

Monadnock Paper Mills, Inc.

ADVANCED PROTOCOLS FOR INFECTION CONTROL AGAINST COVID-19

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Effective Tuesday, May 26, 2020, In Effect Until Revoked

ALL EMPLOYEES MUST ENTER THROUGH THE BOX SHOP DOOR, THE GREEN FRONT DOOR OR THE MAIN OFFICE AND BE TESTED PRIOR TO ENTERING THE FACILITY – SCREENING WILL START 20 MINUTES PRIOR TO SHIFT CHANGE

Peter Noddin, Safety and Health Manager

X8264 CODE CALL 512

Cell- 603-547-5134 and 207-745-1103

Body Temperature Screening

1. WHO?

A. WHEN MACHINES RUNNING

- i. **7 AM shift change**- Incoming Tour Boss (Front green door), Safety and Health Manager (Box Shop)
- ii. **3 PM shift change**– Incoming Coater Foreman (Front green door),
- iii. **7 PM shift change**- Incoming Tour Boss (Front green door)
- iv. **Employees using the back entrance at 3 PM and 7 PM will report to the front time clock for screening.**

b. WHEN MACHINES ARE DOWN (NO TOUR BOSS)

- i. **7 AM shift change**- Incoming Coater Foreman (Front green door), Safety and Health Manager (Box Shop)
- ii. **3 PM shift change**– Incoming Coater Foreman (Front green door),
- iii. **7 PM shift change**- Incoming Coater Foreman(Front green door)
- iv. **Employees using the back entrance at 3 PM and 7 PM will report to the front time clock for screening.**

c. **Office Personnel**- Enter through front door at Main Office, HR and other appointees will screen at the visitor counter.

d. Screen all incoming employees, including yourself

e. **Late employees** must report to the telephone and page the Tour Boss IMMEDIATELY for screening.

- f. Night call-ins must report to the telephone and page the Machine Room Tour Boss immediately for screening

2. HOW?

- a. ASK each employee the following questions:
 - i. **Have you been in close contact with a confirmed case of COVID-19? (Close contact = within 6' for 15 minutes)**
 - ii. **Have you had a fever or felt feverish in the last 72 hours?**
 - iii. **Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?**
 - iv. **Are you experiencing any new muscle aches or chills?**
 - v. **Have you experienced any new change in your sense of taste or smell?**
- b. **If “YES” to any of the above, give the employee the NPHS Self-Observation Guide, advise them to seek medical advice, and have them return home. “X” out the box on the questionnaire column on the Screening Checklist. Notify HR.**
- c. **If “NO” to all of the above, put a check in the questionnaire column, proceed with body temperature screening.**
- d. **TAP** trigger on GUANAI no touch thermometer once to turn on
- e. **HOLD** sensor 1.5 to 2.0 inches from employee’s BARE forehead or face/cheek
- f. **TAP** trigger again to take temperature
- g. **PLEASE** do not change any settings on unit as instructions are incorrectly translated
- h. **SANITIZE** thermometer before boxing for next Supervisor

- i. Wash or sanitize your hands
- ii. With a paper towel, dampen the exterior and trigger with hand sanitizer or bleach solution. **DO NOT SPRAY UNIT**

3. WHAT?

- a. **BEEP WITH GREEN SCREEN AND TEMPERATURE READING-** Record a check mark in the Temperature column on the Screening Checklist
- b. Allow employee to proceed to work
- c. **BEEP WITH RED SCREEN and “HI” (100.0+ °F)**
 - i. Lower sensor momentarily toward floor
 - ii. Raise and take a second reading
 - 1. **BEEP WITH GREEN SCREEN AND TEMPERATURE READING-** allow employee to proceed to work
 - 2. **BEEP WITH RED SCREEN and “HI” (100.0+ °F)**
 - a. **RECORD “X”** in the Temperature column on the Screening Checklist
 - b. **Give the employee the NHPHS Self-Observation Guide, advise them to seek medical advice, and have them return home. Notify HR.**
 - c. **INSTRUCT** employee NOT TO RETURN until fever free for 4 days and no cough. **Recommend consulting medical professional if fever persists.**

MASKS

1. **PROVIDE ONE** to each employee at the beginning of shift
2. **USE IS VOLUNTARY**
3. **USE IS MANDATORY WHEN CLOSE CONTACT (6 feet) IS UNAVOIDABLE**
4. **MASKS ARE SINGLE USE-** Dispose and get a new one each day
5. **DISPOSE IN REGULAR BAG LINED TRASH CONTAINER** at end of shift
6. **ADVICE FOR USE**
 - a. **THIS IS A MASK NOT A RESPIRATOR-** it protects you from nothing, it provides little to no filtration of inhaled air.
 - b. **A MASK CAPTURES EXHALED DROPLETS-** it may reduce the risk of you infecting a coworker.
 - c. **WEAR OVER NOSE AND MOUTH**
 - d. **SANITIZE HANDS** after touching mask
 - e. **DO NOT** leave masks laying around the mill

EMPLOYEES CALLING IN SICK- ADDITIONAL SCREENING PROCEDURE

When receiving a call in for illness, the receiving Supervisor should ask if the employee has:

- 1. Persistent “Dry” Cough**
- 2. Fever (100.0+)**
- 3. Shortness of breath/tightness in chest**

IF YES to 1 and 2, the employee should be instructed not to return to work until:

1. 4 days fever free, or
2. Cleared by a health care professional as non-Covid 19

IF YES to 3 or to 1, 2 and 3, the employee should BE RECOMMENDED TO seek medical attention and should not return to work until cleared by a health care professional as non-Covid 19

IF A FAMILY MEMBER HAS THE SAME SYMPTOMS, notify Bill Peterson VP HR at 603-588-8617. The employee should stay at home and self-isolate:

1. The employee should self-isolate for 14 days after the family member is fever free for 4 days, or
2. The affected family member is cleared by a health care professional as non-Covid 19

IF A FAMILY MEMBER HAS BEEN DIAGNOSED WITH COVID-19 OR ADVISED BY A HEALTH PROFESSIONAL TO SELF ISOLATE notify Bill Peterson VP HR at 603-588-8617 and advise employee to contact Bill regarding return date.

SANITIZING WORK SURFACES

COMMON AREAS FREQUENTLY TOUCHED (door handles, railings)

- Mill Janitor will disinfect daily, including the stairway to the upstairs offices
- The Main Office and upstairs office areas will be disinfected nightly by the office cleaning contractor

WORK SURFACES AND TOOLS

- To the degree possible, these items will not be shared (work at your own station, use your own tools).
- Shared work surfaces, such as controls and production computer stations shall be sanitized at the beginning and end of each shift, as well as any time that their user changes (i.e. new operator in on overtime)
- Shared tools shall be sanitized after use
- Hands must continue to be frequently washed or sanitized, especially after an unavoidable sharing has occurred and before putting the hands near the face
- **Procedure:**
 - Only approved sanitizers will be used: bleach solution, BzK based (Lysol), alcohol (wipes and hand sanitizer solution), and hydrogen peroxide based (Janitors only!).
 - Lightly dampen surface and allow to air dry. Spray or use a wiper.
 - Do not use bleach on incompatible surfaces (i.e porous surfaces or where it will remove lettering. Use hand sanitizer instead.)
 - Do not spray disinfectants on electronics- wipe

- **REMEMBER** that hand sanitizer is a flammable liquid. DO NOT use near ignition sources

EXPOSURE MITIGATION MEASURES

SELF-SERVICER OPTIONS- For example, customer samples, communal packaging, food/beverages (e.g. candy dishes, common creamers at coffee stations) are prohibited.

- Individual packets and creamer cups will be provided and presented/used in a manner that avoids “digging” or excessive contact.

TRASH- Dispose of your own promptly and properly. DO NOT leave things around for others to clean up.

COUGH/SNEEZE ETIQUETTE- Cover with a tissue or towel. Cough into your sleeve in emergencies. Wash or sanitize hands immediately.

IF AN EMPLOYEE BECOMES SICK- with Covid 19 suspect symptoms during the shift, they must be sent home immediately. Their Supervisor will see that the surfaces in their workspace are cleaned and disinfected.