

COVID-19 Office Mitigation Measures – Best Practices

Physical Distancing Protocol

Employees should follow all Federal, State and Local physical distancing guidelines while at Schnabel's facilities, including but not limited to workstations, kitchens, common areas and office spaces. Specifically, employees are asked to:

- Stay 6 feet away from others when working or on breaks. Where a minimum distance cannot be maintained, engineering or administrative controls should be utilized.
- Avoid job tasks that require face-to-face work with others.
- Avoid contact with others whenever possible (e.g., handshakes).
- Avoid touching surfaces that may have been touched by others.
- Avoid gathering when entering and exiting the facility. Follow posted signage regarding COVID-19 physical distancing practices.
- Disinfect your workspace often.
- Stagger lunches to limit the number of individuals in the break room.

General Employee Health and Hygiene

Practicing good hygiene is essential to prevent the spread of COVID-19. Do your part by practicing good hygiene at work and at home:

- Regularly wash your hands for at least 20 seconds throughout the day with warm water and soap, specifically before eating.
- Cover coughs and sneezes.
- Avoid touching your eyes, nose and mouth.

To help employees remain healthy, Schnabel has hand sanitizer and disinfecting wipes available throughout the office. We have limited amounts of these supplies and will continue to restock as we are able. It is suggested that employees wash their hands more frequently than normal as this is the best method to kill the virus.

In addition, employees are encouraged to wear face coverings when in public and when physical distancing of 6 feet or more cannot be guaranteed. It is recommended that employees wear their face covering when entering and exiting the building and when using common areas such as bathrooms, kitchens and lobbies. Schnabel will also provide latex gloves and Safety glasses if needed.

Airline Travel Safety Protocol

The following practices should be followed if an employee decides to travel utilizing commercial airlines:

- Clean your hands often.
- Avoid touching your eyes, nose, or mouth.
- Avoid close contact with others.
- Wear a cloth face covering in public. If requested, Schnabel will provide an N-95 respirator for voluntary use for air travel.
- Cover coughs and sneezes.
- Pick up food at drive-throughs, curbside restaurant service, or stores.

Other Best Practices

Please share any best practices that you have implemented in your offices with us at HR.Covid19@schnabel.com or by texting pictures of your office best practices to 571-577-7696.