

SOCIAL DISTANCING – EMPLOYEES

Employees should maintain approximately 6 feet from others in an effort to control contact between them and conspicuous floor markers will indicate 6 feet apart, if waiting for health screens.

- Employee schedules will be staggered so that not all employees who have returned to in-office work are present in the workplace at the same time
- Social congregating is prohibited and employees should remain in their "work zones" with the necessary exceptions of validations, testing, scheduled meetings, etc.
- Employees are prohibited from sharing workspaces; equipment including, but not limited to: phones, desks, offices, computers
- Hand shaking, fist bumps, elbow bumps, and other physical greetings or contact is discouraged
- Non-essential travel, work sponsored recreational activities, workshops and training sessions are currently eliminated
- Meeting rooms will be identified with capacity and time limits
- Employees are discouraged from carpooling to work and individuals entering Company grounds for the purpose of picking-up or dropping-off individuals must remain in their vehicles
- No children are allowed in either the Wallingford or North Haven facilities for any reason during this time



SOCIAL DISTANCING – VISITORS

Essential visitors only will be allowed access to Z-MEDICA (to include, but no limit to; maintenance/repair, construction, utilities, cleaning, supply delivery) and will be permitted only in their designated areas; otherwise business should be conducted virtually.

Authorized visitors will be asked the following health screening questions:



1. Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?
2. Have you experienced any cold or flu-like symptoms in the last 14 days (fever, cough, shortness of breath)?

Only visitors who answered NO to all health screening questions will be permitted access to the facility and will then be temperature screened

- Visitors may only enter through the main door (Door #3)
- Visitors must sign in immediately upon arrival, sign in sheet will NOT be at the reception desk
- Visitors must provide their own facial covering or mask and wear it prior to entering the building
- Visitors are asked to sanitize hands after touching the door to enter the building
- Visitors must stand on a designated spot and wait to receive a temperature screening
- Visitors must proceed directly to their destination once a successful temperature reading is obtained

SOCIAL DISTANCING – EMPLOYEE MEALS

Employees will be assigned a designated break area as described under "Modifying the Workspace Break Rooms."

- Community meals are prohibited and break times should be staggered to discourage employees from congregating and/or sharing food or utensils
- Partially eaten food should not be left on the tables or counters as an open invitation for others to consume
- Any employee who orders a meal to be delivered must meet their delivery driver outside of the building – No food deliveries will be allowed inside
- Anyone who has an office should eat in their office
- Open beverage containers, i.e. cups with straws, partially consumed coffee, drinks of any kind without a lid or any drink that has touched a person's mouth are NOT ALLOWED in the refrigerator
- Utensils that have touched your hands or mouth should be washed immediately, NOT left in the sink
- Employees are responsible for cleaning all touchpoints and disinfecting after each meal



While currently available in the office, employees are encouraged to bring their own beverages for the day (water, coffee, etc.) and meals that do not require heating or can be kept cool in a personal cooler bag.