

## PPE & SCREENING



Employees and visitors shall be required to wear a mask or other cloth material that covers his/her mouth and nose prior to entering the building and anytime moving around common areas in the workplace, except to the extent an employee is using break time to eat or drink

- Employees will be provided with appropriate masks or may use their own cloth face coverings
- Employees may remove their facial coverings when working alone in segregated spaces (i.e. cubicles with walls, private offices, etc.)
- Individuals should be careful not to touch their eyes, nose, and mouth when removing their face coverings and wash hands immediately after removing
- Reusable cloth masks should be machine washed frequently to safely sterilize/clean<sup>1</sup>

Nothing in these recommendations will require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his/her health or safety because of a medical condition – medical documentation will NOT be required to verify



In accordance with EEOC and CDC guidelines, every Z-MEDICA employee or visitor will be screened for respiratory symptoms and will have their body temperature taken

- Only Human resource employees or designated Manufacturing/ Shipping manager's/ shift leads will be allowed to conduct screenings
- Employees administering will be provided with appropriate PPE which may include masks<sup>1</sup> or facial coverings, eyewear protection, gloves, gowns, etc.
- A contactless thermometer will be used to administer the test

<sup>1</sup> As a best practice, it is recommended that reusable masks are stored in zip lock bags when not at work to prevent further contamination

### Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

**How to Wear Face Cover**  
Face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

**CDC on Homemade Face Covers**  
CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission. CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

**Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?**  
Yes. They should be routinely washed depending on the frequency of use.

**How does one safely sterilize/clean a cloth face cover?**  
A washing machine should suffice in properly washing a face covering.

**How does one safely remove a used face cover?**  
Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.






[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

- All temperatures and answers to respiratory symptom questions will be documented
- All screening information will be maintained as a private medical record



**Upon arrival and prior to entering any other area of Z-MEDICA, screenings will be conducted privately outside of the Human Resources offices**

- All employees will receive a memo regarding COVID-19 Employee-Screening Procedures
- Signs will be conspicuously posted to communicate screening requirement with visitors
- Understanding that not all people with COVID-19 have a fever, a visual assessment of symptoms may include flushed face, coughing, shortness of breath, bluish lips, fatigue, etc.
- Employees or visitors, after a visual assessment, will stand on a designated spot to be screened or waiting to be screened
- Each employee or visitor will be screened privately

**\*If any temperature read is 100.4 degrees Fahrenheit or greater employees or visitors will be sent home immediately<sup>2</sup>**

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<sup>2</sup> CDC considers a person to have a fever when he or she has a measured temperature of at least 100.4°F [38°C]

