

COVID-19 RESPONSE POLICY – updated 8/5/2020

Colbert Packaging's policy remains to follow the direction of the Centers for Disease Control and Prevention (CDC) as the official source of guidance, along with following applicable local and state directives.

What we are doing to ensure the safety of our employees:

- Our Crisis Action Team meets daily to discuss COVID response updates and monitor new information from the CDC and local outbreak information.
- Face coverings are required in all facilities, except when alone in an office or cubicle.
- Non-essential vendors are not allowed to come to our facilities. Essential contractors required to install or repair production equipment can enter the plant after a medical/travel screening, including temperature screening and use of a face covering.
- Employees able to work from home are doing so when able.
- We continue to stock masks, gloves, disinfectant, and wipes. Some products are difficult to obtain at times, but we have many suppliers we are using to ensure we do not run out of any of these items critical to keeping our workplace clean and our employees safe.
- Breaks are staggered to ensure we can enforce social distancing in the break rooms.
- All high touch areas are being sanitized 3 times daily. Work areas and common areas receive an additional sanitization when an employee self-isolates. We use products on the approved list of disinfectants posted by the CDC and EPA.
- Meetings are held either remotely, or in small groups where participants can practice social distancing.
- Travel by key employees, such as Sales, to our customers is only allowed on a case-by-case basis. These employees who travel to outside organizations are required to work from home when not travelling to eliminate the risk of bringing COVID to a manufacturing facility.
- Some essential customer visits are being allowed for new business that requires customer press approval. In these cases, the customer must first complete our medical/travel screening, and is isolated to either the conference room or the parking lot to ensure there is no contact with production personnel.
- Travel between facilities for essential visits, such as safety training, is approved on a case-by-case basis by the Crisis Action Team.
- If you travel for vacation, you must notify Colbert management and adhere to CDC guidelines for essential workers who have potential COVID exposure. These are mandatory measures* for anyone who travels to protect your coworkers.
 - Take temperature daily before entering facility. Stay home if you have a fever.
 - Self-monitor for COVID symptoms. Stay home if you have any symptoms.
 - Wear a mask while in a Colbert facility.
 - Social distance – stay at least 6 feet from anyone while in a Colbert facility.
 - Disinfect any areas you touch, including equipment, tools, tables, bathroom facilities, etc.
 - Go home immediately if you develop any COVID symptoms while at work.

**Note: This policy mirrors the CDC guidelines for essential employees with potential COVID exposure and is in effect immediately in order to minimize the risk of workplace transmission. See*

<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html> for more information.

Employee Responsibilities:

Some of the things that you have to do are to protect you in case an individual has the COVID virus but does not have symptoms. It is possible to be sick, and spread the virus, without knowing it. Social distancing, hand washing, sanitizing, will keep you safe as cases in our society continue to rise. Please remember that it is not just you who you must protect, but your family, your friends, and your coworkers. Some of our employees are at high risk of complications if they contract this virus, and some have very vulnerable family members who may not be able to cope with the COVID virus. It is your responsibility to keep these people safe by observing these changes to our lifestyles. Thank you all for your continued diligence and adherence to our COVID response plan.

- Continue to follow CDC and local guidelines to keep yourself safe.
- Stay home if you or someone you live with is sick. Monitor for symptoms such as fever, cough, sore throat, shortness of breath, loss of smell. Most employees qualify for paid sick leave if they meet certain criteria for this federally administered program.
- Continue to sanitize your work area and tools every shift, and clean lunchroom tables/chairs before and after you use them.
- Remain 6 feet apart from one another both at work and outside of work.
- Limit social contact outside of work to family and household members.
- Cough / sneeze into a tissue or your elbow, and sanitize immediately.
- Wash your hands and use hand sanitizer frequently.
- Do not touch your face, especially near your eyes, nose and mouth.
- Wear a mask when outside of the home to prevent spread of respiratory droplets that can spread the COVID virus.

See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-h.pdf> for more information.