



March 26, 2020

Cross Interaction Between Pax Products & Pax Machine Works

Due to the current COVID-19 pandemic, we need to eliminate all in-person interaction between Pax Products and Pax Machine Works, Inc.

Packages Coming to Pax Machine from Pax Products

- There will be a cart next to the maintenance man-door.
 - There will be a sign on the cart so it is clear which cart must be used.
- All deliveries must be placed on this cart.
- A follow-up phone call from Pax Products to the Pax Machine contact must be made to alert them that a delivery was made.
- This procedure will be used for all deliveries from Pax Products including mail, laser cut items, replacement parts, etc.
- If a shipper needs to be signed, an electronic copy must be sent to the Pax Machine contact who will sign the shipper and return as a scanned copy.

Packages Coming to Pax Products from Pax Machine

- There will be a cart next to the plant man-door at Pax Products.
 - There will be a sign on the cart so it is clear which cart must be used.
- All deliveries must be placed on this cart.
- A follow-up phone call from Pax Machine to the Pax Products contact must be made to alert them that a delivery was made.

This procedure will be used for all deliveries from Pax Machine including mail, laser cut requests, etc.

Summary

- All face to face interaction between Pax Machine and Pax Products must be discontinued at this time, unless approved by Mike Pax or Steve Pax.
- Pax Machine employees must stay at Pax Machine and Pax Products employees must stay at Pax Products, except as outlined above.
- Do not use the restrooms, break areas, etc. at the opposite company that you are assigned to.

Note: Any in-person interaction between Pax Products and Pax Machine Works employees must be approved by Mike Pax or Steve Pax on a case by case basis ahead of time.

