

Manager/Supervisor Talking Points – Mask Wearing Communication

As many are likely already aware, there has been a significant spike in Covid-19 cases in our area recently. We as a company want to assure we are doing everything we reasonably can to protect each individual, to the best of our ability, so that you and your families remain safe during this unprecedented time. A key element in achieving this includes revisiting the company's mask wearing policy.

Company Policy States the following:

- All individuals on Company's premises must wear an approved mask
 - Acceptable coverings include
 - 3-layer disposable face masks
 - Cloth face masks
 - Unacceptable coverings include
 - Gaiters
 - Bandanas
 - If you see someone on the premises without proper face covering, please inform a Manager/Supervisor
 - If you require a face covering or yours does not fit properly, please inform a Manager/Supervisor immediately
- Acceptable face coverings which **MUST cover BOTH the nose and mouth** must be worn when (not all inclusive):
 - In the lobby
 - Traveling to/from the bathrooms and locker rooms
 - Waiting at the timeclock
 - Preparing or gathering food for break/lunch
 - Any time you are unable to maintain social distance (6-feet)
- It is ok to lower/remove the mask when:
 - Alone in a private office
 - Working behind plexiglass barriers
 - When physical distance from others (6-feet minimum) can be maintained
 - When actively eating/drinking and appropriately distanced from others
- New information indicates that covering the nose is especially critical as the virus is contracted/spread through the nose. Make sure you are covering your NOSE and MOUTH or else the mask is not maximizing its effectiveness
- Failure to comply with policy may result in disciplinary action up to and including termination

This is everyone's opportunity to verify their understanding of the policy requirements. Please raise any specific questions/concerns you have regarding the policy now. [Pause for questions]. A copy of the policy will be made available upon request.

As we move forward, we expect the policy to be strongly adhered to (as we would expect with any other Safety/PPE related policies). We understand it can be frustrating and uncomfortable at times, we are all feeling it. Just know that complying with this policy may save lives and contribute to beating Covid-19.