

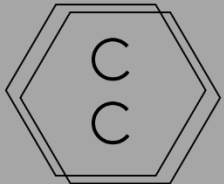


WELCOME

FACE COVERINGS REQUIRED.

Thank you.

SAFE REOPEN POLICY TRAINING | COVID-19



CAMERON CONSULTANTS

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EMPLOYEES MUST WEAR FACE COVERINGS!

All employees will be provided, at no cost, a cloth face covering & gloves, for protection and wear when working in the facility. The face covering is mandatory and is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. The gloves are optional, but recommended for employees to use with proper disposal. **Employees are instructed to wash their face coverings daily if reusable. Employees are instructed to dispose properly after single use, if disposable.**

How to properly wear a face mask



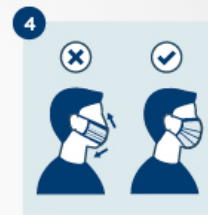
1
ENSURE THE PROPER
SIDE OF THE MASK
FACES OUTWARDS



2
SECURE THE STRINGS
BEHIND YOUR HEAD
OR OVER YOUR EARS



3
PRESS THE METALLIC
STRIP TO FIT THE SHAPE
OF THE NOSE



4
COVER MOUTH
AND NOSE FULLY MAKING
SURE THERE ARE NO GAPS



5
WEAR MASK



6
DO NOT TOUCH THE
MASK WHILE USING IT,
IF YOU DO
WASH YOUR HANDS



7
REMOVE THE MASK
FROM BEHIND BY
HOLDING THE STRINGS
WITH CLEAN HANDS

FACTS.
OVER FEAR
COVID-19



COEXISTENCE RULES

Coexistence Rules

What to do in case of symptoms

If you or your close family/relative has the following symptoms, report it to human resources, **do not** show up to work:

- Fever
- Cough
- Respiratory distress
- General discomfort
- Gastric problems
- Diarrhea

All employees that are feeling sick or feel similar symptoms as described by COVID-19 above, are **not to come to work** and are to follow DPH guidance for self-isolation, if applicable.



CLOCKING IN & ENTRY TO WORK

Prior to entering the workplace and facility, there is a requirement for daily verbal check-in that includes the following:

- Verbal check-in, confirming no sign of cough, shortness of breath, fever, or any other symptom of concern.**
- Temperature check and time of check**
- Employee Code**

***This information will be taken by a single person to avoid contact.*

Likewise, a record will be kept for any visitors to the facility, taking temperature, name, company and time of visit.



SELF TEMPERATURE CHECK

Employees will now perform daily **self-temperature check in the front lobby** of the office before clocking in. For employees entering the workplace:

Required Check-In Process will be as follows:

1. Hand Sanitize / Disinfect Hands
2. Disinfect thermometer handle (suggest to pick up with a Clorox wipe)
3. Hold thermometer away from forehead ****DOES NOT HAVE TO TOUCH OR MAKE CONTACT****
4. Press and hold trigger button, until temperature is recorded.
5. Notate temperature, time of check, confirm no sick symptoms, and employee name on log sheet.
6. Disinfect thermometer handle and place back into cup / mug.
7. Hand Sanitize / Disinfect Hands.
8. Clock In.
9. Hand Sanitize / Disinfect Hands.



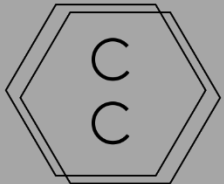
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- Temperature check and time of check**
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PLEASE REMEMBER TO STAY 6FT APART WHEN CHECKING
TEMPERATURE.

PLEASE REMEMBER TO DISINFECT YOUR HANDS
BEFORE & AFTER TAKING YOUR TEMPERATURE.

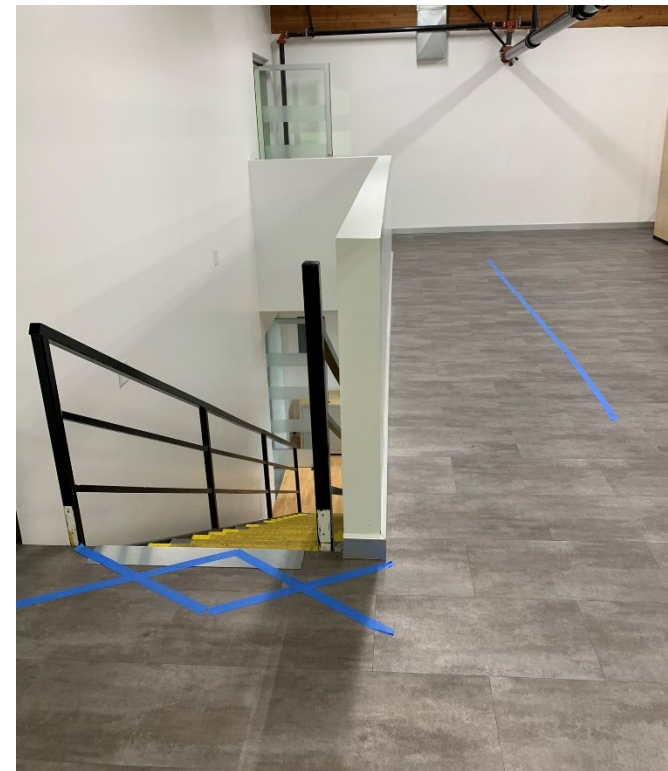
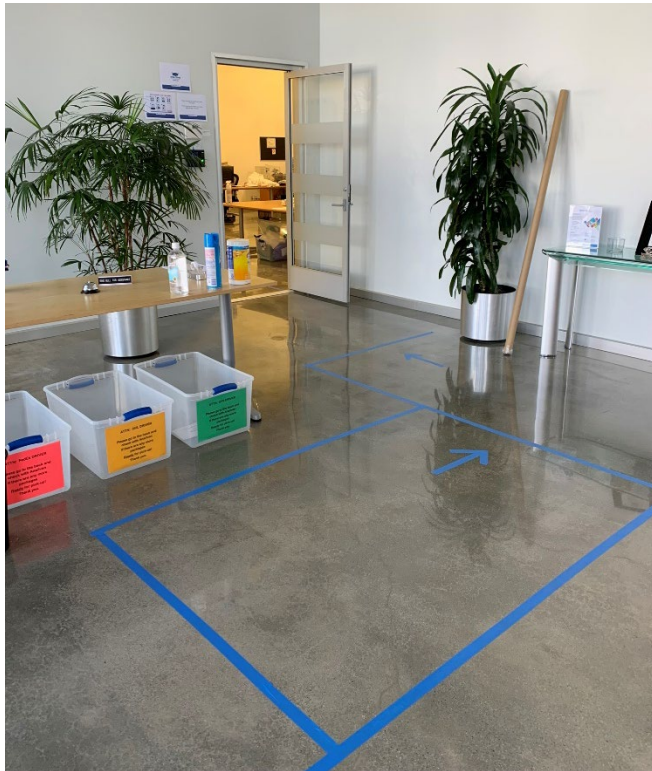
PLEASE REMEMBER TO DISINFECT THE THERMOMETER BEFORE
& AFTER USE.



6 FT SOCIAL DISTANCE MEASURES

Marking of floors in common areas such as hallways, entrances and exits, kitchen, among others, that ensure social distancing measures of 6 feet.

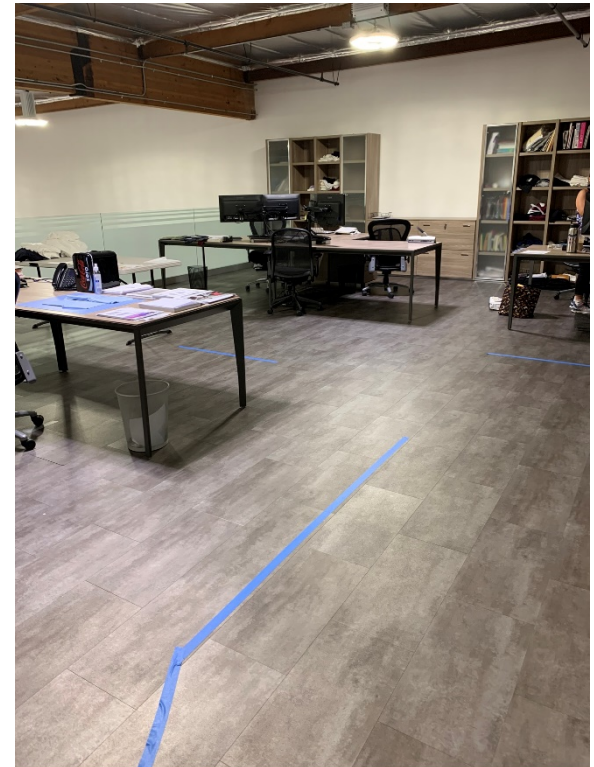
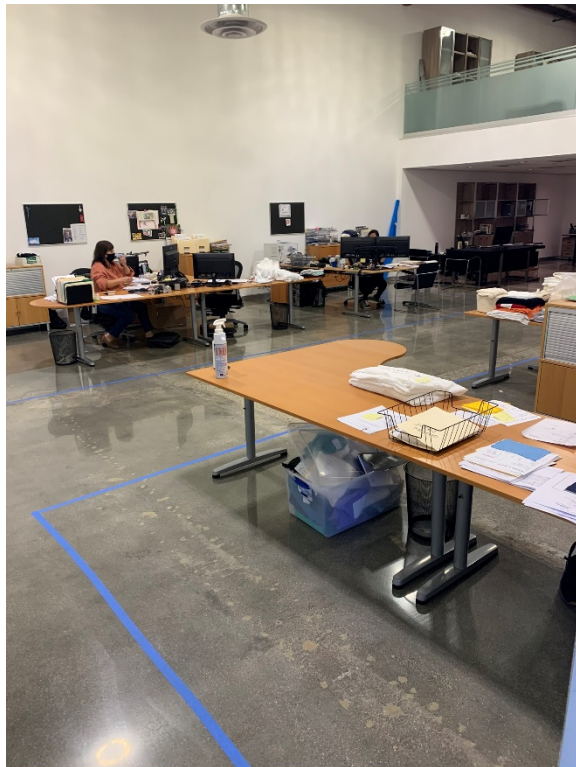
All office desks & workspaces will be separated by at least six feet. Employees are instructed to keep / maintain a six foot distance at all times.



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DISINFECTANT SUPPLIES AND GUIDELINES

Disinfectant and related supplies are available to employee at the front reception desk in the lobby and at the following locations:

- Kitchen
- Conference Rooms
- Bathrooms
- Production Office
- 2nd Floor Office
- Sample Office

Employees must disinfect and wipe down frequently used and touched desk & office items, including telephone, computer and work tools, at least twice a day.

Employees must disinfect by wiping or spraying packages, mail, and incoming parcels to the office.

Hand sanitizer, effective against COVID-19, is available to all employees, with stations at the following locations:

- Hallway to Kitchen / Bathrooms
- Front Lobby & Reception
- Conference Rooms
- Production Office
- 2nd Floor Office
- Sample Office
- Accounting Office



KITCHEN & LUNCH BREAKS

Lunch breaks will be staggered to ensure 6 feet distance maintained for kitchen use. Please do not eat in the kitchen. Employees are prohibited from eating or drinking inside the workspace outside of designated areas (Lobby, Outside Tables, & Upstairs Activity Space):

- Kitchen Disinfected @ 10:45a
- Group 1: 11:00a-11:30a**
- Kitchen Disinfected @ 11:45a
- Group 2: 12:00p-12:30p**
- Kitchen Disinfected @ 12:45p

***balance of time spent in one of the approved spaces*

Wash your hands with soap and water for at least 20 seconds before touching food and after eating.

Wipe down and disinfect handles of microwave or fridge if used.

Kitchen:

- **NO MORE than 2 people at a time.**
- **Disinfected Every Hour**



CONFERENCE ROOMS & OTHER SPACES

Meetings are restricted to 2-3 people in the Blue Room, and 3-4 people in the Show Room. A distance of six (6) feet must be maintained in these spaces during the meeting. **Employees are encouraged while at the office to utilize company online meeting platforms (Teams & Zoom), and only meet in person if urgent or necessary.**

If the bathroom(s) is in use, **DO NOT** wait or stand in the hallway, await availability in an approved / designated break area.

Cleaning and disinfection in the bathrooms & toilets will be carried out by the cleaning staff daily.

Conference Rooms:

- **Blue Room: NO MORE** than 2-3 people at a time.
- **Show Room: NO MORE** than 3-4 people at a time.
- Disinfected Before & After ALL Meetings

