



CORONAVIRUS UPDATE OCTOBER 2020

As we enter the cold and flu season this is a great time to reiterate our protocol under COVID-19.

At this time there has been no change in the requirements when working at WPI.

- Don't come to work if you are ill, experiencing COVID-19 Symptoms.
 - Fever, loss of smell and/or taste, shortness of breath
- Follow the flowcharts regarding sickness or contact with a person that has tested positive
 - Our county and parish numbers are increasing on a daily basis, please be extra cautious when you go out in public and/or attend a function.
- Maintain a 6' social distance whenever possible
- Face masks are optional – Everyone is entitled to wear a mask or not while working
- All visitors, vendors outside people are to check in at the front desk and must wear facecovering prior to entering the lobby
- Ensure that all high-contact surfaces used by multiple employees are thoroughly cleaned at the beginning and end of each shift. (This is the minimum requirement)
- Ensure that all surfaces are cleaned after every use when multiple people use the same surface, such as keyboards, timclocks, etc.
- Meetings have been and will continue to be held using ZOOM, confrence calls etc., when attendance is over 6 employees in the large conference room.
- Meetings that are scheduled in the production areas such as tailgates are able to maintain the 6' social distancing practice.

Discuss any questions you may have with your supervisor, the Safety Director or the HR Director

We are very fortunate to be working in an essential business, that is busy, has work and is projecting more work every day. You are all amazing in demonstrating your dedication to your job buy being here and performing your jobs while overcoming the challenges that this pandemic has brought upon us.

We are in this together, we are supporting each other, we are Western Pneumatics, Inc.

Thank You Everyone,

Earline