

With the spread of COVID-19 across the nation, we have compiled the following information to ensure clear communication across the organization. Our objective is to ensure employee health and wellness while also taking necessary steps to maintain business continuity so that USA Millwork will be able to support our families for the long-term. To do so, we are focused on maintaining a calm, healthy, and safe workplace and minimizing potential exposure for employees. We are confident that by making rational, smart decisions and working together we can protect you while maintaining the health of the business as well.

## **COMMUNICATION**

USA Millwork is continuing to monitor the situation daily, on both a local and national level. Given that the intensity of an outbreak may differ depending on geographic location, USA Millwork will be issuing guidance to each location. USA Millwork has created company email addresses for all employees and an emergency text system in order to increase our ability to communicate and react as a complete USA Millwork Community. Should the need arise, information that is provided by the Center for Disease Control (CDC), State, and Local governments will be communicated by senior leadership, your manager, or HR via phone and/or email.

## **FACILITY ACCESS**

USA Millwork has restricted facility access to employees only to prevent exposure from individuals outside the organization. Additionally, all employees are asked to submit to a voluntary temperature reading before entering the facilities each day. Any employee exhibiting a raised temperature will be sent home.

## **PPE (PERSONAL PROTECTIVE EQUIPMENT) & JOBSITE SAFETY**

USA Employees are required to wear PPE including gloves (rubber or cut resistant) and eye protection at all times, both at jobsites and onsite at manufacturing facilities. Additionally, we are committed to follow all jobsite safety requirements as well as screenings outlined by our customers.

## **GENERAL GUIDANCE**

The following guidance may help prevent workplace exposures to acute respiratory illnesses and other illness, including COVID-19 at USA Millwork. As with any illnesses, sick employees should stay home and away from the workplace, use cough and sneeze etiquette, frequently clean hands with soap and water, and routinely clean commonly touched surfaces. As we are focused on limiting employee exposure at work, we recommend that you take the time and consideration to do the same in your personal lives.

## **IF AN EMPLOYEE BECOMES ILL**

As with any illnesses, sick employees should stay home and away from the workplace. If employees appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day, they will be separated from other employees and be sent home immediately. Instances that are believed to be related to COVID-19 must be communicated with your supervisor and HR as soon as the information is known. USA Millwork's standpoint is to respond consistently with public health guidance issued by state and local government at each of our facilities. USA Millwork may make the decision to operate in advanced of public health guidance issued by state and local government if necessary, for the best interest of employee health and safety.

If an employee is confirmed to have COVID-19, USA Millwork will inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and Health Insurance Portability and Accountability Act (HIPAA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

## **IF AN EMPLOYEE IS UNABLE TO COME TO WORK**

If you are unable to come to work because you are ill, a family member is ill, your child's school is shut down, or your location is shut down by USA Millwork, the CDC, or state or local government. With manager approval, employees should telework where possible. It is recommended that employees use sick leave (if available by location or state) and PTO (vacation) during this time. For situations where all PTO is exhausted, USA Millwork is currently and actively evaluating federal and state programs to assist our employees. We strongly recommend that employees do the same.

## **TRAVEL**

At this time, USA Millwork has limited the non-essential travel of all employees. Any travel taking place must be pre-approved by the CEO or President. Employees that are traveling should check the latest guidance and recommendations for each area to which they plan to travel. Employees who become sick while traveling or on temporary assignment must notify their supervisor and should promptly call a healthcare provider for advice if needed. Any employees that have recently traveled outside of the country, will be required to stay home for at least two weeks after returning as recommended by the CDC.

## **NON-BUSINESS ACTIVITIES**

USA Millwork is committed to taking necessary actions to provide employees with a healthy work environment. While we do not want to dictate how you spend your personal time, those activities can impact the well-being of your coworkers. We ask that you consider taking similar precautions in your personal life to those we are recommending at work to protect yourself and family. This includes avoiding large gatherings, crowded spaces and non-essential travel.

## **BUSINESS OPERATIONS**

It is USA Millwork's goal to maintain fully functional operations throughout this time. We will do everything in our power to maintain and not sacrifice a healthy and safe environment for our employees. If employees have any concerns or questions, please reach out directly to your supervisor or HR.

### STEPS YOU CAN TAKE:

- Everyone to wear gloves (rubber or work gloves) & eye protection at all times.
- Keep social distancing especially when taking breaks
- Wash tools & hands often
- Do not share tools
- Use the stairs to reduce capacity in elevators
- Limit persons in elevators & wear protective masks & gloves
- Avoid confined spaces with others & if necessary, make sure to wear mask & gloves
- Limit 2 workers in the same room
- Breakrooms to use by no more than three people at one time.
- If you are performing a task that requires two people to be in closer contact, you will be assigned a single “buddy” to work alongside
- When possible, avoid working in close proximity to other trades
- If you are experiencing a fever, cough or shortness of breath or feel unfit, please do not come to the jobsite
- If you start feeling ill on the job site or ever feel unsafe, please contact your supervisor or the USA Millwork HR Team immediately

### ADDITIONAL SUGGESTIONS:

- Wipe down your workstation – Prior to starting your workday, use an EPA approved product to disinfect your desk, keyboard, mouse, work phone, and any other objects or surfaces that you or your coworkers frequently touch. It is recommended that the surfaces must remain wet for 3-5 minutes to be effective, which means more than 1 wipe should be used.
- Wash your hands (a lot) – Wash your hands for at least 20 seconds, as recommended by the CDC, before and after you eat, touch door handles, blow your nose, etc.
- Cover your mouth and nose - Be mindful of the direction you are coughing or sneezing. Make sure to cover-up and wash your hands afterwards.
- Use hand sanitizer when soap isn't available – Sanitizer is a good substitute when running into a meeting or when washing your hands isn't an option.
- Save the handshakes – Give a fist bump, heel kick, or flash a wave.
- Clean your smart phone – Use a damp microfiber cloth or electronic specific disinfectant wipes.
- Limit in-person meetings - Schedule meetings over Teams vs. traveling to a customer/vendor site or having a custom/vendor come into the office. If an in-person meeting must happen, limit contact and avoid shaking hands.

We appreciate your hard work and dedication

to your craft and our company. Feel free to

reach out with any questions or concerns to:

**COVIDResponseTeam@usa-millwork.com.**