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## Coronavirus Prevention Site Protocols

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As we work to make our facilities as safe as possible, we have instituted the following etiquettes and standards in all facilities.

### Initial Immediate Actions

1. Hand Sanitizers in workforce congregation points (cafeteria, locker rooms, bathrooms, etc.)
2. Extra Cleaning at workforce congregation points (cafeteria, locker rooms, bathrooms, etc.)
3. Extra Cleaning at workstations, at shift transitions or changeovers with personnel
4. Extra stocking of cleaning supplies on site

### Additional Immediate Actions

**Handshake-Free Zones.** In order to be extra-vigilant in our precautions, we are asking that people refrain from handshaking. To promote this, you may see a [sign](#) in your location welcoming employees and visitors to our “handshake-free workplace.”

**No Shared Safety Glasses or other PPE.** Visitors to our locations should be provided new safety glasses. We

**Removal of Shared Foods.** We are asking that all facilities remove any “community bowls,” such as candy and snack bowls, and that employees refrain from bringing food in from home or restaurants to share.

**Suspension of Self-Serve Cafeteria Items.** In cafeterias with salad bars, self-serve snack stations and other self-serve items, we are suspending those offerings. [Salad Bar Sign](#)

**Cleanliness.** We are taking the following steps around the cleanliness of our facilities.

- Working to increase the availability of hand sanitizers and hand soap at our locations
- Working with our cleaning crews to increase and expand our building cleaning processes

**NEW Social Distancing.** Wherever feasible implement employee social distancing (>2 m/6 ft.) by:

- Implement Work from Home where feasible while ensuring key manufacturing functions (Quality, EHS, Operations, etc.) remain on-site
- Minimize group meetings to the extent possible
- Stagger employee clock in/out times by 15 mins during beginning, lunch, and end of shift times

**NEW Limit visitors.** Discourage outside visitors. Deliveries and shipping must establish clearly defined boundaries for drivers