



# WORKING SAFELY TOGETHER

## Safety & Sanitization Protocols for Our Facilities

**We are taking all possible precautions to ensure the safety and well-being of our employees, customers and visitors and have developed new measures applicable to all of our North American facilities.**

Our approach complies with governmental guidance and employs administrative controls, safe work practices and use of personal protective equipment (PPE) to prevent exposure to COVID-19.

### Highlights:

- Temperature scanning, wellness declarations and wristbands indicating compliance for everyone coming into a facility
- Requiring the use of face masks when social distancing cannot be achieved
- Hand sanitizing stations in common areas, most importantly at time clocks, kitchens and bathrooms
- Reinforcement of social distancing, with floor markers at time clocks and other high-traffic and common areas
- Frequent and enhanced cleaning procedures
- Appropriate response should an employee contract COVID-19 or be exposed to it
- Common-sense coordination of staffing, such as staggered break times, limits on in-person gatherings, controlled entrances and exits and defined work zones
- Enhanced equipment-cleansing measures as part of our QC processes for assets that have a high onsite user interface.
- Signage reinforcing all of our facility protocols

We encourage you to read our complete [Safety and Sanitation Policies](#) and follow [CDC guidance](#) for protecting yourself and others.

