



## COVID-19 COMPANY POLICY

As we continue to monitor the impact of COVID-19, we are constantly taking steps to protect our partners and team members, while continuing to provide superior quality products and services.

At K+K Thermoforming, the health and safety of our team members and strategic partners is our #1 priority.

Our COVID Task Force has implemented strict procedures to keep our team members and partners safe. We are conducting daily health checks, requiring team members to wear face coverings while implementing policies and practices for social distancing. Proper PPE, (masks, face shields and hand sanitizer,) are provided to and required of all team members and partners.

All team members will have their temperatures screened by a thermal temperature and face detection unit, upon arrival to work. This allows for non-contact, rapid thermal detection at 0.2 seconds. Proper social distancing and privacy policies will be in place.

Our team has and will continue to function with added measures to avoid unnecessary risk of exposure. To maximize safety at our facility, we have increased and are enforcing the practice of good hand hygiene. All areas

regularly touched by team members / guests are being regularly sanitized to prevent the spread of the virus.

This includes:

- Restrooms (toilets, sinks, paper towel dispensers, etc.)
- Door handles
- Tables & Counters
- Food surfaces
- Machines
- Anything else applicable

All team members have access to information on infection control and company policies. Symptoms of Covid-19 are listed throughout the building and team members are encouraged to stay home if they feel sick or exhibit any of the following symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Any team member who becomes sick and has a temperature of 100.4 or higher will be asked to go home, or seek further care from a healthcare provider. If they need to wait for transportation, they will be required to wait in our Covid-19 isolation area until their transportation arrives. A negative covid test must be produced before the team member's return to work. If a negative test is not

received, we will require 14 days quarantine before the team member can return to K+K.

We continue to keep an open line of communication with our team members and provide resources about mental health, stress related to COVID-19 and ways to cope with that stress.

The health and safety of our team members and partners will remain our top priority. We appreciate your continued understanding and support during these uncharted and uncertain times. Please feel free to reach out with any other questions or concerns.

Wishing you and your family good health and safety.

Sincerely,

K+K Team