

CL Facility—COVID H&S Guidelines

Scope

This document outlines guidelines at Christie Lites facilities to ensure mitigation of risk and provide safety measures to all employees, and visitors during the COVID-19 pandemic. It applies to all facilities

Building Access

- Each location will define and post both employee and visitor entry and exit access points.
- All other access point from the outside will be required to be secured and locked.

Employees:

- All employees who are able to work from home shall be given the option to telecommute.
- All employees are required to wear facemasks while within the facility, when 6' social distancing cannot be achieved.

Visitors:

- All visitors will be required to sign in and out of the building at the Shop desk, in order to be allowed into the building.
- All Visitors are required to wear facemasks while within the facility, when 6' social distancing cannot be achieved

Hand Washing and Sanitizing

Hand sanitizing stations will be setup at each time clock, in kitchens and in bathrooms. Employees and others are reminded to wash and sanitize hands:

- Before and after using the time clock
- Before leaving the restroom
- Before handling any food or equipment in the kitchen
- As necessary after touching objects in common areas and as often as reasonable

CL Facility—COVID H&S Guidelines

Cleaning and Sanitizing Protocols

- All common areas will be thoroughly cleaned daily with approved disinfectant cleaners.
- Shop tools and equipment will need to be thoroughly cleaned prior to sharing them with another employee, and at the end and beginning of each workday.
- Employees are strongly encouraged to disinfect their own workspaces multiple times during their shifts.

PPE

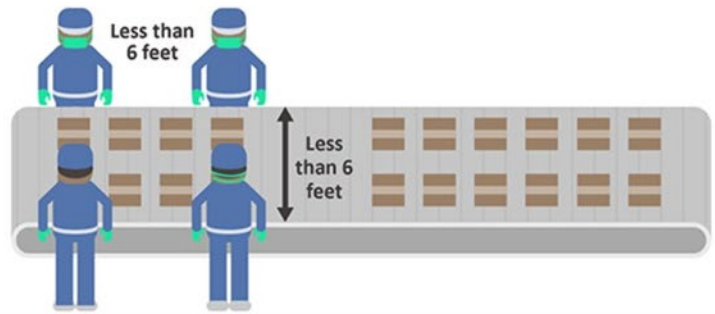
- All employees and visitors are required to wear facemasks while within the facility when 6 feet or social distancing cannot be achieved. Masks are not required in private offices if social distancing can be achieved.

Staff Scheduling and Coordination

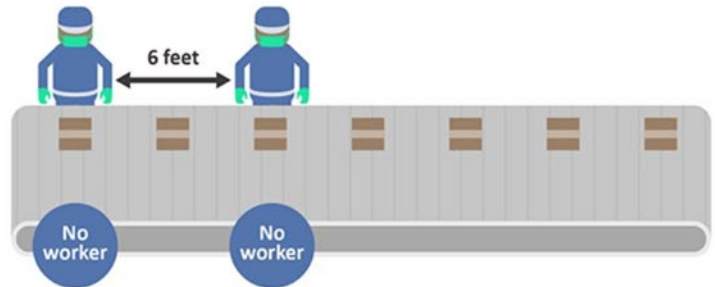
- Work Shifts, Breaks and meal times will be staggered to help maintain social distancing in common areas and break rooms.
- Staff and Visitors shall observe 6' social distancing rules

CL Facility—COVID H&S Guidelines

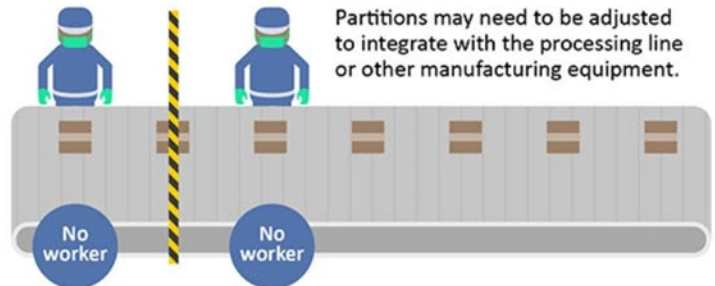
Bad:
Workers are within six feet of one another, including at side-by-side or facing workstations.



Good:
Workers are spaced at least six feet apart, not facing one another. Another setup may be used to achieve similar distancing between workers.

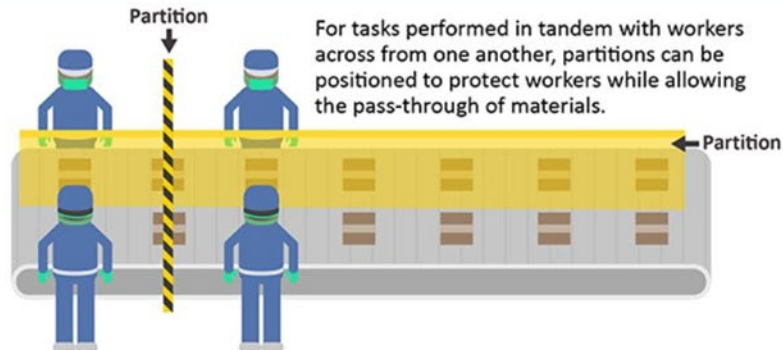


Good:
Physical barriers, such as partitions, separate workers from each other.



Partitions may need to be adjusted to integrate with the processing line or other manufacturing equipment.

Good:
Physical barriers, such as partitions, separate workers from each other, including where workers need to perform tasks in tandem across from one another.



For tasks performed in tandem with workers across from one another, partitions can be positioned to protect workers while allowing the pass-through of materials.

CL Facility—COVID H&S Guidelines

Equipment Cleaning and Sanitization

- Sanitization of high touch areas on equipment has been added to our equipment prep processes
- We use ammonia- and alcohol-based sanitizing and disinfectant products appropriate to each equipment type approved by CDC and OSHA

CL Facility—COVID H&S Guidelines

6 Steps for Safe & Effective Disinfectant Use



Step 1: Check that your product is EPA-approved

Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at: epa.gov/listn



Step 2: Read the directions

Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."

Step 3: Pre-clean the surface

Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.



Step 4: Follow the contact time

You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.

Step 5: Wear gloves and wash your hands

For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.



Step 6: Lock it up

Keep lids tightly closed and store out of reach of children.

coronavirus.gov

CHRISTIE LITES