

EandM COVID-19 Protocols

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New changes are highlighted in orange

This document is intended to establish best practices for ensuring the safety of EandM employees and customers during the time of the COVID-19 pandemic. This document will change over time based on the state of the pandemic and recommendations from public health officials

General Health Guidelines

Daily, all employees must fill out a survey indicating their body temperature and whether they are exhibiting any of the following symptoms: fever, cough, shortness of breath, loss of smell or taste, chills, or sore throat.

Employees must avoid contact with colleagues (defined as coworkers at EandM, customers, supplier representatives, and other people they encounter during their course of business) if they have been diagnosed with, or show symptoms of, a COVID-19 infection. Those symptoms include:

- Coughing
- Fever over 100.0 degrees Fahrenheit
- Shortness of breath or difficulty breathing
- Loss of smell or taste
- Any combination of the following: chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, runny nose, muscle pain

For the purposes of this document, a “COVID test” refers to a test that measures active COVID infection – not an antibody test that measures prior exposure. Active COVID tests are usually conducted via a nasal swab, not a blood test.

If an employee tests positive for COVID-19, they must self-isolate during the course of their illness. They must not return to a work site, or have contact with any EandM staff member, customer, or colleague, until they have been symptom-free for 14 days and have had two negative COVID test results more than 24 hours apart.

Employees must also avoid contact with colleagues if someone in their household, or someone that they have come into close contact with within the last 14 days (closer than 6 feet for longer than 15 minutes), has a suspected or confirmed case of COVID-19.

If the employee shares a household with someone who tests positive for COVID-19, all persons in the household must self-quarantine, be symptom-free for 14 days, and test negative for COVID-19 before the employee can return to work.

Employees must avoid contact with colleagues if they are awaiting the results of a COVID-19 test, regardless of whether they are currently symptomatic.

If possible, employees who need to self isolate for the above reasons should arrange to work from their homes. Employees who have these symptoms but are too sick to work, or who are caring for someone with a suspected COVID infection, should take paid COVID-19 time off and follow the standard time off reporting and approval process.

Employees are required to follow all guidelines from their local governments with regard to: shelter in place orders, social distancing, avoiding large gatherings, etc. Failure to abide by public directives will be considered grounds for dismissal.

Personal Protective Equipment

All employees whose duties require them to visit either EandM offices or customer sites will be issued cloth face masks. The conditions under which these masks must be worn is outlined below.

EandM facilities will be equipped with hand sanitizer, soap, sanitizing wipes, surface cleansers, gloves, and other supplies necessary to maintain a safe workplace.

Office / Work Environment

All employees whose work can be done remotely should plan on teleworking until further notice. Management will make reasonable accommodations to allow employees to telework effectively.

For employees who have job duties that require them to be onsite, managers should consider ways to limit their time at work; for example, spending half the week onsite and half the week teleworking. Prior approval from management is required for an employee to work at an EandM facility or to visit a customer site.

EandM offices, including training areas, break areas, lunchrooms, and conference rooms, will be reconfigured to allow for appropriate social distancing (at least 6 feet from all other personnel at all times). This will include spacing chairs 6 feet apart, separating cubicles, and may require erecting plexiglass barriers.

Employees must wear a mask throughout their shift while onsite at an EandM facility under the following circumstances: when in the presence of others; when working in or walking through common areas, such as hallways or parking lots; or when in spaces open to the general public (i.e., lobbies).

All employee activities, including meetings, shared lunches, and so forth, must take place in a location that allows for appropriate social distancing and social distancing practices must be observed.

No employee can be compelled to work onsite if the employee believes that doing so would put themselves, a member of their household, or a coworker at risk.

Travel

Until further notice, all business travel is banned without the express permission of EandM's ownership.

If an employee (or a member of an employee's household) takes a trip that requires either (1) a flight in a commercial airplane, or (2) an overnight stay outside of their home, then upon returning, that employee must telework and isolate for 14 days.

Customer / Worksite Visits

Generally speaking, customer meetings should be done via video-conference whenever possible.

Site visits may be required in some circumstances. For example:

- Engineers and repair staff may visit customer sites to install or commission equipment, or to diagnose problems.
- Sales and pre-sales technical staff may need to visit customer facilities to specify replacement products, understand functional requirements, or conduct customer meetings.
- Motor shop or fulfillment staff may need to pick up or deliver equipment.
- Trainers may need to visit customers to conduct classes.

In any instance where a site visit is necessary, the following conditions must be met:

- The customer needs to have verified, in writing, that they have a COVID-19 policy that meets EandM requirements
- Face coverings must be worn throughout a site visit
- Social distancing measures, including maintaining six feet of distance from other people, must be observed during site visits.
- Gatherings of more than 10 people, including meetings, training sessions, or supplier events, are prohibited.

When possible, site visits that take place entirely out of doors are preferred.

Site visits should only include those EandM employees whose presence is required. Multiple EandM staff should not attend the same site visit without cause.

The length of a site visit should be kept shorter than 1 hour unless absolutely necessary. Meetings that are anticipated to last longer than 1 hour must be approved in advance by EandM ownership.

If a site visit falls into a 'higher risk' category, the employee that attended must self-isolate for 14 days. They must not visit EandM workplaces or other customer sites during this time, or have contact with other EandM employees. A 'higher risk' visit is defined as a visit that 1) lasts longer than 1 hour, 2) takes place indoors, and 3) involves more than 3 total attendees.

No EandM employee can be forced by their management team to make any site visit if the employee feels that it would put them, a member of their household, or a coworker at risk. Any questions or clarifications should be addressed with your manager.