

Updated January 24, 2022

## **CLOW STAMPING COMPANY**

### **COVID-19 PREPAREDNESS PLAN**

In accordance with recommendations by the Centers for Disease Control and Prevention (CDC), the MN Department of Health (MDH) guidelines for COVID 19, federal Occupational Safety and Health Administration (OSHA) Standards, and Executive Order 20-48 related to workers and customers, Clow Stamping Company has implemented this COVID-19 Preparedness Plan. It is aimed at limiting SARS-CoV-2 and will be updated if additional information becomes available.

#### **COMMUNICATION AND TRAINING OF EMPLOYEES AND VISITORS**

Clow Stamping has communicated and provided training for the implementation of this plan. Additional communication and training will be ongoing and provided to all workers as COVID 19 requirements change.

Instruction will be communicated to customers and visitors about how to drop off or pick up deliveries and product.

Each visitor will be assessed regarding necessity of visit. Only those essential to company business will be permitted access.

All visitors must enter at the front office and check in with the receptionist before receiving their visitor badge.

#### **HANDWASHING/CLEANING/VENTILATION**

Good hygiene practices are posted throughout the facility

Basic infection prevention measures are being implemented. Workers are instructed to wash hands for at least 20 seconds with soap and water throughout the day, but especially at the beginning and end of their shift, prior to mealtimes and after using the toilet. Hand sanitizer dispensers with greater than 60% alcohol are at the entrances and locations in the workplace so they can be used in place of soap and water.

Implemented a cleaning and disinfecting schedule on all shifts and in all areas which includes the equipment and items in common areas are to be cleaned daily and/or more often upon use and shift changes.

Clow Stamping has proactively been and will continue to clean and disinfect internally to help prevent and stop the spread of COVID 19

Cleaning and disinfection after a person is suspected/confirmed to have COVID 19 will occur as recommended by the CDC

#### **SCREENING OF EMPLOYEES EXHIBITING SIGNS AND SYMPTOMS OF COVID 19**

Employees have been informed and encouraged to self-monitor for signs and symptoms of COVID 19 and seek assistance from their supervisor or Human Resources if experiencing symptoms.

The employee attendance policy has been altered regarding illness or presentation of COVID 19 symptoms. Anyone exhibiting symptoms will be sent home and asked to call a healthcare provider. Employees with symptoms consistent with COVID 19 will not have absences negatively impact their attendance record.

A COVID 19 Leave of Absence policy has been implemented to encourage workers to stay at home when they are sick, when household members are sick or when required by a health care provider to isolate or quarantine themselves or a member of their household.

**Employees are instructed to contact the Safety Manager or the Human Resources Department for questions, concerns or utilization of these policy/procedures.**