

GRAPHICAST INFECTIOUS DISEASE PLAN FOR COVID-19

Where, how, and to what sources might workers be exposed and what personal protective equipment (PPE) is needed:

List Job Tasks	PPE
All plant and office operations	Cloth masks provided to all employees. Non mandatory use.

Basic Infection Prevention Measures

The company promotes frequent and thorough hand washing, by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.

Workers are instructed to stay at home if they are sick.

Telecommuting and flexible work hours are in place for office personnel.

Workers should not be using other workers' phones, desks, offices, or other work tools and equipment, when possible.

Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.

Procedures for Prompt Identification and Isolation of Sick People

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at a worksite.

Employees should self-monitor for signs and symptoms of COVID-19. If the employee suspects possible exposure, the employee should report to their supervisor that they are sick or experiencing symptoms of COVID-19.

An employee that shows symptoms of COVID-19 will be isolated until the potential sick employee can be removed from the worksite.

Workplace Controls

Machines are spread throughout the factory and provide good physical separation. Employees are instructed to minimize socializing and limit discussions to business issues only.

Employees have been issued cloth facemasks for voluntary use.

Encouraging sick workers to stay at home.

Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.

Staggered starts times are allowed to minimize contact

Have emergency communications contacts.

Provide updated COVID guidance through posted notices

Provide resources and a work environment that promotes personal hygiene. Provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.

Promote regular hand washing or using of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE.

Posted handwashing signs in restrooms.