



JM Murray

## Workplace Safety Plan

This plan covers all employees of JM Murray and ESTI, and is established for all physical locations operated by JM Murray.

### Sanitization:

1. Each on-site employee has been assigned a bucket which contains a bottle of disinfectant and a microfiber cloth. The bucket includes the employee's name on the outside to clearly designate this as their own. They are required to disinfect their workspace and any common surfaces they themselves or another employee may come into contact with during each of their shifts. They are required to disinfect their workspace at the end of their shift. They have access to additional disinfectant as needed and are aware of how to exchange their bottle for a replacement or refill as needed. We have a mechanism in place to exchange the microfibers at a maximum daily, minimum weekly depending on soiling. Employees are responsible to disinfect their personal workspace daily.
2. The common areas such as the copy machine/mail room, cafeteria, vending machines, microwaves, shared computers and workbenches all have the same sanitization kits. Employees are required to wipe down surfaces that they will touch before and after use.
3. Personal hygiene will consist of frequent hand washing following the CDC guidelines. Hand sanitizer is readily available throughout our buildings.

### Social Distancing:

1. The use of telecommuting for positions not requiring a physical presence in our buildings will continue as approved by the individual's supervisor. Flexing of time between a physical work site and work from home will be permitted if work from home cannot be done on a full-time basis.
2. The use of conference calls and WebEx meetings will continue to be emphasized. No group meetings exceeding the CDC guidelines will be permitted.
3. Masks will be required at all times for any unvaccinated employees. Vaccinated employees will be required to wear a mask when social distancing cannot be maintained. Examples will be common hallways, bathrooms, or production space where workers, by the nature of their job, cannot separate more than 6 feet.

### Employee Health Screening and Monitoring:

1. Employees should regularly take their temperatures before they come to work.
2. No employee who displays any symptoms associated with the COVID-19 coronavirus should report to work under any circumstances. Please refer to the JM Murray policies as they refer to paid sick leave and absence management and the recently updated policies to address the COVID-19 coronavirus.
3. Depending on the employee's work group there will be restricted access points at the beginning of their work shifts in order to screen their temperatures before begin work.

Using no-touch thermometers assigned to properly trained and appointed supervisors, all employees will be subject to this daily pre-screening. Additionally, they will be asked 3 questions prominently posted on our entry doors – see Employee Entry Warning.

- a. Employees with a temperature reading of 99.4 or lower (*green reading*) are admitted to their work stations.
  - b. Employees with a temperature reading of 99.5 – 100.3 (*yellow reading*) are admitted to their work stations but:
    - i. They must maintain enhanced social distancing at all times until their temperature can be rechecked. They are prohibited from coming into contact with another employee within 6 feet even if masked. They will be rechecked after four hours. If their temperature drops to 99.4 or lower, the strict social distancing restrictions are lifted.
    - ii. If their temperature remains within the 99.5-100.3 range they must continue the strict enhanced social distancing.
    - iii. If their temperature increases to 100.4 or higher, their supervisor and the Human Resources department must be notified immediately. The HR department will provide instructions for required follow-up and the employee will leave the building immediately and report their condition to the appropriate health care providers if they display any of the symptoms related to COVID-19.
  - c. Employees with a temperature reading of 100.4 and above (*red reading*) at the time of arrival will not report to their work station and instead will go home. Their supervisor and the HR Department will be notified immediately. The HR Department will provide instructions for required follow up. The employee will report their condition to the appropriate health care providers if they display any of the symptoms related to COVID-19.
4. Any employee who tests positive for COVID-19 must report the positive test result to their Supervisor and the Department of Human Resources immediately and to the Cortland County Department of Health. HIPAA policies will remain in effect but we will complete the steps to trace contact with other employees who may have been exposed.
- a. The JM Murray Compliance Department will be required to immediately trace the employee's prior interactions within the company and alert any employees who may have had contact that they could have been exposed. Based on the timeframe and exposure, they will be advised on self-quarantine and when they may report to work. **We will follow the most recent CDC guidelines at the time of exposure.**
5. Any employee who becomes ill and/or experiences symptoms associated with the COVID-19 coronavirus **after** they report to work should notify their supervisor immediately.
6. Only one temperature screening is required per day. If an employee or approved visitor leaves one building and enters another, a temperature screen will not be needed at the second location. However, verification is needed that the temperature screen was completed at the first location.

**Personal Protective Equipment:**

1. Masks, disposable gloves, safety glasses and face shields are available upon request.
2. Masks are required in all areas where social distancing cannot be maintained. Examples would be multiple occupancy restrooms, shared offices, the copier/mail room, cafeteria, common hallways and production floor where work assignments do not allow for proper spacing.
3. Disposable PPE are to be discarded in the assigned disposal waste cans that are foot activated. The janitorial crew will discard the soiled PPE and sanitize these waste cans as necessary.
4. Every employee will be assigned a personal PPE package that will include a bucket labeled with the employee's name, a spray bottle of disinfectant and microfiber cloth. Employees are required to use the disinfectant daily to clean all personal and shared work surfaces within their office or work area.
5. Supervisors will determine what additional PPE may be required for work under their observation and it will be supplied to the employee at the company's expense.

**Business Travel:**

When transporting any consumers masks are required at all times regardless of vaccination status.

**Personal Travel:**

"Not applicable"

**Other Considerations:**

1. All visitors, vendors, subcontractors and carriers must abide by the same guidelines mentioned above.
2. Any employee in violation of the safety measures and procedures mentioned above will face disciplinary action up to and including termination. These actions are taken to protect our valuable employees.
3. Any vendor, subcontractor or carrier who fails to abide by the same guidelines will be asked to immediately leave our buildings. Any infractions could lead to actions up to and including suspension and termination of services without notice. Supervisors of the area where the visit is to occur are responsible to communicate all safety expectations prior to entry.
4. JM Murray reserves the right to update, change, and alter any safety procedure without notice during this pandemic as warranted to protect the safety of our employees, vendors, subcontractors and carriers. The copy of the safety plan that is maintained on the company intranet is the "version of record."

**Training:**

1. All employees will be provided training on the safety procedures that are outlined in the Workplace Safety Plan. Training will be provided by their review of this safety plan and by a review of departmental safety procedures by their supervisor.

2. The JM Murray Safety Group and the employee's supervisor are the main Points of Contact for all employees returning to the worksite on safety procedures and ensuring that any required supplies and training are provided.
3. The Human Resources Department will include training on the Workplace Safety Plan in the orientation curriculum for all new employees who are hired.
4. The JM Murray Compliance Department will conduct periodic reviews to obtain employee feedback and will report all findings to the JMM Administrative Safety Group. Any changes to or new procedures to enhance the safety of the work environment will be communicated via email, the company intranet, and postings.
5. Documentation will be completed for all training, either electronically using the company benefits portal or through signature sheets that are filed in personnel files.