



## JIREH METAL COVID-19 FACE COVERING POLICY

While keeping a physical distance of at least six feet from other people, practicing good hygiene measures (e.g., frequent hand washing, avoiding touching the face, covering coughs and sneezes), and staying home when ill are the best known protections against COVID-19, wearing a face covering that covers the nose and mouth can help protect others.

In order to help ensure the health and safety of all Team members and visitors, face coverings are required to be worn on site at Jireh Metal facilities:

- Indoors when other Team members or visitors are present; this includes common areas, such as hallways, breakroom, aisles and locker rooms.
- Outdoors when keeping a six-foot distance from others may not be possible.

This requirement is in accordance with federal and state workplace safety requirements and with local public health directive. **This policy is in effect until otherwise communicated.**

For the purposes of this policy, a face covering means any cloth face covering, such as facemask, bandana or scarf, that covers the nose and mouth, and ties around the ears or the back of the head. It should be secured under the chin and fit snugly against the sides of the face.

All Team members working on site have been issued at least one reusable cloth face coverings. Team members are responsible for laundering their company-issued reusable cloth face coverings and may use a personally purchased alternative face covering as appropriate. You may request for additional face masks when necessary. Please visit our intranet Hot Issues Center page ([jirehmetal.com/hot](http://jirehmetal.com/hot)) for instructions on how to properly wear cloth face covering and how to wash them.

All Team members have also been trained on the proper use, care, storage and disposal of face coverings and PPE. If you missed the training or would like to review the training materials, please contact the Human Resources manager.

### Face coverings exemptions:

- A medical professional has advised that wearing a face covering may pose a health risk to the person wearing the covering or impair their breathing.
- Wearing a face covering would create a safety risk to the person as determined by local, state, or federal regulators or workplace safety guidelines.
- The person is physically unable to put on or remove the face covering without assistance.
- The person has trouble breathing, is unconscious, or unable to remove the face covering without help.
- The person is deaf or hard of hearing and uses facial and mouth movements as part of communication.
- Team members will be required to provide documentation to validate their need for an exception or accommodation. Accommodations will be determined on a case-by-case basis with the Human Resources manager.



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### Face coverings are *not* required when:

- Working or spending time alone in a personal workspace, office, or other area on company's premises.
- Working or spending time outdoors (e.g., walking, exercising) and at least a six-foot distance can be maintained.
- Eating or drinking; a six-foot physical distance between people is required when eating and drinking and during breaks.

### Managers Responsibilities & Policy Enforcement:

Team members are expected to comply with the face covering requirement as a condition of employment, as well as for the health and safety of themselves, their coworkers, and the company. Managers are required to ensure all of their Team members have a thorough understanding of these requirements. Team members who do not comply should be reminded of the policy by their manager and provided additional education and training as needed.

If, after additional education and training, a Team member refuses to comply with the policy, contact Human Resources manager to initiate the appropriate corrective action. Team member may need to be sent home without pay. If a Team member states they are unable to wear a mask due to a health condition, contact the Human Resources manager immediately.

Thank you for helping Jireh maintain a safe workplace for its Team members and visitors!