

Subject: Face Cover Policy Update (Plant and Warehouse Environments)

All McDonough Employees,

Please review the April 6th memo on face covers. Please see the following requirements for the plant/warehouse environment.

YOU MUST HAVE A FACE COVERING WITH YOU AT ALL TIMES

Face coverings are required at all times with the exception of:

- When working alone in a stationary place. This includes work center operations (unwind, rewind, viewing area, etc.)
 - HOWEVER, if someone enters your work area you must put on a face covering.
- For brief periods of time (about 5 minutes) to take a break from the covering while distanced at least 6 feet from other employees.
- While traveling in open spaces and forklift aisle ways.
 - HOWEVER, when another individual is approaching and/or before entering an enclosed space (office, color room, hot press, restroom etc.) you must put on a face covering.
- While eating.
- While outdoors.

Even with face covers on, you must:

- Stay 6 feet apart from each other when talking, sitting and working together when possible.
 - If a job task requires less than 6 feet separation with no other option, the maximum amount of time individuals may reside inside 6ft is 15 minutes. The intention of this requirement is per instance.
 - When a particular location is too loud to hear one another while conversing in such a way that requires individuals to move inside a distance of 6ft, the conversation should not span longer than 15 minutes. If a conversation will require longer than 15 minutes, move the conversation to a quieter location to maintain 6ft social distancing.

Additional measures to reduce risk:

- Disinfect commonly used items, equipment, surfaces (soap and water disinfects too)
- Use hand sanitizer when soap and water is not available

Remember, according to the CDC, the wearing of a face covering is intended “to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.” In other words, the wearer of the face covering is protecting other people.

Thank you for your cooperation and support.

Regards,
Bob