



WORKPLACE COVID-19 HEALTH SAFETY PROGRAM

International Engineering & Manufacturing, Inc.

Version 4.2
Effective Date:
1/6/2021

Table of Contents

<u>Topic</u>	<u>Page</u>
Introduction	3
Message from the President of IEM	4
Section 1 IEM Corporate Protocols	5
Measures that IEM will take	
Section 2 IEM Employee Safety Protocols	8
Measures that will be implemented for employee safety	
Section 3 IEM Employee Activity Protocols	11
Measures that IEM employees will take	
Section 4 IEM Illness Response Protocols	15
Measures that will happen if someone becomes ill at work	
Section 5 Employee Self-Quarantine Protocols	17
Measures employees with Covid-19 symptoms or diagnosis will take	
Section 6 IEM Covid-19 Confirmed Diagnosis Protocols	18
Measures that will happen if someone is diagnosed with Covid-19	
Section 7 IEM Covid-19 Return to Work Protocols	21
Measures diagnosed employees will take to return to work	
Section 8 IEM Company Plant Opening Protocols	24
Return to work	

Introduction

Document Overview

The information contained in International Engineering and Manufacturing's (IEM) Workplace Health Safety Program represents IEM's current practices regarding the recommended operation of its manufacturing facilities during this time of the unprecedented COVID-19 pandemic. The health and safety of our employees is our number one priority.

This document is to be used as a Corporate and Recommended Practice Guideline and aligns with the Centers for Disease Control (CDC) and World Health Organization (WHO) recommendations to the greatest extent possible.

This is a working document and will be updated to reflect changes in directives and introduce new recommended practices as they become available.

Recent updates are in red with yellow highlight

Message from Robert Musselman, President of IEM

IEM employees, family, friends and business partners:

Throughout the Covid-19 crisis, International Engineering and Manufacturing's (IEM) top priority has been the safety of our employees, our community and our business partners. We are dedicated to maintaining this priority. We are well aware that we live in a new world with new restrictions necessary for safety. We also know that in order to get back to any type of normalcy, we need to find a way to restart business activities while at the same time putting every measure in place to keep us all as safe as possible.

This has been a difficult time for everyone, and re-establishing a workplace where employees feel comfortable performing their jobs safely is a multi-faceted challenge. This document is provided as a road map to re-engage our business using the safest methods available to our knowledge. Anyone with concerns is encouraged to reach out to management or the Human Resource department for further assistance.

I send sincere best wishes to you and your loved ones. Please stay safe.

Thank you,

Robert S. Musselman
President, International Engineering and Manufacturing

Section 1

IEM Corporate Protocols - Measures that IEM will take

Pandemic Response Team (PRT)

IEM's Pandemic Response Team (PRT) is a multi-department team lead by the Pandemic Response Team Leader. The PRT will be responsible for:

- Meeting weekly
- Ensuring all Covid-19 safety protocols are followed
- Reviewing Covid-19 safety protocols and updating or revising them as changing safety needs dictate
- Performing daily employee health screenings
- Tracking and maintaining Personal Protective Equipment (PPE) inventory
- Submitting regular reports to IEM's Board Members

Pandemic Response Team Members

- Pandemic Response Team Leader, Lee Hannah
- Plant Safety Manager, Phil Smith
- Production Manager, Ken Pincumbe,
- Bar Department Manager, Keith Okoniewski
- Bar Department Quality Manager, Laura Adams
- Stud Department Manager, Jan Allen
- Packaging Department Manager, Troy Kerns
- Maintenance Supervisor, Jeff Couture
- Purchasing Manager, Tanya King
- Human Resources Manager, Serena Gardiner

Workplace Health Safety Responsibilities

Additional Specific PRT Responsibilities – Pandemic Response Team Leader

Lee Hannah

- Coordinate all aspects of Covid-19 Workplace Health Safety Program
- Daily office employee health screenings

Additional Specific PRT Responsibilities – Bar Department

Keith Okoniewski

Laura Adams

- Ensure all bar department cleaning and disinfection procedures are completed and documented each day.

- This includes cleaning and disinfection procedures for all IEM CDL vehicles and drivers.
- Daily bar department employee health screenings

Additional Specific PRT Responsibilities – Stud Department

Jan Allen

- Ensure all stud department cleaning and disinfection procedures are completed and documented each day.
- This includes cleaning and disinfection procedures for the cold header and thread roller departments.
- Daily stud department employee health screenings

Additional Specific PRT Responsibilities – Packaging Department

Troy Kerns

- Ensure all packaging department cleaning and disinfection procedures are completed and documented each day.
- This includes cleaning and disinfection procedures for the warehouse, RHC pole barn and shipping dock.
- Daily packaging department employee health screenings

Additional Specific PRT Responsibilities – Office

Ken Pincumbe

- Daily office employee health screenings

Phil Smith

- Ensure all office cleaning and disinfection procedures are completed and documented each day.
- This includes cleaning and disinfection procedures for all incoming receiving activities.
- This also includes cleaning and disinfection procedures for all IEM office assigned vehicles and drivers.

Additional Specific PRT Responsibilities - Communication and Training

Serena Gardiner

- Ensure all workplace health safety information is communicated to all employees as soon as practically possible.
- Coordinate all workplace health safety training sessions for IEM employees

Additional Specific PRT Responsibilities - PPE and Cleaning Supply Inventory Stocking
 Jeff Couture

- Ensure IEM maintains an accurate level of PPE equipment and cleaning supplies by establishing proper required onsite inventory levels, taking daily physical inventory, providing supplies to each department as needed, and reporting purchasing requirements to the Procurement Manager.

Additional Specific PRT Responsibilities - PPE and Cleaning Supply Inventory Procurement
 Tanya King

- Ensure IEM maintains the required PPE and cleaning supply inventory levels by sourcing PPE and cleaning supply vendors and placing purchase orders as soon as purchase requests are received.
- Daily office employee health screenings

Additional Specific PRT Responsibilities - Isolation Coordinators
 Pandemic Response Team Leader, Lee Hannah
 Human Resource Manager – Serena Gardiner

- Responsible for isolating any employee or visitor exhibiting signs of illness.

Protective Equipment Inventory

#	Item	Spec	Quantity
1	Mask	Disposable surgical masks (1-day)	Min 30-day supply
2	Gloves	Touchflex / Surgical Nitrile Gloves	Min 30-day supply
3	IR Thermometer	Medical infrared thermometer/ Measures ranges 32°C to 42.5°C meets ASTM E965-1998 (2003)	Min 4
4	Disinfectant Spray/Wipes	10% bleach (sodium hypochlorite) solution or a hospital-grade disinfectant	Min 30-day supply
5	Spray Bottles	1-liter plastic spray containers	Min 5 bottles
6	Hand Sanitizer	Sanitizer with Alcohol 70%	Min 30-day supply
7	Hand Soap	Hand soap	Min 30-day supply
8	Paper Towels	Paper Towel	Min 30-day supply

Section 2

IEM Employee Safety Protocols - Measures that will be implemented for employee safety

PPE

Masks

- All employees are required to wear masks while they are at the IEM facility.
- Employees are welcome to bring their own masks if they prefer
- IEM will provide masks for employees. Given the current supply chain environment, in the event at some point IEM is unable to procure masks, employees will be asked to bring their own masks or face coverings with them if at all possible.
- All employees are required to wear masks when entering or passing through any common areas in the shop and the office including but not limited to:
 - Walking to and from your workstation
 - Passing through hallways
 - Entering lunchrooms, break areas or conference rooms
 - Visiting restrooms
- Masks may be removed temporarily while eating in the lunchroom during break.
- Employees may temporarily remove masks while working alone within an enclosed office
- Masks that are damaged or soiled should be replaced immediately
- Masks that are not damaged, soiled or visibly worn out can be reused.

Gloves

Gloves are NOT recommended except as appropriate for:

- Use with cleaning agents
- Use by employees with cuts or open sores on their hands
- If typically used prior to the Covid-19 emergency for physical protection against injury at certain workstations.

Using gloves as routine protection provides a false sense of security and has been proven to be 100% less effective than frequent hand washing.

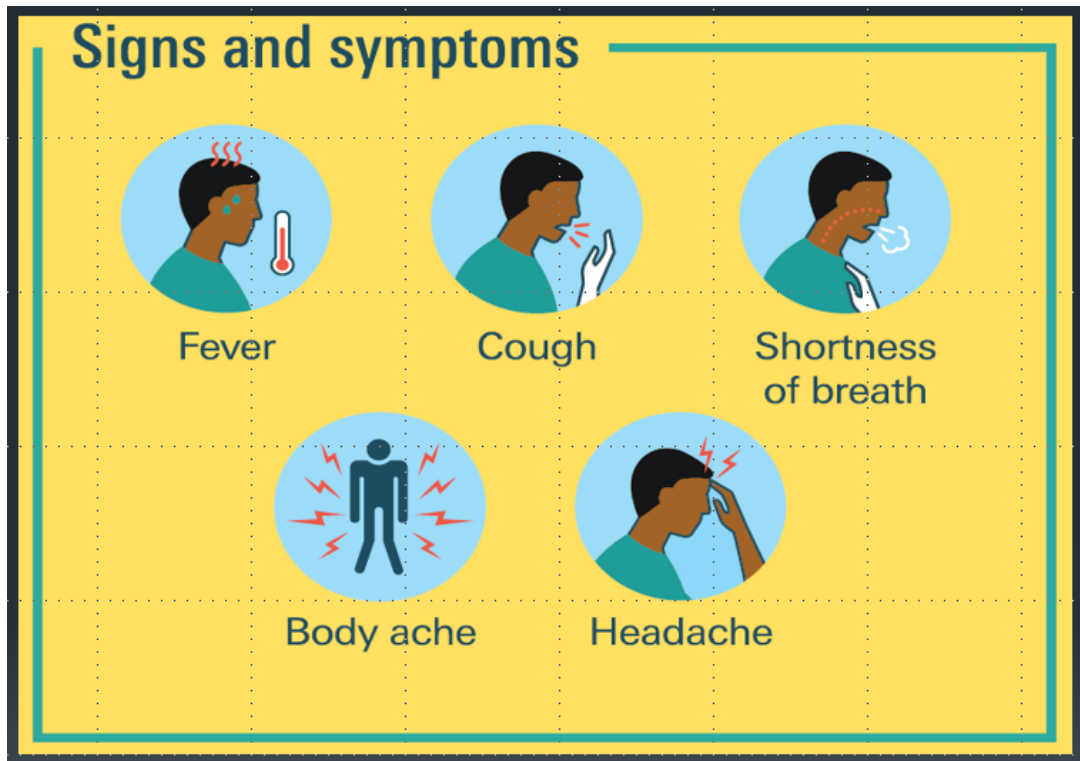
Thermometers

- IEM will have contactless digital thermometers available to be used if an employee shows symptoms of illness.
- Anyone with a temperature measured at 100.4° F or higher measured orally or measured temporally (forehead non-contact measurement) will be handled using the protocol for employees exhibiting illness symptoms.

Daily Health Screening Self-Assessment

- All employees should do a health screening self-assessment prior to leaving for work each morning

- Employees must certify that they do not have the following symptoms:
 - Temperature over 100.4° measured orally or measured temporally (forehead non-contact measurement)
 - Fever or Chills
 - Cough
 - Shortness of breath
 - Body aches
 - Headache
 - Sore throat
 - Loss of Smell



- Employees should also evaluate whether they have had any direct exposure to an individual with a confirmed Covid-19 diagnosis or whether they have had any direct exposure to a Covid-19 contact point announced by the CDC or a local health department.
- Employees exhibiting any of the above symptoms or employees subject to any direct exposure should not report to work and contact the Human Resources department immediately. They should also contact their healthcare provider.

On-Site Daily Health Screening

- All employees must have a daily health screening performed at IEM's facility prior to entering any IEM facility
- For each department, one door will be designated as the daily health screening checkpoint
- All employees must enter through the designated door for their department after passing the health screening

- Screenings will be performed by the designated PRT member for each department
- The PRT member performing the screening will take each employee's temperature using a non-contact digital thermometer
- All employees will be screened for the symptoms listed in the prior section.
- Employees will be allowed to enter the facility after certifying that they have no symptoms and have a temperature lower than 100.4° as measured with the non-contact digital thermometer
- Employees must also certify that they have not had direct exposure to any confirmed Covid-19 cases or official Covid-19 contact points
- Employees not passing the screening will be sent home and asked to contact the Human Resources department. They should also contact their healthcare provider.

Common Area and Office Protocols

- All employees must follow proper PPE protocols
- All employees are required to wear masks when entering or passing through any common areas
- Employees should avoid leaving personal items in common areas whenever possible
- Office staff is welcome to keep their door closed throughout the day to reduce air circulation
- When arriving at another employee's office All employees are reminded to knock on the office doors, whether it is open or closed, and wait to be acknowledged. Please do not just invite yourself in and intrude on personal space.
- All office staff must ensure they have the proper PPE before entering any shop area

Building Entrances

- All building entrances will be clearly marked "IEM Employees Only". All visitors will be directed to the main entrance to the office
- The main entrance to the office will remain locked. Visitors will be instructed to call their host from outside the building to determine if they will be allowed to enter

See page 13 for detailed Visitor Guidelines

Max Capacity Signs

- All common areas will be clearly marked with the maximum capacity allowed in that location. These areas include:
 - Breakrooms (Seating locations will be marked with a "X" as a reminder to ensure proper 6-foot social distancing)
 - Restrooms
 - Conference Rooms
 - Shared Offices
 - Other areas people tend to congregate
- In addition, signage will be posted throughout the building instructing individuals to ensure they maintain the proper minimum 6-foot social distancing between people

Section 3

IEM Employee Activity Protocols - Measures that IEM Employees will take

Do Not Report to Work If Directly Exposed to a Confirmed Covid-19 Case

Employees that are aware that they have been directly exposed to an individual with a confirmed case of Covid-19 are asked to remain at home. In addition, employees that are aware that they have been directly exposed to an official Covid-19 contact point announced by the CDC or a local health department are also asked to remain at home. In either case, please contact IEM's Human Resources department to receive further instructions. In no case should an individual enter any IEM facility if they have been subject to these types of exposure.

Do Not Report to Work When Feeling Ill

All employees are asked to remain at home if they do not feel well. Anyone that exhibits symptoms when reporting to work will be handled using the protocol for employees exhibiting illness symptoms.

Social Distancing Requirements

- Employees are required to remain a minimum of 6 feet away from other individuals at all times.
- Avoid physical contact with others, including shaking hands.
- Minimize the amount of time you spend in other people's offices. Communicate with phone calls whenever practical. When visiting an employee's office, try to remain at the office doorway during the conversation if at all possible.
- Avoid touching surfaces touched by others, to the extent feasible.
- Avoid anyone who appears to be sick, or who is coughing or sneezing and direct them to the Human Resources department for further evaluation

Hygiene measures

- Employees are required to wash their hands or disinfect their hands with hand sanitizer at least once per hour. In addition, hand sanitizer should be used after using the restroom, before and after breaks, and any other situation where hands may become contaminated by commonly used surfaces or are visibly soiled.

Breaks

- Breaks will be split up into 3 different sessions to minimize the number of people at break at one time:
 - 7:50-8:00
 - 8:00-8:10
 - 8:10-8:20
 - 9:50-10:00
 - 10:00-10:10
 - 10:10-10:20
 - 2:20-2:30
 - 2:30-2:40
 - 2:40-2:50

- Breaks should be taken at your workstation or outside. Please avoid having more than 6 people in the lunchroom at one time, or large groups congregating closely in Packaging and the Stud Department.

Lunch

- Lunches will be split up into 3 different sessions to minimize the number of people at lunch at one time:
 - 11:30-12:00
 - 12:00-12:30
 - 12:30-1:00
- You will be assigned to one of these sessions. You may request which session you prefer, and management will do their best to accommodate your request when possible. We encourage you to eat lunch at your work center or outside. Again, please avoid having more than 6 people in the lunchroom at one time, or large groups congregating closely in Packaging and the Stud Department. If you do eat in the lunchroom, be sure to keep space between yourself and others.
- Office employees are encouraged to eat lunch in their offices. Please do not congregate in common areas or conference rooms. Weather permitting, feel free to eat lunch outside.

Chewing Tobacco

- To minimize the risk of spreading germs through saliva, chewing tobacco is not allowed within any IEM facilities.

Meetings

- Please minimize the number of meetings, and keep necessary meetings as short as possible.
- Try to keep the number of people in each meeting minimal so there is room to keep space between each individual.
- Keep the doors to the meeting room open when possible to avoid extended amounts of time enclosed in a confined space.
- Weather permitting, feel free to hold meetings outside when practical.

Travel

- **IEM corporate travel is permissible only by direct approval of the Board.**

Restrooms

- It is recommended that only one person at a time use the restroom.

Shop - Building Entrance and Exit

- Avoid congregating at any entrance and exit doors of the facility. Always maintain a minimum 6 social distance when waiting for your daily health screening prior to entering the building.

- When arriving to work each day, all employees should enter and exit the building through the door designated for daily health screenings for your department.
- Anyone having lunches that need to be put in the refrigerator or coats that need to be hung should initially wait. During the first half hour of your shift feel free to take your lunch to the fridge and your clothes to a coat hook, but maintain 6-foot social distancing while using these areas and avoid entering the area if more than 2-3 people are already there.
- At 4:30, supervisors should verify that all doors are locked after all employees have exited the building.

General Cleaning and Disinfecting

- If any employees share machines, they should be disinfected between users
- The last 20 minutes of each day will be dedicated to clean up in both the shop and office. This includes wiping down surfaces and spraying disinfectant.
- Please use caution when touching common areas such as door handles, light switches, microwave keypads and handles, refrigerator handles and vending machines. Sanitize your hands after touching communal items such as these. Also feel free to wipe these items down with sanitizing wipes before and after you use them.

Common Area Cleaning and Disinfecting

The Pandemic Response Team representative responsible for cleaning and disinfecting in each department will need to ensure the common items in their areas have been taken care of at the end of each day. These items include but are not limited to:

- door handles
- light switches
- microwave keypads and handles
- refrigerator handles
- vending machines

Restrooms, common areas and commonly touched surfaces should be cleaned and disinfected multiple time per day

The maintenance department will assist with disinfection duties throughout the company throughout the day as availability permits

Visitors

- Visitors will be limited to those that are necessary for plant operations.
- All building entrances will be clearly marked "IEM Employees Only". All visitors will be directed to the main entrance to the office
- The main entrance to the office will remained locked. Visitors will be instructed to call their host from outside the building to determine if they will be allowed to enter

- Visitors will be required to do a self-screening to ensure they do not exhibit any symptoms before entering the facility
- Prior to entering the building, visitors will be screened following the same procedure used to screen IEM employees
- Visitors allowed entrance will have their temperature verified in the vestibule of the building, be provided a face mask and complete hand sanitation
- Please restrict visitors to IEM to only those with a high priority or necessity to physically be here.
- Please try to restrict communications with those outside of IEM to phone calls, conference calls, and email whenever possible.

Receiving

- All IEM employees receiving packages or checking in materials are required to wear masks and gloves at all times.
- All delivered packages must be sprayed with disinfectant when they arrive at IEM's facility.
- Delivery drivers must wear a face mask when interacting with IEM employees

IEM Transportation, Deliveries and Drivers

- IEM employees must ensure they follow all external company facility rules when visiting a company while traveling
- IEM employees must wear masks when entering another company's facility
- IEM employees must properly use hand sanitizer after exiting another company's facility
- IEM employees driving a company vehicle must clean and disinfect the vehicle when they are finished using that vehicle for the day. Cleaning and disinfecting include but it not limited to:
 - Spraying the interior with disinfectant
 - Wiping down the steering wheel, dashboard seat and any other surfaces with disinfecting wipes

Section 4

IEM Illness Response Protocols - Measures that will happen if someone becomes ill at work

Determination

If an employee feels ill while at work, or an employee observes another person exhibiting symptoms of Covid-19, either the Pandemic Response Team Leader or the Human Resources Manager should be contacted immediately. These managers are considered IEM's Isolation Coordinators.

Telephone communications are preferable, so the Isolation Coordinator can wear the appropriate PPE prior to aiding an ill employee

Procedure

- The R+D room will be designated as the isolation room for any suspected ill employee
- If the Isolation Coordinator is directly contacted by an employee with a suspected infection, they must ask the employee to go directly to the designated Isolation Room by the most direct route.
- Once the suspected infected employee arrives in the Isolation Room, immediately provide them with a mask and nitrile gloves. Explain to them that it is to help protect other employees and prevent the spread of a potential virus.
- The Isolation Coordinator must complete a Suspected COVID-19 Case Form and call the local health authority or medical office to seek advice regarding transportation and location.
- The Isolation Coordinator, and any others attending the suspected infected person, should also wear a protective mask and nitrile (surgical) gloves while working with the suspected infected person and wash hands after interaction.
- The Isolation Coordinator should direct the ill employee to leave work and go home or to the nearest health center as advised by the local health authority.
 - If the infected person is well enough to drive their own vehicle, ask them to use it.
 - If the infected person is not well enough to drive their own vehicle, their emergency contact will be notified to pick them up.
- The Isolation Coordinator, in coordination with Human Resources (HR, must:
 - Identify persons who may have been in contact with the suspected infected employee. Unless required by the local health authority, the name of the infected employee should not be provided.
 - Advise ill employees that they may have been in contact with a suspected infected employee, to carry out a self-screening check every morning, and based on the results, contact the HR department.
 - Advise employees to contact a physician to obtain medical clearance to return to work.
 - Ensure that both the isolation area and suspected employee's work station or office is thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the infected employee. All persons carrying out this cleaning must wear

disposable nitrile (surgical type) gloves, and all support persons' PPE should be appropriately discarded prior to resuming normal work functions.

Section 5

Employee Self-Quarantine Protocols – Measures employees with Covid-19 symptoms or diagnosis will take

Protocol

Employees are required to remain away from the IEM facility until their quarantine or isolation period is over (see Section 7) if COVID-19 symptoms are present, if a test shows positive results, or if they have a high risk exposure to a confirmed case of Covid-19.

- Employees should avoid leaving the home if possible, but if necessary, should practice exceedingly good hygiene and social distancing.
- Work while at home is expected to continue where possible.
- Obtain medical clearance to return to work

Additional Guidance

- Stay away from other people in your home as much as possible, staying in a separate room and using a separate bathroom if available.
- No visitors unless the person needs to be in your home.
- If you need medical attention, call ahead to ensure you're going to the right place and taking the necessary precautions.
- Wear a face mask if you must be around other people, such as during a drive to the doctor's office.
- When you cough/sneeze: cover your mouth and nose with a tissue; immediately throw tissues in garbage; wash your hands with soap and water for at least 20 seconds; if that's not available, clean with hand sanitizer that has at least 60% alcohol.
- Avoid sharing household items, including drinking cups, eating utensils, towels or even bedding.
- Wash these items thoroughly after using.
- Clean high-touch surfaces daily using a household cleaner or wipe. These include: "counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets and bedside tables," the CDC says.
- Clean surfaces that may be contaminated with blood, stool or bodily fluids.
- Shared spaces in the home should have good airflow—use an air conditioner or open windows.
- Continue monitoring for any symptoms. If they worsen, such as you if you begin to have difficulty breathing, call your health care provider.
- Arrange to have groceries and toiletries delivered by local or state health departments. Also, make sure to inform health care providers of any medications you'll need, so they can arrange drop-offs of prescriptions as well. In terms of getting laundry done for those without machines at home, ask health care providers about that as well.

Section 6

IEM Covid-19 Confirmed Diagnosis Protocols - Measures that will happen if someone is suspected or confirmed to have Covid-19

Action

The measures that will happen if someone is suspected or confirmed to have Covid-19 are based on guidance directly from the Center for Disease Control (CDC). Due to new science and better understanding of the disease, the CDC has issued the following guidelines dealing with Covid-19 exposure at the IEM facility:

CDC Document: Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020

Located at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

The following are the guidelines posted directly by the CDC:

Take action if an employee is suspected or confirmed to have COVID-19 infection:

In most cases, you do not need to shut down your facility. If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person:

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.

If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

Determine which employees may have been exposed to the virus and may need to take additional precautions:

- Inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the [Americans with Disabilities Act \(ADA\)](#) .
- Most workplaces should follow the [Public Health Recommendations for Community-Related Exposure](#) and instruct potentially exposed employees to stay home for **10 days or 7 days after receiving a negative test result**, telework if possible, and self-monitor for [symptoms](#).

This CDC document references the document [Public Health Recommendations for Community-Related Exposure](#). This document is located at:

<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

This second CDC document establishes the following precautions for a high risk exposure (close contact within 6 feet for a total of 15 minutes or more) and precautions for non-high risk exposures.

According to this CDC document, for individuals with high risk exposure:

Recommended Precautions for the Public

- Stay home until **10 days after last exposure or 7 days after receiving a negative test result** and maintain social distance (at least 6 feet) from others at all times
- Self-monitor for symptoms
 - Check temperature twice a day
 - Watch for fever [\(1\)](#), cough, or shortness of breath, or other [symptoms](#) of COVID-19
- Avoid contact with [people at higher risk for severe illness](#) from COVID-19
- Follow [CDC guidance](#) if symptoms develop

According to this CDC document, for individuals with non-high risk exposure:

Recommended Precautions for the Public

- [Practice social distancing](#) and other [personal prevention strategies](#)
- Be alert for symptoms
 - Watch for fever [\(1\)](#), cough, or shortness of breath, or other [symptoms](#) of COVID-19
 - Check temperature if symptoms develop
- Follow [CDC guidance](#) if symptoms develop

Remediation

IEM will follow all CDC recommendations for cleaning and disinfection of the affected work area if additional measures need to be taken beyond the daily standard cleaning measures already in place.

According to the CDC Document: Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020:

Follow the CDC [cleaning and disinfection recommendations](#):

- Clean dirty surfaces with soap and water before disinfecting them.
- To disinfect surfaces, use [products that meet EPA criteria for use against SARS-Cov-2](#), the virus that causes COVID-19, and are appropriate for the surface.
- Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.

- You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer's instructions for use.

Employee Contact

Employees that are asked to quarantine away from work as a result of contact tracing at IEM are eligible to use their designated Covid-19 paid time off while waiting for their test results (Added 11/30/20)

For employees that may have come into contact with an employee that has been diagnosed with Covid-19, the same procedure will be followed as described earlier for employees that become ill while at work.

- The Isolation Coordinator, in coordination with Human Resources (HR), must:
 - Identify persons who may have been in contact with the suspected infected employee. Unless required by the local health authority, the name of the infected employee should not be provided.
 - Advise employees that they may have been in contact with a suspected infected employee, to carry out a self-screening check every morning, and based on the results, contact the HR department.
 - Advise employees to contact a physician to obtain medical clearance to return to work.
 - Ensure that both the isolation area and suspected employee's work station or office is thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the infected employee. All persons carrying out this cleaning must wear disposable nitrile (surgical type) gloves, and all support persons' PPE should be appropriately discarded prior to resuming normal work functions.

Section 7

IEM Covid-19 Return to Work Protocols - Measures diagnosed employees will take to return to work

Protocol

The following guidelines provided by the CDC (Updated Dec. 1, 2020)

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html)

establish criteria for when an employee with Covid-19 symptoms or a confirmed case of Covid-19 can return to work:

I think or know I had COVID-19, and I had symptoms

You can be around others after:

- 10 days since symptoms first appeared and
- 24 hours with no fever without the use of fever-reducing medications and
- Other symptoms of COVID-19 are improving*

*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

Note that these recommendations do not apply to persons with severe COVID-19 or with severely weakened immune systems (immunocompromised). These persons should follow the guidance below for “I was severely ill with COVID-19 or have a severely weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?”

I tested positive for COVID-19 but had no symptoms

If you continue to have no symptoms, you can be with others after 10 days have passed since you had a positive viral test for COVID-19. Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

If you develop symptoms after testing positive, follow the guidance above for “I think or know I had COVID-19, and I had symptoms.”

I was severely ill with COVID-19 or have a severely weakened immune system

(immunocompromised) due to a health condition or medication. When can I be around others?

People who are severely ill with COVID-19 might need to stay home longer than 10 days and up to 20 days after symptoms first appeared. Persons who are severely immunocompromised may require

testing to determine when they can be around others. Talk to your healthcare provider for more information. If testing is available in your community, it may be recommended by your healthcare provider. Your healthcare provider will let you know if you can resume being around other people based on the results of your testing.

Your doctor may work with an infectious disease expert or your local health department to determine whether testing will be necessary before you can be around others.

The following guidelines provided by the CDC (Updated Dec. 2, 2020 <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>) establish criteria for when an employee who has been in close contact with someone who has Covid-19 can return to work:

People who have been in close contact with someone who has COVID-19—excluding people who have had COVID-19 within the past 3 months.

People who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 3 months as long as they do not develop symptoms again. People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.

What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Steps to take if you have been in close contact:

Stay home and monitor your health

- Stay home for 14 days after your last contact with a person who has COVID-19.
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19

Options to reduce quarantine

CDC and other scientists have explored changing the current recommendation to quarantine for 14 days after last exposure. Reducing the length of quarantine may make it easier for people to quarantine by reducing economic hardship if they cannot work during this time. In addition, a

shorter quarantine period can lessen stress on the public health system, especially when new infections are rapidly rising.

Local public health authorities make the final decisions about how long quarantine should last in the communities they serve, based on local conditions and needs. Follow the recommendations of your local public health department if you need to quarantine.

CDC now recommends two additional options for how long quarantine should last. Based on local availability of viral testing, for people without symptoms quarantine can end:

- On day 10 without testing
- On day 7 after receiving a negative test result

After stopping quarantine, people should

- Watch for symptoms until 14 days after exposure.
- If they have symptoms, immediately self-isolate and contact their local public health authority or healthcare provider.
- Wear a mask, stay at least 6 feet from others, wash their hands, avoid crowds, and take other steps to prevent the spread of COVID-19.

For additional guidance, please refer to the IEM Covid Incident Guideline Flowchart

Please contact the Human Resources manager prior to returning to work to **confirm** you have met the above criteria for your return, and to discuss documentation that may be required prior to return to company premises.

Section 8

IEM Company Plant Opening Protocols - Return to work

Training

Upon our return to work, employees will go through an orientation to ensure all individuals are familiar with the information in this document and with proper PPE usage, social distancing protocols and health safety measures. PPE usage, social distancing protocols and health safety measures training will initially be provided by a health care professional, and that training will be held for department supervisors and leaders. These supervisors and leaders will then provide this same training to the individuals in each department.