

MODIFYING THE WORKSPACE – BREAK ROOMS

- The **main lunchroom**, including refrigerator, microwave, water cooler, and coffee machine is off limits to anyone outside of the Manufacturing, Front Office teams & copy room hallway offices and seating is restricted to no more than 1 person per table; at no time should there be more than 5 people in the breakroom at any time
- The **back lunchroom** refrigerator, microwave, water cooler, and coffee machine is designated for Manufacturing, IT, and Marketing only and seating is restricted to no more than 2 people per table (6 feet apart); at no time should there be more than 5 people in the breakroom at any time

Weather permitting, outside picnic tables may be used for meal breaks while observing 6 feet distance from each other no more than 1 person per picnic table

Employees are responsible for routinely cleaning all touchpoints and disinfecting commonly used surfaces with products that meet EPA's criteria for use against SARS-Cov-2 and are appropriate for the surface

Employees are asked to use the hand sanitizer prior to entering break rooms and washing hands before leaving break rooms



MODIFYING THE WORKSPACE – MEETINGS AND MEETING SPACES

In-person meetings are discouraged and should be replaced where possible with remote or virtual meetings.

- Conference Room 1:
 - No more than 6 people at one time, spaced to observe social distancing
 - Meetings lasting beyond one hour with a closed door should have breaks incorporated to allow for air circulation
- Conference Room 2:
 - No more than 3 people at one time, spaced to observe social distancing
 - Meetings lasting beyond one hour with a closed door should have breaks incorporated to allow for air circulation
- Individual Offices:
 - The size and airflow of an individual office will dictate the number of people allowed to meet with social distancing observed
 - Meetings lasting beyond one hour with a closed door should have breaks incorporated to allow for air circulation

When Possible, meetings should be conducted with the door open

Working lunch meetings are prohibited at this time

Social office visiting is prohibited at this time



MODIFYING THE WORKSPACE - BREAK ROOMS

- The **main lunchroom**, including refrigerator, microwave, water cooler, and coffee machine is off limits to anyone outside of the Manufacturing, Front Office teams & copy room hallway offices and seating is restricted to no more than 1 person per table; at no time should there be more than 5 people in the breakroom at any time
- The **back lunchroom** refrigerator, microwave, water cooler, and coffee machine is designated for Manufacturing, IT, and Marketing only and seating is restricted to no more than 2 people per table (6 feet apart); at no time should there be more than 5 people in the breakdown at any time.
- R&D area will have a separate area with a refrigerator, microwave, water cooler, and coffee machine to be used by R&D, QA/RA, Accounting with no more than one person at a time using this pop up break area and employees should eat at their desk

Weather permitting, outside picnic tables may be used for meal breaks while observing 6 feet of distance from each other no more than 1 person per picnic table


Employees are responsible for routinely cleaning all touchpoints and disinfecting commonly used surfaces with products that meet EPA's criteria for use against SARS-Cov-2 and are appropriate for the surface



Employees are asked to use the hand sanitizer prior to entering break rooms and washing hands before leaving break rooms

MODIFYING THE WORKSPACE – BATHROOM BREAKS

Per OSHA sanitation standards, Z-MEDICA intends to ensure employees are provided with sanitary and available bathroom facilities and will continue to encourage employees to take frequent breaks in order to promote more frequent handwashing while at work.

 In an attempt to maintain social distancing, we are encouraging employees to use the restroom facilities in the areas in which your breaks are designated- see "[Modifying the Workspace Break Rooms](#)" and we understand that there may be times in which **individual** gender-segregated restrooms may be used as unisex¹

- Hand sanitizer will be provided outside of each restroom and employees are asked to hand sanitize prior to entering the restroom
- Employees must wash hands each time prior to leave the restroom
- Employees are responsible for routinely cleaning all touchpoints and disinfecting commonly used surfaces with provided products that meet EPA's approved disinfectants against COVID-19
- No food or beverage is to be eaten or stored in the bathroom



¹ OSHA requires that employers provide gender-segregated facilities for workforces over 15 employees that contain men and women, and bathrooms must be designated as being for male or female use unless they can be occupied by no more than one person and can be locked from the inside.