

Policy for Screening Fritz Employees for COVID-19

The guidance of the U.S. Centers for Disease Control and Prevention (CDC) as well as several other organizations require employers who are designated as essential businesses to implement a system whereby supervisors who have been designated as COVID-19 Vice Safety Monitors check the temperature of all employees before the employee begins work. This policy outlines Fritz Industries' steps for screening Fritz employees for elevated temperatures to prevent worker exposure to coronavirus.

- All Fritz employees must take their temperature at their residence before coming onsite to work. If a Fritz employee has a temperature at or above 99.6°F, they are prohibited from going to work. If the employee is taking fever reducing drugs, the temperature must be taken prior to the drug administration. The employee's supervisor and/or Human Resources must be notified.
- For those employees who are required to be onsite to perform their duties, each employee will have their temperature taken each day at the beginning of their shift. A supervisor, designated as the COVID-19 Vice Safety Monitor, will take the employees' initial temperature using a digital scanning thermometer. If the employee has a temperature at or above 99.6°F, as recorded with the digital thermometer, the designated supervisor will then re-take the employee's temperature using an oral thermometer with single use disposable plastic sheaths. If the employee still shows an elevated temperature at or above 99.6°F, that employee will be sent home. The employee should monitor their symptoms and call a doctor or use Teledoc if their symptoms concern them.
- Employees must wash their hands for at least 20 seconds prior to beginning their work shift.

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- Prior to returning to work, employees must be fever free without the aid of fever reducing medications for 48 hours.
- If an employee and or family member has been diagnosed with COVID-19, they must inform their supervisor and/or Human Resources and self-quarantine for 14 days.
- All employees who can work from home (telecommute) should be working from home at this time.
- Please remember to continue to follow preventative measures, no matter how many employees are in the office — physical distancing, stay home when sick, use proper cough and sneeze hygiene and practice frequent hand washing and sanitization as often as possible.
- The designated COVID-19 Safety Monitor is Rhaj Musa. The COVID-19 Vice Safety Monitors are production supervisors and designated office personnel who are staffed at entry points.
- You must check in with your Vice Safety Monitor and provide the temperature level recorded at home and temperature taken onsite before beginning your work shift.