

Western Pneumatics, Inc., is deemed an Essential and Critical Infrastructure Workforce that is working and will continue to work to support our customers, employees and the community.

Pursuant to Governor Brown's Executive Order No. 20-12 regarding COVID-19, and until further notice, WPI is required to develop a Social Distancing Policy appointing a company representative to administer and enforce this policy.

This policy required by the State of Oregon, also applies to our Ruston, LA. Facility.

The following social distancing guidelines must be followed:

- Employees must maintain social distancing of at least six feet from any person at all times, to the greatest extent possible. If you are unable to comply with this requirement, contact your supervisor.
- Employees who are sick need to stay home. Employees that are sick coming into work with symptoms or become sick while at work, will be sent home.
- Social distancing protocols must be maintained with all visitors and customers.
- The physical space between employees' workstations must be at least six feet. Cubicles separated by walls are acceptable for individual workstations.
- Work schedules, breaks and meal periods will be staggered when feasible, and alternate work schedules will be considered.
- Social contacts between employees in the workplace should be limited to the extent possible.
- In-person work-related gatherings and meetings will be minimized, no more than 4 people together at one time. Employees must consider meeting by an alternative method, e.g., conference call. Any in-person meetings should be held in conference rooms with proper social distancing protocol being followed.
- Non-essential work travel will be limited whenever possible.
- Inspect and look at workspaces, lunchrooms, coffee bars and offices and make suggestions to sanitize better. Guidelines have already been in force by the Operations Managers, Shop Foremen, Department Leads, that sanitizing of shop equipment, computer stations, lunchrooms, etc. will be performed a minimum of three times per shift by appointed personnel.

- Offer help or make suggestions for how WPI is receiving and shipping products; are we sanitizing boxes, tools and equipment at receiving to ensure they are clean and ready to distribute to employees.
- Continue to use latex hand protection whenever possible.
- If possible, do not use handrails on site or hold on to escalators off site to keep free of germs.
- Employees must practice personal protective measures, including frequent handwashing and respiratory etiquette.
- Eliminate non-essential meetings from outside sources. Meetings must be scheduled and all outside people must check in and complete the questionnaire at the front desk prior to entering the facility or meeting with any employee.
- The Company may consider conducting health checks (e.g., temperature and respiratory symptom screening) of employees and visitors entering buildings, if feasible and consistent with applicable law.

In addition to this written policy the Western Pneumatics, Inc. COVID-19 Internal Policy Clarifications statement written and posted on 3/26/2020 remains in effect.

Follow our established chain of command; report any policy violations to your immediate supervisor. Address safety concerns immediately.

Lead Personnel are responsible for monitoring policy compliance within their departments. Practice providing praise and expressing gratitude to those that are demonstrating social distancing.

Working together and supporting each other are the only way we can be successful with maintaining the safety and health of all.

If you have any questions or concerns regarding this policy or compliance with its requirements, please contact the Human Resource Director Earline Rust as she is the appointed representative of Western Pneumatics, Inc., to administer and enforce this policy.