

Social Distancing Practices While at Work Policies:

Social distancing is one of the best tools we have to avoid being exposed to the virus and slowing its spread locally and across the country and world. The following applies to **ALL** employees while in the facilities.

- Employees should maintain approximately 6 feet from others in an effort to control contact between them and wear a mask at all times while at work
- In-person meetings are eliminated and replaced where possible with remote or virtual meetings
- Large gatherings are prohibited
- Employees are discouraged from carpooling to work
- Break rooms are restricted to no more than 1 person per table
 - Additional areas, i.e. Conference Room 1, empty offices, outside picnic tables, and more have been identified for employees to take breaks while observing 6 feet of distance from each other
 - Anyone who has an office should eat in their office
 - Products that meet EPA's criteria for use against SARS-Cov-2 and are appropriate for the surface are provided for employees to clean after each break
- 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 prohibited from sharing workspaces; equipment such as, but not limited to: phones, desks, offices, computers.

Z-MEDICA **Manufacturing Team** work and break schedules have been spread out to provide for social distancing and no overlap.

- 15 minutes stagger time is provided in between shift change to avoid overlap and allow for cleaning of the work environment at regular and appropriate intervals (shift change communication is now via telephone between team leaders and the 2nd shift will not enter building until 1st shift exits the building)
- Each shift is comprised of the same employees to protect each shift and mitigate the risk of exposure, should an employee on another shift become ill
- Employees should clean their personal workspace at the beginning and end of each shift
- Employees are restricted to using designated entrance/exits for each shift to further prevent overlap and reduce touchpoints
- 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.

