



WORKPLACE COVID-19 HEALTH SAFETY PROGRAM

International Engineering & Manufacturing, Inc.

Version 4.6
Effective Date:
3/30/2022

Due to the reduced rate of transmission of Covid-19 and updated guidance from the CDC and MDHHS, International Engineering has revised the IEM Workplace Covid-19 Health Safety Program guidelines as follows:

Attendance

Anyone with Covid-19 symptoms must pass a Covid-19 test before reporting to work. A PCR test is preferred but a rapid test is acceptable. Tests must be performed by a medical facility and test results must be supplied to the Human Resources department.

Quarantine and Isolation

If you were exposed to Covid-19 and are not fully vaccinated

- Quarantine – Stay home for 5 days or until cleared by their health care provider
- Get tested at least 5 days after you had close contact with Covid-19
- Watch for Symptoms
- After returning to work, wear a mask until you have gone more than 10 days since exposure

If you were exposed to Covid-19 and are fully vaccinated

- No Quarantine
- Get tested at least 5 days after you had close contact with Covid-19
- Watch for Symptoms
- Wear a mask until you have gone more than 10 days since exposure

If you were exposed to Covid-19 and had a confirmed case of Covid-19 in the past 90 days

- No Quarantine
- Get tested at least 5 days after you had close contact with Covid-19
- Watch for Symptoms
- Wear a mask until you have gone more than 10 days since exposure

If you tested positive for Covid-19 or have symptoms, regardless of vaccination status

- Quarantine – Stay home for 5 days or until cleared by their health care provider
- If you had symptoms, return to work after 5 days only if your symptoms are improving and you are fever free for 24 hours without using fever reducing medicine
- If you did not have symptoms, return to work 5 days after your positive test
- If you are severely ill or immunocompromised, you should isolate for at least 10 days
- After returning to work, wear a mask until you have gone more than 10 days testing positive or developing symptoms

Note – This policy section is based on CDC guidelines as of 3/16/2022 located at:

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

Masks

- Anyone that wants to wear a mask is encouraged to continue to do so
- Employees and guests are not required to wear a mask within IEM's facility unless required to do so according to the quarantine and isolation scenarios listed above

Daily Health Screening Self-Assessment

- All employees and guests will continue to have a daily health screening performed at IEM's facility prior to entering any IEM facility
- 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 that have not been vaccinated must also certify that they have not had direct exposure to any confirmed Covid-19 cases
- Employees not passing the screening will be sent home and asked to contact the Human Resources department. They should also contact their healthcare provider.

Breaks

- Breaks will continue to be staggered and 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

Lunch

- Lunches will continue to be staggered and 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 try to minimize the number of 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.

Chewing Tobacco

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

IEM Corporate Travel Policy

- IEM has currently suspended the IEM Corporate Travel Policy restrictions. Covid-19 testing is not required prior to returning to work after traveling for IEM.