The following is meant to amend and clarify the requirements here at Pax after consultation with state representatives, the Mercer County Health Department, and several manufacturing trade groups.

Given the type of work being performed in the plant, there is concern that in some situations, employees will not be able to keep the masks clean throughout the work shift while doing their job. There are also concerns with the masks causing safety glasses to fog up. In both situations, these can lead to safety concerns for the employee. With this in mind, and in keeping with the requirements of section 8 in the "Director's Stay Safe Ohio Order", we will allow the use of *either* face shields or face coverings (masks) in the plant. Given the clean environment in office areas, employees working in office areas (general office, engineering, quality and production offices) will be required to use facemasks.

Pax has concluded that face coverings shall continue to be required in ALL areas of the facility, **except** for the following:

- Working alone in an assigned work area (i.e. desk, workcenter, sorting table, machining center, etc.) so long as social distancing of 6 feet is maintained at **ALL TIMES**.
 - When you move from your assigned work area, or someone comes into your assigned work area, face coverings shall be worn at **ALL TIMES**.
- Walking outside, while maintaining social distancing.
- Breaks and lunches while sitting and eating/drinking. If you get up, or someone comes within 6 feet of you, you will need to put on your face covering.

Pax continues to encourage you to wear your face mask or shield as much as possible, but after discussions with numerous "experts" on the Governor's order, we felt it necessary to provide this revised guidance.

Whether wearing face shields or face masks within the plant, safety glasses shall continue to be worn in accordance with our existing policy.

Face Coverings do not exempt employees from maintaining the proper social distancing requirements. All employees are required to continue to practice safe social distancing of 6 feet or more, except when unable to by a specific work activity.

Each employee should clean their face shield daily. Cleaning stations have been set up in the plant and cleaning procedures have been posted on these cleaning stations.

If our face covering policy does not prevent the spread of COVID-19, we may need to modify this policy.