

## COVID-19 CORPORATE POLICY

### UPDATE

## GUIDELINES FOR PHASE 1 TRAVEL

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Travel is still extremely restricted for Mold-Rite Plastics' employees as the safety of our team is paramount. Recognizing that there may be urgent matters that require travel, the following guidelines are designed to ensure safety in those instances where travel is essential. Please remember, if you or anyone in your household falls under the CDC high risk category, travel is currently not permitted.

#### PHASE 1 TRAVEL DEFINED:

This phase allows for ground travel only and begins on **June 1, 2020**. All travel must be approved by a member of the Executive Team, and cannot include an overnight stay. Use of your personal vehicle is preferred – avoid rental cars if possible. If a rental vehicle must be utilized, be sure to understand the cleaning and disinfecting process for the vehicle you rent.

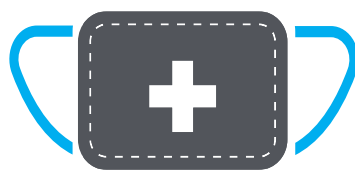
#### BEFORE YOU TRAVEL:



- Obtain approval for your trip. Complete the travel authorization request form.
- Plan your route.
- Confirm availability of rest stops, gas stations, restrooms and emergency support.
- Note any closures and plan accordingly.
- Review and understand all travel advisory levels in place for your destination.
- Pack food, restaurants may not be open.
- Pack your COVID travel kit.

#### DURING YOUR TRIP:

- Clean your hands often.
  - **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
  - If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub your hands together until they feel dry.
  - **Avoid touching your eyes, nose, and mouth.**
  - Avoid close contact with others
    - Keep 6 feet of physical distance from others.
    - Do not shake hands.
- **Wear a cloth face covering in public.**
- Cover coughs and sneezes.
- Pick up food at drive-through's, curbside restaurant service, or stores. Do not dine in restaurants.
- Utilize contact-less or mobile payment options whenever possible. If a credit card must be used, follow guidelines for credit card cleaning after use.
  - Moisten a soft cloth with isopropyl alcohol and gently wipe the card.
  - Avoid using window or household cleaners, compressed air, aerosol sprays, solvents, ammonia or abrasives.



#### FOR ADDITIONAL INFORMATION VISIT THE CDC WEBSITE:



[www.cdc.gov/coronavirus/2019-ncov/travelers/faqs.html](http://www.cdc.gov/coronavirus/2019-ncov/travelers/faqs.html)

### UTILIZING YOUR COVID TRAVEL ESSENTIALS KIT:

The travel essentials kit contains items you may and will need to minimize your risk of contracting or spreading Coronavirus while you travel. Included in your kit:

**Face Mask** – wear whenever outside of your vehicle. This includes when picking up food, while visiting your customer or supplier, if pumping gas, when at a rest stop and at any other time that you are not in your vehicle.

**Hand Sanitizer** – if you do not have access to soap and water, utilize sanitizer to clean your hands.

**Thermometer** – utilize this to scan your temperature prior to entering a customer's facility. If your temperature is elevated above 100.4° F you should not proceed with your appointment. The CDC defines a fever as a temperature of 100.4° F or higher.

**Antibacterial Wipes** – wipe surfaces that you have to touch that others have come in contact with (credit cards, pens, etc.)

**Touch Tool** – designed to keep your hands from touching common, public surfaces such as door handles, locks and pin pads to reduce the transmission of germs.

**Gloves** – for single use when you have to touch potentially infected surfaces such as a gas pump.

#### To properly and safely remove gloves:

Grasp the outside of one glove at the wrist. Do not touch your bare skin.  
1) Peel the glove away from your body, pulling it inside out. 2) Hold the glove you just removed in your gloved hand. 3) Peel off the second glove by putting your fingers inside the glove at the top of your wrist. 4) Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second. 5) Dispose of the gloves safely. **Do not reuse the gloves**, continued use of the same gloves does not provide added protection.  
6) Clean your hands immediately after removing gloves.