



Pax Machine Works, Inc.

Safe Work Guidelines

Practices and Recommendations during COVID-19 Pandemic

Rev. 02 – 7/22/2020

Any printed versions of this guidelines are considered to be a non-controlled document. For the most current revision of this guidelines, refer to Pax's website at www.paxmachine.com.

Safe Work Guidelines



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1. Introduction

1.1. Purpose

1.1.1. The purpose of the Pax Machine Works' Safe Work Guidelines is to communicate to employees and visitors Pax's guidelines to help make sure everyone stays safe and healthy while at Pax's facilities. Our employees and visitors will always be our number one priority.

1.2. Scope

1.2.1. During the uncertain time of the COVID-19 Pandemic, Pax Machine continues to adjust based on policy updates from federal, state and local governments. While this is not a one-size-fits-all approach, this document includes Pax's current guidelines in response to this pandemic.

1.2.2. This document was developed to guide employees and visitors with Pax's new requirements and recommendations based on the guidelines from the Center for Disease Control and Prevention (CDC), the World Health Organization (WHO) and the State of Ohio.

1.3. Revisions

1.3.1. When a revision to the existing Safe Work Guidelines are published, a copy of this revision will be published on Pax Machine Works' website at www.paxmachine.com. To access the Safe Work Guidelines documents, click the "COVID-19" link on the top of the Home Page.

1.3.2. The Safe Work Guidelines is considered a "living" document. The revision number of the Safe Work Guidelines on the website shall be considered the current revision of this living document.



2. Policies and Communications

- This section includes key policies and communications distributed to the Pax employees. This list is not intended to be an all-inclusive list of COVID-19 policies and communications, but provides reference to some of the policies and communications to date.

2.1. Pax Machine – General Coronavirus COVID-19 Communication Postings

2.1.1. Multiple initial general communications were posted by Pax Machine from 3/12/2020 thru 3/20/2020.

2.1.2. Reference the following Appendixes for complete list of initial general communication

- Appendix A-1 posted by Pax Machine on 3/12/2020
- Appendix A-2 posted by Pax Machine on 3/16/2020
- Appendix A-3 posted by Pax Machine on 3/19/2020
- Appendix A-4 posted by Pax Machine on 3/20/2020

2.2. Pax Machine – Revised Work Schedule

2.2.1. This posting was communicating to employees the revised work schedule for Pax Machine. This communication was posted by Pax Machine on 3/24/2020.

2.2.2. Reference Appendix A-5 for the complete posting of communication.

2.3. Pax Machine – Coronavirus (COVID-19) Leave Policy

2.3.1. The leave policy was updated based on the Families First Coronavirus Response Act (FFCRA). Revision 01 of this policy was posted by Pax Machine on 4/22/2020 and originally posted 3/25/2020.

2.3.2. Reference Appendix A-6 for the complete leave policy.

2.4. Pax Machine – Shelter in Place and Work Restrictions Communication

2.4.1. It was communicated to the company that all employees are to follow Ohio governor's requirement of Shelter in Place and reminded employees that no employee is permitted to work at another employer as per the terms of employment. This communication was posted by Pax Machine on 3/25/2020.

2.4.2. Reference Appendix A-7 for the complete posting of communication.

2.5. Mercer Health – Coronavirus COVID-19 Communication

2.5.1. This communication was for care options for after hours, urgent & emergent situations, provided by Mercer Health and posted by Pax Machine on 3/26/2020.

2.5.2. Reference Appendix A-8 for complete communication

2.6. Pax Machine – Cross Interaction Between Pax Products & Pax Machine Works Communication.

2.6.1. This communication was to create a guideline of interaction between Pax Machine and Pax Products and to eliminate all in-person interactions between the two companies. This communication was posted by Pax Machine on 3/26/2020.

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2.6.2. Reference Appendix A-9 for the complete posting of communication.

2.6.3. Reference Appendix A-18 for the updated 06.12.2020 posting of communication.

2.7. Pax Machine – Use of Cloth Face Coverings for Protection Against COVID-19

2.7.1. Communicated that Pax will require face coverings to be worn in accordance with the Ohio Governor's requirements starting May 4th, 2020. This communication was posted by Pax Machine on 5/1/2020.

2.7.2. Reference Appendix A-10 for the complete posting of communication.

2.8. Pax Machine – When to Use Face Shields

2.8.1. This communication was to share with all employees when face shields should be worn at work. This communication was posted by Pax Machine on 5/1/2020.

2.8.2. Reference Appendix A-11 for the complete posting of communication.

2.9. Pax Machine – Stay Safe Ohio / Pax Travel Policy

2.9.1. This communication was to share with all employees the Governor's Directives regarding Travel outside of the State of Ohio. This communication was posted by Pax Machine on 5/6/2020.

2.9.2. Reference Appendix A-12 for the complete posting of communication.

2.10. Pax Machine – COVID-19 Clock In / Automated Clock Out Policy

2.10.1. This communication was to share with all employees the Clock In / Automated Clock Out Policy. This communication was posted by Pax Machine on 5/8/2020.

2.10.2. Reference Appendix A-13 for the complete posting of communication.

2.11. Pax Machine – COVID-19 Face Covering Policy

2.11.1. This communication was to share with all employees the COVID-19 Face Covering Policy. This communication was posted by Pax Machine on 5/11/2020.

2.11.2. Reference Appendix A-14 for the complete posting of communication.

2.12. Pax Machine – COVID-19 Face Covering Cleaning Procedure

2.12.1. This communication was to share with all employees the COVID-19 Face Covering Cleaning Procedure. This communication was posted by Pax Machine on 5/11/2020.

2.12.2. Reference Appendix A-15 for the complete posting of communication.

2.13. Pax Machine – Revised COVID-19 Face Covering Policy

2.13.1. This communication was to share with all employees the revised COVID-19 Face Covering Policy. This communication was posted by Pax Machine on 5/20/2020.

2.13.2. Reference Appendix A-16 for the complete posting of communication.



2.14. Pax Machine – COVID-19 Vulnerable Risk Employees

- 2.14.1. This communication was to share with all employees the COVID-19 Vulnerable Risk Employees. This communication was posted by Pax Machine on 05/21/2020.
- 2.14.2. Reference Appendix A-17 for the complete posting of communication.

2.15. Pax Machine – COVID-19 Face Covering Overview

- 2.15.1. This communication was to share with all employees the COVID-19 Face Covering Overview. This communication was posted by Pax Machine on 06/16/2020.
- 2.15.2. Reference Appendix A-19 for the complete posting of communication.

2.16. Pax Machine – COVID-19 Face Shield Reminder

- 2.16.1. This communication was to share with all employees the COVID-19 Face Shield Reminder. This communication was posted by Pax Machine on 06/23/2020.
- 2.16.2. Reference Appendix A-20 for the complete posting of communication.

2.17. Pax Machine – Revised / COVID-19 Clock Out Procedures

- 2.17.1. This communication was to share with all employees the Revised COVID-19 Clock Out Procedures. This communication was posted by Pax Machine on 07/06/2020.
- 2.17.2. Reference Appendix A-21 for the complete posting of communication.

2.18. Pax Machine – COVID-19 Travel Policy

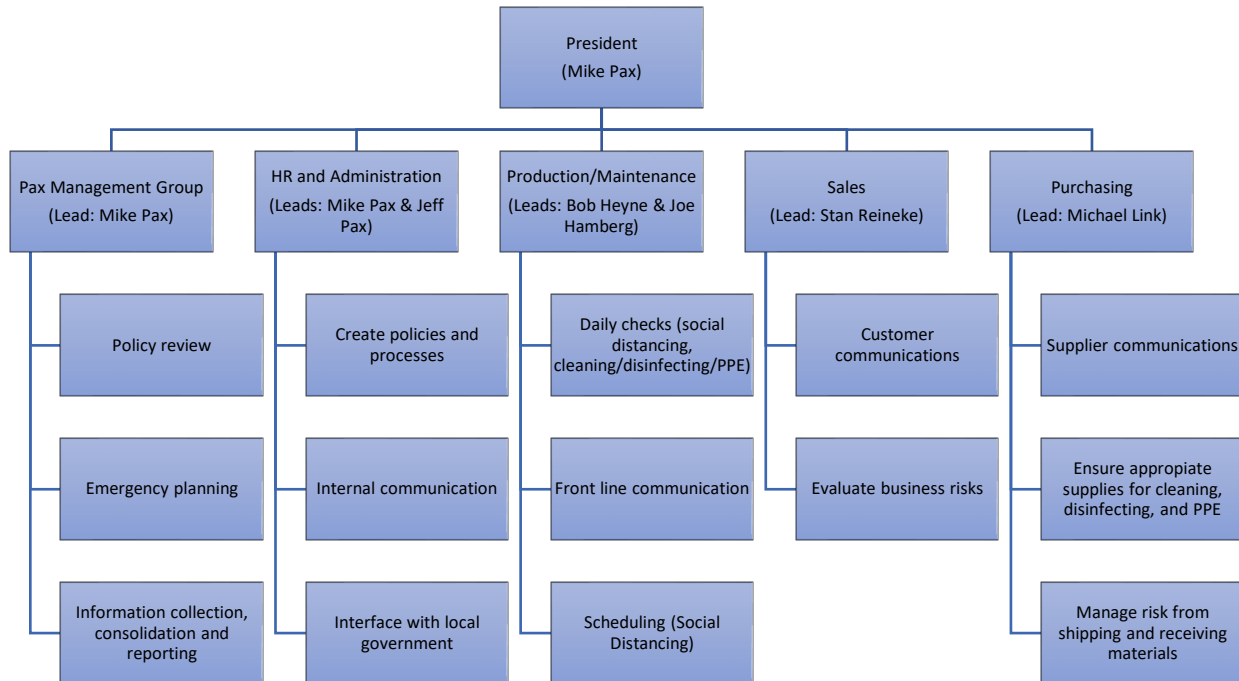
- 2.18.1. This communication was to share with all employees the COVID-19 Travel Policy. This communication was posted by Pax Machine on 07/22/2020.
- 2.18.2. Reference Appendix A-22 for the complete posting of communication.



3. Emergency Management Team

3.1. Pax Machine's Emergency Management Team and Subgroups

3.1.1. Below is Pax's Emergency Management Team and the responsibilities of each subgroup. It is the department manager of each subgroup who is overall responsible for each subgroup's responsibilities.





4. Personal Protective Equipment

4.1. Personal Protective Equipment (PPE) Recommendations & Requirements

4.1.1. Face Coverings

4.1.1.1. Face coverings are now a mandatory requirement in the state of Ohio. Face coverings must always be worn at work, unless exempted by the Ohio Department of Health. If the State of Ohio lifts this mandatory requirement, Pax will still encourage employees to continue to wear face coverings.

4.1.1.2. Mandatory face covering is required for the following circumstances even if the State of Ohio lifts the state mandatory requirement.

- Where a legal requirement due to other government mandate or public health order is in effect.
- When an employee becomes ill at work.
- When a member of the emergency response team must stay in continuous close contact with an employee who has become ill and emergency services have been called.
- When conducting on-site temperature screenings for employees or visitors. – face shield or face coverings are required.
- When an employee who has recovered from COVID-19 returns to work and has a residual cough.
- When employees must work in close quarters and distancing of 6 feet is not possible face covering or face shield is required.
- When staff are cleaning or decontaminating known COVID-19 affected areas.

4.1.2. Eye Protection – Safety Glasses and Face Shields

4.1.2.1. Wide scale eye protection is already required at Pax in the form of safety glasses. Additional wide scale measures are not required.

4.1.2.2. Specific mandatory eye protection use is required for the following circumstances.

- When a member of the emergency response team must stay in continuous close contact with an employee who has become ill and emergency services have been called. – face shield is required in addition to safety glasses
- When conducting on-site temperature screenings for employees or visitors. – face shield or face coverings are required.
- When staff are cleaning or decontaminating known COVID-19 affected areas. – face shield is required in addition to safety glasses
- When working in close quarters (within 6ft.) – face covering or face shield is required.

4.1.3. Vinyl or Surgical Gloves

4.1.3.1. Wide scale glove use is not required.

4.1.3.2. Mandatory glove use is required for the following circumstances.

- When a member of the emergency response team must stay in continuous close contact with an employee who has become ill and emergency services have been called.

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- When conducting on-site temperature screenings for employees.
- When staff are cleaning or decontaminating known COVID-19 affected areas.

4.1.4. Medical Gown/Coverall

4.1.4.1. Wide scale gown/coverall use is not required.

4.1.4.2. Mandatory gown/coverall use is required for the following circumstances.

- When a member of the emergency response team must stay in continuous close contact with an employee who has become ill and emergency services have been called.
- When staff are cleaning or decontaminating known COVID-19 affected areas.

4.2. PPE Matrix

4.2.1. Below is the matrix for the PPE requirements at Pax based on specific areas or situations.

4.2.1.1. If using a cleaner, make sure you follow that specific chemical's PPE requirements in addition to what is listed below.

	Safety Glasses	Face Covering (Procedure)	Gloves (Nitrile)	Face Shield	Gown / Coverall
Emergency Response Team in continuous contact with an employee who has become severely ill.	Req.	Req.	Req.	Req.	Req.
Employee who becomes ill at work.	Req.	Req.			
Employee who has recovered from COVID-19 and has a residual cough	Req.	Req.			
General Cleaning	Req.	Req.	Req.		
Conducting on-site temperature screenings	Req.	Req.	Req.	Req.	
Employees who must work in close quarters (within 6ft)	Req. Excluding Office	Req. Or Face Shield		Req. Or Face Covering	
When traveling in Vehicles with other people		Req.			
Shipping & Receiving (interaction with drivers)	Req.	Req.	Req.		
Decontamination of COVID-19 affected areas.	Req.	Req.	Req.	Req.	Req.
General Plant	Req.	Not required if you can maintain 6' separation			
Offices		Req.			
Off-site Visits (Customers/Supplier Sites)		Follow Site Requirements			
Company Travel (Planes, Trains, Automobiles)		Follow Regional Travel Advice			

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4.3. PPE Inventory Guidelines

4.3.1. The below PPE inventory guidelines should be held at a minimum during the COVID-19 pandemic.

Item	Description	Quantity
Face Coverings (Reusable)	Cloth Face Covering	Minimum 30
Masks (Disposable)	Disposable low level surgical or procedure masks	(Each Employee will be provided 3 reusable face coverings/masks.)
Gloves	Vinyl or Nitrile Gloves	Minimum 300 Medium, 300 Large, and 300 Extra Large
Safety Glasses	Safety Glasses	3-week supply
Face Shields	Standard full cover face shield	Minimum 10
Gowns / Coveralls	Disposable medical gowns or washable coveralls	Minimum 3
Disinfectant Spray and Wipes	Bleach solution, Rubbing Alcohol (70%) and CDC approved disinfectants (Lysol Disinfectants)	3-week supply
Spray Bottles	Plastic spray containers	12 bottles
Hand Sanitizer	Sanitizer with Alcohol 70%	3-week supply
Hand Soap	Hand Soap	3-week supply
Hand Towels	Paper Towels (Rolls and Sheets)	3-week supply
Trash Bags	Garbage containers and bags	3-week supply



5. Disinfecting/Cleaning Guidelines

5.1. General Guidelines

5.1.1. The guidelines listed below are minimum requirements for cleaning at Pax during normal operations.

5.1.2. Proper personal hygiene practices including washing hands regularly are still necessary.

5.2. Normal Frequency Guidelines

Area	Details	Frequency	Solution	Method
Plant Work Surfaces / Workstations	control buttons, tools and other common surfaces	at beginning of each shift	Lysol Disinfectant or other CDC approved Disinfects	Example: Spray disinfectant in paper towel, wipe surfaces, leave for 10 minutes and then wipe off if needed. Refer to product instructions for specific contact time.
Office Area	desks, chairs, conference rooms	once per day	Lysol Disinfectant or other CDC approved Disinfects	
General Objects or Commonly Used Objects	doors, windows, handles, faucets, sinks, bathrooms, etc.	at end of each shift	Lysol Disinfectant or other CDC approved Disinfects	
Forklifts	Wipe areas of common human interaction	before each use	Lysol Disinfectant or other CDC approved Disinfects	
Breakroom	Tables, chairs, vending machines, oven, and microwaves	before every break/lunch	Lysol Disinfectant or other CDC approved Disinfects	
Floors	Office Carpet and hard floors in breakrooms, restrooms and plant	once per week	Vacuum Carpet & Mop	Follow manufacturers/product recommendations
Technology Surfaces	Keyboards, mouse	at beginning of each shift	Rubbing Alcohol (70%) & Ethyl Alcohol	Damp paper towel with Rubbing Alcohol and wipe surfaces

5.3. Deep Cleaning and Disinfecting Protocol

5.3.1. Section 5.2, normal frequency guidelines, should be followed regularly whereas the Deep Cleaning and Disinfecting Protocol is triggered when an active employee is identified as positive for COVID-19.

5.3.2. COVID-19 Deep Cleaning and Disinfection.

5.3.2.1. COVID-19 “deep-cleaning” is triggered when an active employee is identified as being COVID-19 positive by testing. Pax may opt to have a deep cleaning performed for presumed cases, at their discretion.

5.3.2.2. Deep cleaning should be performed as soon after the confirmation of a positive test as practical.

5.3.2.3. While the scope of deep cleaning is presumed to be the full plant, Pax may reduce the footprint to be deep cleaned if there is sufficient rationale to do so.



5.3.2.4. Notwithstanding the above, if an active employee is confirmed to have a COVID-19 positive test, Pax may in lieu of deep cleaning, shut down the plant for a period of at least 72 hours to allow for natural deactivation of the virus, followed by personnel performing a comprehensive disinfection of all common surfaces.

5.3.3. Identify an approved external company that should carry out the deep cleaning activity; this company must have the minimum requirements of:

- Trained personnel to execute the process of cleaning, disinfection and disposal of hazardous waste.
- Proper Equipment and PPE to perform task.
- All necessary procedures and local authorizations or permit to perform disinfection services and manage any wastes generated.
- Use of approved COVID-19 disinfectant chemicals to perform this activity.

5.3.4. The Emergency Management Team must coordinate and supervise the cleaning and disinfection process. They must ensure that:

- There is a specific plan and strategy to clean all site, machinery / equipment, common areas, offices, locations where affected employee was physically present, and any typical areas where employees interact.
- Only authorized people can access the site during the cleaning operation.
- All 3rd party team members are using any required PPE and that it is also properly disposed at the end of the process.
- Assure that employees are made aware that the work areas have been disinfected.

5.3.5. Personal protective equipment (PPE) requirements for the Deep Cleaning team:

- The use of PPE is to be determined by the cleaning contractor based on the chemicals used to conduct the disinfecting process including proper wearing, storage, cleaning, decontamination and disposal of PPE as biohazard waste.

5.3.6. Disposal

- At the end of the process the cleaning company must follow the local regulations to dispose all the PPE and cleaning material used in the proper manner.



6. Inbound Parts/Material/Packaging

6.1. Pax Receiving Guidelines

6.1.1. Concern has been raised about transmissibility of the virus to employees from various materials. There are limited reliable studies related to the survivability of the virus on surfaces or in specific environmental conditions. Generally, the belief is that:

- Survival of the virus in air suspended droplets is about 3 hours
- Survival of the virus on plastic and steel is about 72 hours
- Survival of the virus on copper is about 4-8 hours
- Survival of the virus on cardboard is about 24 hours.

6.1.2. The times above are established within laboratory conditions and will vary depending on factors including temperature, humidity, ventilation and the amount of virus accumulated on the surface.

6.1.3. It is important to note that survivability and infectivity are not the same. Research has yet to show if the virus is still infectious even though it has survived.

6.1.4. Any part that has been in transit for more than 3 days (72 hours) has a very low risk of supporting survivability of the virus. Employees should use gloves while handling any shipments. If not wearing gloves, the employee should wash their hands immediately after handling the shipment.

6.2. Delivery Driver Guidelines

6.2.1. Delivery Drivers are required to follow the following guidelines when at Pax Machine.

- Delivery Drivers must wear a face covering (mask) while at Pax.
- Restrooms are located outside of the building (Porta Johns). One is located on the East side of the plant and another is located on the West side of the plant. No public restrooms will be available inside Pax for any delivery driver.
- Delivery Drivers must stay at the dock locations.



7. Isolation, Contact Trace & Return to Work Guidelines

7.1. Guidelines for isolation of an individual that arrives at work ill or becomes ill at work.

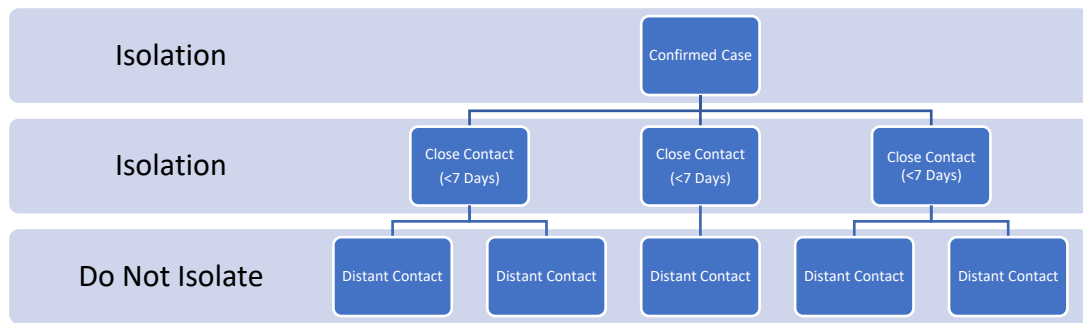
- 7.1.1. Isolate the individual by asking them to go to their car if available or in a room/area that is away from any other employee and in the immediate area.
- 7.1.2. If severely ill, isolate in room/area at least 30 ft. away from other employees and in the immediate areas where found. Contact member of the Emergency Management Team. Emergency Management Team should wear required PPE and stay with the individual while emergency services are called. Keeping a distance of 6 feet if possible.
- 7.1.3. To prevent exposure to other employees and possibly contaminating more of the facility, an employee who becomes ill or is identified as being ill is not permitted to walk through the plant. Isolation should be done in the immediate area of where the employee was discovered or exit the building at the nearest exit that does not cross the path of another employee.
- 7.1.4. The Emergency Management Team Member present should speak to the individual and use the Contact Tracing questions (Reference Appendix B) to identify close contacts.
- 7.1.5. Send Individual home if emergency services are not required and ask them to contact Human Resources prior to coming back to work.
- 7.1.6. If they go home, have the employee contact their doctor or county health department for further guidance.
- 7.1.7. Complete contact tracing at the site if possible.
- 7.1.8. Based on the Contact Trace, send close contacts home.
- 7.1.9. Isolate, clean, and disinfect potentially affected areas at the site.
- 7.1.10. Contact the employee to determine what medical or public health guidance they were given.

7.2. Self-Quarantining

- 7.2.1. Employees are requested to remain off the property for 14 days if COVID-19 symptoms are present, are considered a close contact (see section 7.3.3) to a confirmed or presumed case of COVID-19, or if a test shows positive. Employees should avoid leaving the home if possible, but if necessary, should practice exceedingly good hygiene and social distancing.

7.3. Contact Tracing

- 7.3.1. Contact tracing should be done as per the current CDC contact trace guidelines on the number of days prior to the onset of an employee's symptoms or employee being told they have tested positive for COVID-19.
- 7.3.2. For contact tracing of confirmed or presumed cases of COVID-19, following guidelines are provided.
 - 7.3.2.1. The chart below illustrates the contact tracing that should be done if Pax has a confirmed or presumed case of COVID-19. Please note contact tracing is done to one level of contact as shown. Distant contacts do not require tracing.



7.3.3. Close Contact is deemed as:

7.3.3.1. Living with or otherwise caring for an individual who has a confirmed or presumed case of COVID-19.

7.3.3.2. Being within 6 feet of an individual as per current CDC guidelines.

7.3.4. Reference Appendix B for contact tracing questionnaire.

7.4. Return to Work

7.4.1. People with COVID-19 themselves, presumed or tested, or have been directly exposed to others with COVID-19 who have been under home isolation/quarantine can return to work under the following conditions, consistent with WHO/CDC guidelines:

7.4.1.1. If you will not have a test to determine if you are still contagious, you can leave home after each of these have occurred:

- You have had no fever for at least 72 hours (that is three full days of no fever without use medicine that reduces fevers) AND
- Other symptoms have improved (for example, when you cough or your shortness of breath have improved) AND
- At least 14 days from the time of first symptoms being present or when you received your positive test.

7.4.1.2. If you will be tested to determine if you are still contagious, you can leave home after each of these have occurred:

- You no longer have a fever (without the use of medicine that reduces fevers) AND
- Other symptoms have improved (for example when your cough or your shortness of breath have improved) AND
- You received two negative tests in a row, 24 hours apart AND
- At least 14 days from the time of first symptoms being present or when you received your positive test.

7.4.1.3. Please contact Human Resources prior to returning to work to advise you have met one of the above criteria for your return, and to discuss documentation that may be required prior to return to Pax.



8. Social Distancing Guidelines

8.1. General Requirements

8.1.1. Staying 6 feet away from others.

8.1.1.1. If 6 feet minimum distance cannot be maintained additional PPE maybe required.
Reference section 4 of the Safe Work Guidelines.

8.1.2. Eliminate contact with others, such as handshakes or embracing coworkers or visitors.

8.1.2.1. Employees are encouraged to minimize this type of contact with others outside of work.

8.1.3. Where feasible, avoid touching surfaces that are touched by others.

8.1.4. Avoid anyone who appears sick or who is coughing.

8.1.5. Where possible, Pax will try to incorporate physical markers, barriers, rearrange or reconfigure the work space to help maintain this separation.

8.1.6. Where feasible, limit the maximum of 10 individuals in the same immediate area.

8.1.7. If an employee feels they are part of the vulnerable population, please notify human resources to discuss possible options.

8.1.8. Current procedures with Tornado and Fire Evacuations have not changed due to COVID-19, but we do ask all employees maintain social distancing, where possible, in the event of an evacuation.

8.2. Temporary Social Distancing Guidelines

8.2.1. Some temporary Social Distancing guidelines could be implemented depending on current conditions at Pax. Below is a list of possible temporary social distancing guidelines that could be added or removed during this time of COVID-19. Temporary Social Distancing Guidelines that require changes will be communicated to employees by postings.

- Office/Plant maybe separated in multiple groups to minimize the number of people in the plant at one time.
- Staggered Breaks and Lunches to prevent overcrowding in common areas.
- Implementing additional temporary break areas to spread work force out for common areas.
- Closure of break rooms to eliminate a possible congested area.
- Staggered shifts and start/stop times to eliminate exposure of employees coming and going from the plant.
- Telework where feasible to be performed.
- Virtual Meetings (Go-To-Meetings or phone calls).
- Electronically clocking out employees. While clocking in we encourage employees to use their badge in lieu of the keyboard.
- One-way aisle ways in the office.
- One-way doors
- Relocating Mailboxes
- Any additional method that the Emergency Management Team deems potentially beneficial in maintaining social distancing at Pax.



9. Onsite Health Screening

9.1. Employee Temperature Checks

9.1.1. To help prevent the spread of COVID-19 and reduce the potential risk of our employees and visitors, temperature screenings will be performed for all employees when they arrive at work.

9.1.2. Employee at Home Temperature Check Requirement.

- We are asking every employee to take a minute each day to take their own temperature at home before coming to work.
- If your temperature exceeds 99.5 degrees (or 1 degree above normal), we ask that you stay at home. This is well below the guidance for COVID-19 concern, but we chose this out of abundance of caution to try to keep all sickness out of Pax.

9.1.3. Employee at Work Temperature Screening Requirement.

- We are requiring all employees to enter at the East Employee Entrance each shift to receive a temperature screening upon entering the plant.
- Employees are to wait in line six feet apart to take your temperature before continuing to your workstation. Lines are marked on the floor every six feet to assist employees in keeping with the social distancing requirements.
- Each employee will be asked to confirm they took their temperature at home as well as getting the temperature checked at Pax.
- If your temperature is above 99.5 degrees, you will be asked to leave the plant. If this happens, please contact Human Resources when you get home for the steps you will need to take to return to work.

9.1.4. Employee Daily Symptom Check

9.1.4.1. We ask that all employees monitor themselves daily for symptoms of COVID-19. If experiencing symptoms of COVID-19, which includes fever, cough, shortness of breath and fatigue, we ask the employee to do the following:

- Stay at home
- If the symptoms develop while at work, notify your supervisor and leave work immediately.
- Call your physician to discuss your symptoms or contact the Mercer Health COVID-19 hotline at 419-678-5395 for further direction.
- If you are diagnosed with COVID-19, please contact Human Resources immediately.
- If you are not diagnosed with COVID-19, please stay at home as directed by your physician and until you are free of fever or symptoms for at least 24 hours.

9.1.5. Visitor Temperature Screenings.

- If scheduling visitors to come into Pax Machine (reference section 10 requirements on visitors), you will have to notify Human Resources to coordinate a temperature check on the visitors.
 - Temperature Checks can be performed in the vestibule of the main entrance prior to admitting them into the facility. Reference PPE requirements for administering temperature checks in section 4.

9.1.6. Employee Temperature Checks (Home, at Work and Visitor) will be required until further notice.



10. Visitors, Suppliers, Contractors

10.1. Restricted Entry

- 10.1.1. Pax has imposed a ban on general visitation to the plant until further notice.
- 10.1.2. Meetings with internal employees, suppliers, customers, contractors, etc. should take place virtually whenever possible.
 - 10.1.2.1. When virtually meetings are not possible for internal employees, use small groups only.

10.2. Business Essential Visitors

- 10.2.1. Business essential visitors, suppliers, contractors, etc., that cannot be performed virtually, may get approval to come to Pax as long as the following are met:
 - Visitor understand Pax's Safe Work Guidelines prior to arriving at Pax.
 - Any visitors must be approved by Mike Pax prior to scheduling visit.
 - Each visitor will be required to complete and return Pax's "Declaration of Potential Coronavirus Form" (Reference Appendix C) prior to their visit.
 - Visitors who have known exposure to COVID-19 or experiencing symptoms of illness are not permitted onsite.



11. Employee Training

11.1. General

11.1.1. Employees will receive various levels of training on Pax's new controls, procedures, protocols and safety requirement being used to prevent the spread of COVID-19.

11.1.2. Depending on the training required and employees requiring training a variety of training methods will be utilized. The following are some of these methods that could be utilized.

- Email/Printed Communications
- Small Groups, while still practicing social distancing
- Video Conferencing

11.2. Employee Required Training

11.2.1. Below is the training for all employees that will be required.

- Safe Work Guidelines

11.3. Employee Optional Training

11.3.1. Below is the training that may be required for select employees as decided by the Emergency Management Team. Additional training may be added by the Emergency Management Team.

- Temperature screenings
- First Aid for employees who become sick at work

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12. Safe Work Guidelines Revision History

Rev.	Date	Revision Description	Approved
00	5/2/2020	Initial publication of the guidelines	5/2/2020
01	5/20/2020	Added Travel Policy, Clock In / Auto Clock Out Policy, Face Covering Policy and Face Covering Cleaning Procedure, Revised Face Covering Policy, Employee Daily System Check, clarification on face covering policy, and minor grammar and miscellaneous clarifications.	5/20/2020
02	07/22/2020	Added Vulnerable Risk Employee Policy, Pax Products / Pax Machine Cross Interaction Policy - Update, Face Covering Overview, Face Shield Reminder, Revised COVID-19 Clock Out Procedures and Travel Policy. Updated Self-Quarantining of section 7.	7/22/2020
03	7/28/2020	Referenced CDC guidelines in Section 7.3.1	7/28/2020