

Over the years, we've experienced changes in regulatory, sanitary, and environmental requirements. That hasn't changed, and we've always adapted.

Below are our requirements to protect everyone – including the general public we serve and support:

1. **Thermometers (Temperature Reading):** Employees and contractors must check their temperatures prior to entering any company or customer site. For anyone with a temperature reading 100.4 degrees or higher, he or she must notify their respective manager and remain at home until they are able to receive a COVID-19 test with a negative result.
2. **Face Masks: Personal Protective Equipment (PPE) - All employees must wear masks at all times.**
 - a. Masks are a preventative measure to protect you from passing any viruses on to others nearby.
 - b. **Company-Provided Paper Masks:** The company offers boxes of face masks for employees, contractors or guest use while onsite at a customer or company location.
 - c. **Cloth Masks:** Cloth masks are allowed as long as they meet key requirements. They must fit securely cover your nose and mouth; have ties or ear loops to hold the mask in place; include multiple layers of fabric; and not include any logos or graphics.
 - d. **Mask Sanitation:** Paper masks should be safely disposed of after use with a new mask applied when returning onsite. Cloth masks must be laundered regularly.
 - e. **Disabilities or Cultural Exceptions:** Accommodations usually can be made for colleagues who have breathing issues or other health conditions, disabilities, or religious beliefs that would limit their effort to comply with these requirements. They should contact their human resources or company advocate representatives immediately.
 - f. **Meals:** Masks can be removed during meals. Social distancing should be adhered to during these times to again limit any risks/exposure for you or others.
3. **Hand and Surface/Equipment Sanitization:** People should regularly wash or sanitize their hands throughout the day – particularly if they've been in contact with individuals or work areas that could create a risk. Our customers and company sites offer many hand-sanitizer stations (and some bottles) for individuals to use to limit the transmission of viruses or germs. Work areas should be sanitized regularly by employees and/or company/customer cleaning staff.
4. **Social Distancing:** All employees and guests are required to remain minimally 6 feet apart from each other to better ensure safety in the workplace. Most customer locations already have 6-foot, marked indicators in work areas to better assist with this requirement.

5. **Additional Location and Customer Requirements:** We're aware that employees and contractors may have additional protocols to follow from customers or local and state mandates. This can include team gathering or meeting sizes in one location, gloves while handling equipment, etc. Please respect any additional requests for health safety protection.

Resources:

[CDC Guidelines for Creating or Wearing Cloth Face Coverings](#)