



Polymer Technologies Inc.
COVID-19 Health and Safety Guidelines
Updated: November 19, 2020

- Until further notice, all business travel is suspended; exceptions to be specifically approved by your supervisor/manager.
- Visitors to any of our divisions must be approved by Jarred Prybutok or division GM.
- Conferences to be attended via conference call.
- Where possible and as approved by your direct supervisor, we will allow employees to work at home remotely while we monitor CDC, Federal, State, and Local recommendations and updates.
- We will continuously monitor the CDC, WHO, Federal, State and Local information on an hourly, daily and weekly basis.
- If you are feeling sick, please do not come in. Should you contract COVID-19 please follow the CDC guidelines for self-quarantine and notify us immediately.
- Social distancing must always be maintained within all facilities, maintaining a minimum of six feet between personnel.
- Masks must be worn while inside the building.

COVID-19 appears to be spread through close person-to-person contact only.

As such, we **strongly** encourage you to follow the recommendations of the CDC while you are at work, at home, and out in your personal time:

- Wash your hands regularly
- Avoid touching your face
- Sneeze/cough into a tissue or paper towel and dispose of it immediately
- Avoid travelling to regions with active outbreaks

Should you show symptoms, contract the virus or become quarantined please contact Human Resources immediately.

If you believe you are getting sick, **stay home**. Call your supervisor immediately and arrangements will be made. You will not be penalized. If you come in with any of the following symptoms you will be asked to go home until you have recovered:

- Fever
- Cough
- Excessive sneezing
- Runny nose

If you have any questions at all about COVID-19 or our response to the outbreak, get in touch with your manager, or you may contact Dori Prybutok directly. If you have scheduling concerns, please work with your manager.