

## Kaiser Tool Company, Inc. Pandemic Business Plan COVID – 19

### Employee Health Screening:

- All employees must answer the following questions before entering the business:
  - Are you experiencing symptoms of respiratory illness?
  - Are you running a fever?
  - Is anyone in your household experiencing symptoms of respiratory illness?
  - Have you or anyone in your household or social group been tested positive for Covid-19 in the past 4 weeks?
- All employees are temperature checked each morning.
- All employees must submit travel plans.

### Cleaning and disinfecting protocols:

- Materials and guidance are in place for each employee.
- Doors are open or modified throughout the building to minimize hand contact.
- High touch areas are identified and assigned to employees to clean throughout the day.
- Quarantine areas are set for disinfecting incoming packages.

### Enhanced hand washing:

- Signage is posted throughout facility and near handwashing stations describing proper technique.
- Soap, clean water and single use paper towels are provided.
- Hand sanitizer stations are located at entry points and throughout the facility.

### Social Distancing requirements as set by the CDC:

- Employee work areas are set at distance of 6 feet or more.
- Employees are required to wear masks.
- Employees have individual supplies and workstations.
- Barriers are set to limit contact between employees and visitors
- Each interior room has a posted employee capacity limit.
- No hand shaking.

### Comply with IOSHA General Duty Clause:

- Kaiser Tool Company has taken measures to provide employees with a workplace free from recognized hazards likely to cause death or serious physical harm.
- Kaiser Tool Company has a safety committee for OSHA compliance, to address issues and to prepare for the unexpected.