

April 23, 2020

Fritz Industries Guidance for COVID-19 Face Mask Use – Update

The Fritz Industries COVID-19 Face Mask Policy requires employees to wear a face mask while working near others and in communal areas where multiple employees may be or have been present. Communal areas include production and warehouse areas, foyers, hallways, conference rooms, restrooms, and breakrooms. Inside single occupancy spaces (personally assigned offices and vehicles) it is permitted for the owner/occupant to remove their mask while working alone with the doors closed. These areas should be avoided by other employees to the greatest extent possible. Attempts at communication with others needs to first take place by telephone, texting, email, or instant message. Employees who are working alone with the mask removed must keep it readily available in the event of an emergency situation or unplanned contact.

Communal areas should be avoided except when required and if another person is in the same communal area social distancing with face masks must be followed. Unnecessary movement and loitering should be avoided to give priority to persons performing work in that area. Meetings should be dialed into rather than utilizing conference rooms unless that is not possible. An employee who is working alone can remove their face mask in communal areas but must have them on their person and readily available.

If in-person communication is required face masks must be used and social distancing rules must be followed. In-person communication should take place in a communal area not in personal offices.

Face masks and any other PPE required to complete a procedure must be worn. All employees must practice good personal hygiene including avoiding touching their face, mouth, nose, and eyes with their hands. Employees should wash their hands for 20 seconds with soap and water when starting their shift and as well as frequently as possible.