

## Employees Training

This Action Plan will be provided to all employees via email and review is required before beginning work.

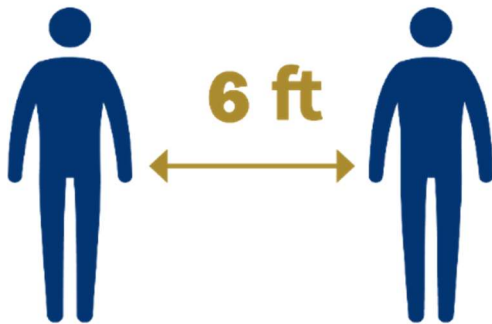
## Remote Work

When possible, employees are encouraged to remotely work from home.

- No more than 50% of employees will be physically present in the office on any given day.

## Social Distancing

Unless closer interaction is absolutely required to perform job duties, all employees must adhere to a minimum social distancing of approximately 6 ft, as recommended by the CDC.



## Face-to-Face Interaction

If possible, all meetings and interoffice communication should be conducted via phone or internet. Mailboxes or digital files should be utilized for all intercompany document transfer.

## Personal Protective Equipment

Masks, Gloves, and Hand Sanitizer will be made available to all employees of Premier Scales & Systems.

- When social distancing guidelines cannot be achieved (i.e. maintaining a minimum distance of 6 feet), masks are required to be worn. **Exception:** When wearing a mask could create a serious health or safety hazard.
- Gloves must be used when handling items frequently touched by others, especially at customer sites.
- Hand Sanitizer is available in high-traffic and high-touch areas throughout our facilities.
- The above PPE items are available in the entranceway and/or lobby for customer use.
- **Reminder:** Do not touch face, eyes, nose, or mouth before removing PPE, if possible.

Proper use of PPE can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>

## Common Areas

To reduce congregating, all use of common areas, such as break rooms and conference areas, is now restricted. We ask individuals to refrain from gathering in these areas and maintain proper social distancing at all times.

## Proper Sanitation

All high-traffic and high-touch areas, including shared equipment and tools, will be sanitized a minimum of twice daily. Employees must wipe their workstations down with disinfectant at the end of each shift. We will provide disinfectant near shared equipment.

## Company Vehicles

If more than one person in a vehicle is unavoidable, employees should wear face masks. Vehicles must be sanitized by each driver daily, or before any new driver or passenger enters the vehicle. Cleaning includes door handles, keys, gear shifts, steering wheel, mirrors, operator controls, hoist remote, weight cart, and accessories.



## Healthy at Work Officer

Mollie Wilson, our Safety Manager, will be designated as our Healthy at Work Officer. If an employee has any questions or concerns regarding COVID-19, please contact **Mollie Wilson** at **800-474-9838** or **mowilson@premierscales.com**. You may also contact your immediate supervisor.

## Special Accommodations

Per CDC guidelines, we will provide special accommodations for employees and customers at a higher risk of severe illness. If you are potentially at a higher risk, please contact Mollie Wilson or your supervisor immediately. Further information about high-risk categories are available at: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Higher-Risk>.

## Hand Washing/Hygiene

Additional signage has been placed throughout the buildings as a reminder to encourage hand washing.

- **Reminder:** Wash hands before removing any PPE.



## Daily Temperature Checks/Health Survey

To ensure they do not have any COVID-19 symptoms, employees are required to undergo a daily temperature check and health survey, which may be conducted in two different ways:

- 1. Self-Administered:** Performed by employee before beginning workday
- 2. Employer Administered:** Performed by employer before beginning workday

If an employee answers “YES” to any of the screening questions OR has a temperature greater than 100.4°F, the employee will be not allowed into the workplace. See

**Testing Plan** for further action.

- If an employee answers “NO” to all screening questions AND has a temperature of 100.4°F or below, the employee may begin their workday.
- Employees must communicate results to a supervisor before beginning work each day and may submit their paperwork later. All completed surveys must be submitted to supervisors by the end of each week.

## Testing Plan

In the event an employee shows symptoms of COVID-19 the following actions will be taken:

- Employee will be sent home and told to self-isolate.
- Employee will be sent for a COVID-19 test.
- Employee will remain off work until results are received and follow medical advice.
  - **Negative Results** - Employee may return to work, provided they are fever free for 72 hours without fever-reducing medication and/or have been released by a medical professional.
  - **Positive Results** - Employees will be required to continue to self-isolate and will not be allowed to return to work until they receive two negative test results in a row, at least 24 hours apart.
    - Premier Scales & Systems will notify local public health offices of results and provide work schedules and customer/employee contact information.
    - Until cleaned and sanitized, we will restrict access to all areas, vehicles, and equipment that have been in contact with the infected person.

## Contact Notification

If an employee tests positive or becomes exposed to COVID-19, Premier Scales & Systems will assist public health officials by providing the following information:

- Employee’s work schedule, workstation, hours worked, and customer site locations
- The potential time frame of exposure
- Names and contact information of other employees and customers who have been in contact with the infected employee in the two days before testing positive

## Customer Access

Until further notice, we are limiting access to our facilities. Customers may perform curbside drop off and pickup orders by calling Premier Scales & Systems at 800-474-9838. The Evansville facility’s vestibule has been to dedicated drop-offs and pickups. If a walk-in is necessary, masks, gloves, and sanitizer are available.

## Customer Sites

While on a job site, Premier Scales & Systems’ employees will adhere to all customer and government requirements and regulations (i.e. screenings, temperature checks, social distancing, restricted access).

## Potential Illness

If you believe you are sick, please do not come to work. Be respectful of others and stay home. If you have any symptoms of the COVID-19 virus or feel sick while at work, contact your supervisor immediately.



## Screening Locations

Please see links below to testing facilities in both Indiana and Kentucky.

- **INDIANA:** <https://www.coronavirus.in.gov/2524.htm>
- **KENTUCKY:** <https://chfs.ky.gov/agencies/dph/Pages/COVID-19-Drive-Thru-Locations.aspx>