

COLECRAFT

Commercial Furnishings

May 7, 2020

Dear Office Employees,

With the current state of the COVID-19 outbreak Colecraft Commercial furnishings will continue operations under a stricter guideline for safety of the employees and clients. The summary below is based on the Colecraft Commercial Furnishings Back to Work policy, and other policy's that have been in place since the start of the viral outbreak.

Responsibilities of all Office employees:

- If you are sick stay home. Contact human resources and let them know why you are staying home. See a general physician to determine best possible course of action
 - Persistent Dry Cough
 - Sore Throat
 - Fever
 - Shortness of Breath
- Office Staff upon entering of facility
 - Wear a mask
 - Wash hands
 - Use a Clorox Wipe to clean general work area and any tools.
 - After 10 minutes in building, plant manager will take temperature of each employee.
 - If temperature is over 100.4 then employee will go into isolation, and be determined then if sent home or false readings by using the Employee questionnaire
 - Employees are encouraged to increase personal hygiene, with hand washing or use of hand sanitizer during the day and after breaks.
 - If remaining at desk you do not need to wear your mask.
 - While away from your desk, you must wear a mask to protect other employees.
 - If meeting with another employee, and virtual conferencing is not available, maintain social distance and wear a mask.
- Disinfecting and Sanitizing Building
 - First employee to enter the building will begin the disinfecting and sanitization protocol
 - Office area
 - Spray down main entry area with ZEP Quick clean disinfectant
 - Spray down walls and common touch points with ZEP Quick Clean Disinfectant

- Spray down bathrooms with Hydrogen Peroxide
 - Shop Floor
 - Spray down entry door area with Zep Quick Clean Disinfectant
 - Spray down fingerprint readers with Zep Quick Clean Disinfectant
 - Spray break area with Zep Quick Clean Disinfectant
 - Spray down Bathrooms with Hydrogen Peroxide
 - Last Employee to exit building
 - Spray Down Common touch points and entry areas with Zep Quick Clean
- Shipping and Deliveries
 - Mask on employee before driver enters building.
 - Ensure driver is wearing mask before inside building.
 - Driver sign into logbook located near both entrances
 - Maintain distance while loading or unloading product.
 - All forms filled out and placed in proper receptacle.
 - Driver exits building.
 - Employee sprays down entry area with ZEP Quick Clean Disinfectant.
 - Employee removes mask.
 - Employee washes hands with soap and water.
- Visitors to the Building
 - All Visitors will report through the man door located near the shipping docks.
 - Visitors are required to bring a face mask and safety glasses with them and must wear both before entering building.
 - Upon entrance, visitor will fill out logbook and questionnaire before entry into building
 - The point of contact will guide the visitor over for either hand washing or hand sanitizer use.
 - All visitors will be required to remain with point of contact, or a Colecraft representative during the visit.
 - Please refrain from common greeting gestures and be respectful of Colecraft employees to ensure a 6-foot distance.

The protocol listed above will be able to provide Colecraft Employees and their families with the utmost security and safety from the COVID-19 virus that is manageable. If other procedures or protocols are needed to be added, we will notify all parties of the changes.

Thank You,
Colecraft Commercial Furnishings