



## COVID-19

### Face Covering Policy - Revised

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The below revised Face Covering Policy replaces the Face Covering Policy dated 5/9/2020 and posted 5/11/2020.

The Face Covering Guidelines under section 8, Subsection E of the Ohio Department of Health Director's *Stay Safe Ohio Order*, states "Facial coverings are not required when the employee works alone in an assigned work area." After consulting with the Mercer County Health District, Ohio Department of Health and the Ohio Manufacturers Association, we were unable to receive specific guidance as to what "assigned work area" means. After discussions with the Mercer County Health District, our revised *Face Covering Policy* is as follows:

Face Coverings (or face shields) are **REQUIRED** at ALL TIMES IN THESE SITUATIONS:

- If you are moving around the facility (outside of your immediate work area).
- If you are within 6 feet of anyone at any time.

Face Coverings (and face shields) are **NOT REQUIRED** IN THESE SITUATIONS:

- If you are working alone AND more than 6 feet from someone else.
- If you are eating/drinking AND more than 6 feet from someone else.
- If you are outside AND more than 6 feet from someone else.
  - NOTE: If you are constantly removing and resetting your mask, then it is highly recommended that a shield be worn to lessen the concern of cleanliness on the mask itself.

In many cases throughout the plant, employees work alone in assigned work areas and can adequately social distance with one another. In these situations, face coverings or face shields are not required. For us to maintain this flexibility with the Face Covering Guidelines, your cooperation in adhering to this policy is required. We expect everyone to follow the guidelines as written above, and we thank you in advance for your cooperation

Please remember, the purpose of wearing face coverings is to protect the people around you. Please continue to social distance, wash your hands, and continue to follow the guidelines of the CDC, the State of Ohio, and our Safe Work Guidelines, which will be distributed shortly.

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

Each employee should clean their face shield or face covering daily. Face shield cleaning stations have been set up in the plant and cleaning procedures have been posted on these cleaning stations. Pax issued face coverings are machine washable and re-usable. Wash face coverings with soap and warm water (by hand or by machine).

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