

NOTICE TO EMPLOYEES - FACE COVERING MASKS

Dear Valued Employees:

As you know, the country is currently taking measures to respond to COVID-19. The Company is also considering methods to protect our employees following guidance from the CDC and other governmental authorities. The Company believes that its response is compliant. While not required to provide any type of Personal Protective Equipment (PPE) for COVID-19, the Company has decided to provide bandana type face covering masks to employees for voluntary personal use. The masks are not respirators but the Company is informed by the manufacturer that they may provide some protection to employees from exposure to airborne droplets of the virus. The following list of dos and don'ts is being provided to you if you decide to use one the masks. If you have any questions concerning the masks, please contact _____ . The Company hopes that the masks will provide some protection to employees. If you experience any symptoms of COVID-19 (fever, cough, difficulty breathing) or any other symptoms of illness, please contact your Supervisor immediately or Human Resources.

DOS

- **Do** - Use it to completely cover your nose and mouth
- **Do** - Read the directions provided to you on use of the mask
- **Do** - Put it on properly and adjust it as necessary throughout the day
- **Do** - Wash your hands and face after removing the mask before touching your face
- **Do** - Keep it clean
- **Do** - Keep it away from running machinery or equipment that could entangle the mask
- **Do** - Keep it on your person when you are not using it
- **Do** - Request a new one if it becomes damaged or in any way unsanitary

DON'TS

- **Don't** - Let it obstruct your vision
- **Don't** - Wear it if it causes any difficulty in your ability to breathe
- **Don't** - Wear it if it causes your safety glasses or reading glasses to fog up and impair your vision
- **Don't** - Let it hang down around your neck

- **Don't** - Lay it on a surface where it may contaminate the surface or lay it on a surface that may already be contaminated
- **Don't** - Wear it where it may come in contact with running machinery or create a hazard while performing your work
- **Don't** - Take it home, dispose of it at the workplace
- **Don't** - Use it if it is damaged in any way