

## DATA PAPERS PROCEDURES FOR COMPLYING WITH 20200415 – SOH WORKER SAFETY ORDER

(issued by Rachel Levine, MD, Secretary of Health, State of Pennsylvania)

### Employee Working Procedure

Procedure C19-002

In compliance with the above PA state order, the following will take effect Sunday, April 19, 2020 at 8:00pm and continue until further notice.

All employees will be tested by a thermal device before each shift. Please arrive no more than five minutes before your shift. The testing will take place outside of the shipping door by Nancy's office. If you are waiting in line, please press the buzzer. There will be markers at that entrance in six-foot increments to promote social distancing. Masks must be worn before you approach the testing line. If your temperature is 100.4 degrees Fahrenheit or above, you will be sent home. This portion of the procedure will be suspended until the company acquires the proper equipment to accurately measure body temperature. Until then, it will be the responsibility of each employee to quickly notify his/her supervisor if any symptoms of COVID-19 occur (i.e. fever, cough, or shortness of breath).

All employees will be issued masks, which must be worn at all times on company property, except when eating or drinking. Homemade masks are acceptable if they adequately cover the mouth and nose. Employees in single-occupied offices may remove masks as long as they close their office door. Please knock on their doors if you need to see them, otherwise call or email them.

Once in the building, please do not congregate in common areas such as the lunchroom. Tape will be placed on the floor in 6-foot increments by the timeclocks to promote social distancing. You may confer with the person you are replacing from the shift before or after yours but remain six feet away and wearing your mask.

Starting 15 minutes before the end of your shift, please clean your work area with alcohol as you would want it cleaned for your family. This includes your keyboard and mouse, and high-touch areas such as control buttons, switches, tape machines, tools used and your workbench area. Clean your mouse and keyboard by spraying alcohol on a cloth and then using the cloth to clean those items, do not spray alcohol directly on the mouse and keyboard.

Prepress access will be limited to our prepress employees and their supervisor. Prepress employees should be contacted by phone or email if you need them. Same goes for our office staff.

The lunchroom and restrooms will be limited to one person at a time. Please use these spaces as quickly as possible, respecting that others may need to use these areas as well. Please close the door when you are in the lunchroom or restroom and leave the door open when you are finished.

All employees should wash their hands for 20 seconds with soap and warm water at least once per hour.

If you are experiencing symptoms (fever, cough, shortness of breath) you should notify your supervisor and stay home. The company will then contact you with further details.

The importance of these actions cannot be over emphasized and will be strictly enforced. Our number one priority is to keep you and your families safe during this unprecedented time in our lives. Please direct your questions to me or your supervisor.

Jerry

4/16/2020

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