



COVID-19 Face Covering Policy / Overview

In our quest to provide a safe work environment for all ~ Pax has required face coverings since early May. We will continue to follow the State of Ohio directives in regards to coverings / shields and social distancing. This being said, we would like to clarify the following acceptable usage guidelines:

Face Coverings and / or Face Shields **ARE REQUIRED AT ALL TIMES** in the following situations:

- When walking throughout the office areas.
- Whenever working with or talking with others and cannot maintain proper (6') social distancing.
- When traveling and entering in any congested areas ... hand wash stations, restrooms, locker areas, and break rooms, etc., and cannot maintain proper (6') social distancing.

Face Coverings and / or Face Shields **ARE NOT REQUIRED** in the following situations:

- When **working alone** in an assigned work area (i.e. desk, work center, press, secondary, packaging, sort table, machining center, maintenance, die maintenance, die clean, etc.) ~ as long as proper (6') social distancing is maintained at **ALL TIMES**.
 - *Material Handlers who are operating a forklift throughout the facility, are not required to don face coverings. If the Material Handler stops to speak with a fellow employee or outside driver and they are within 6 feet of each other, they MUST don face coverings.*
- When participating in any group meeting settings and maintaining proper (6') social distancing.
- Breaks and lunches while maintaining proper (6') social distancing.
- When walking throughout the plant (includes passing by others without stopping to have a discussion) and maintaining proper (6') social distancing.
- Walking outside, while maintaining proper (6') social distancing.

Best Use Practices / Summer and High Temperature Conditions:

- We strongly encourage the use of face shields when needed.
- Use of a face covering is fine if you can keep them clean / dry. If not please use a face shield.

COVID-19 Face Covering Policy Summary:

- Generally speaking, face coverings are required when (6') social distancing can't be **maintained**.
- All employees must have their face covering or shield **with them at all times** during their shift.
- All employees are to adhere to the '**required at all times**' directives.
- If an employee would prefer to wear a face covering when not required, we **encourage** their use!
- Please continue to **stay within your assigned departmental areas** and avoid entering other departments unless business needs require.
- If Pax does not have full compliance, we will have to revert back to more stringent guidelines.

Ensuring the health and safety of all Pax employees during the unprecedented COVID-19 Pandemic has resulted in many changes. Additional policy revisions may occur as we continue to move forward. We appreciate your support and ask for your ongoing cooperation in the weeks ahead. Thanks again.