



COVID-19 Policy for All Employees

This policy outlines expectations for **All Wolter Group LLC (WG) employees** until further notice. We are following the direction of the local, state, and federal government, and monitoring the external situation. We will adjust our actions and Policies as required.

The health and safety of our employees, families, customers, and communities is our top priority. As part of caring for our Team Members and ensuring that our customers can count on us, we are implementing specific policies that all must observe immediately:

- **If you are sick or have any of the symptoms associated with COVID-19, you should remain at home and not enter any work-related property.** This includes all WG properties, customer properties, or off-site meetings. If you are exhibiting symptoms such as fever, cough, or difficulty breathing, please contact your healthcare provider immediately. You are required to stay home until fully recovered and without symptoms for at least 48 hours. You must also be cleared by HR before returning to work. <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- **Report any contact with a COVID-19 infected or quarantined person.** If you have been in contact with a COVID-19 infected or quarantined person, do not come to work and contact our Safety Director at 262-781-8011 ext. 3011. If you are at work, immediately leave and avoid close contact with anyone at the facility. Call the safety director from an isolated area to report your contact.
- **Observe CDC Level 3 Travel Quarantine.** No team member who has traveled to a Level 3 Travel Health Notice area/country as identified by the CDC (<https://wwwnc.cdc.gov/travel>) is allowed on WG property, customer property, or at an off-site meeting for 14 days after travel. If this includes you, contact HR.
- **No international or domestic business travel via public transportation.** We have postponed all business travel via public transportation including planes, trains and buses until further notice.
- **Avoid travel between WG locations.** Please contact your manager if you feel travel to another WG location is important to ongoing operations. We encourage the use of virtual meetings and phone calls to stay connected.

- **Mask/face-coverings** must be worn as required by state and local laws.
 - Employees working in Wisconsin:
 - Must wear masks when in buildings where the public has access.
 - Must wear masks/face-coverings when
 - In our buildings in common areas, and in customer buildings
 - Talking directly with others, or when walking outside of your work area in aisles or halls.
 - When working alone, but a 6-foot social distancing can be maintained from others.
 - Masks are not required when working alone in your office, cubical or shop repair stall.
 - When customers or suppliers visit our facilities they are to wear masks and the Wolter Group employee meeting with the supplier or customer is to wear a mask during the entire visit.
 - When employees visit a Wolter Group facility that is not their home facility, they are to wear masks and the employee(s) they are visiting are to wear masks during the entire visit.
 - Those working in states other than Wisconsin:
 - Must wear masks when in buildings where the public has access.
 - Masks are required when:
 - When customers or suppliers require.
 - When a 6-foot distancing cannot be maintained.
 - When customers or suppliers visit our facilities they are to wear masks and the Wolter Group employee meeting with the supplier or customer is to wear a mask during the entire visit.
 - When employees visit a Wolter Group facility that is not their home facility, they are to wear masks and the employee(s) they are visiting are to wear masks during the entire visit.
- **Restrict Visitors.**
 - Only critical suppliers are allowed on WG properties. Please have them remain outside buildings as much as possible.

- Visitors must check in at the front door and receive a visitor's badge.
 - The badge indicates visitors have been checked in and completed the visitor Covid-19 sign-in sheet (form Of-279).
 - Employees and outside visitors must wear a face mask/covering that covers their mouth and nose.
 - If meeting in a room where a 6-foot social separation can be accomplished, masks can be removed. Except in Wisconsin, there the masks cannot be removed.
- Employees visiting socially with guest(s), must keep the guest outside and visit during their break time. The employee and guest(s) must wear a mask that covers the mouth and nose.
- Mail and package pickup/delivery should occur outside of our buildings without personal contact.
- Truck drivers should always remain outside the facility and inside their cab as much as possible.
- Avoid signing for deliveries if possible and use your own pen. Maintain social distancing.
- **Practice Social Distancing:**
 - Always maintain a 6-foot distance from other people. Refrain from physical contact such as handshakes.
 - Minimize movement outside your designated workspace. Within our facilities and customer facilities, do not move outside your designated workspace unless business critical.
 - Avoid physical meetings when possible.
 - Refrain from group lunch meetings and ordering outside catering.
- **Practice good hygiene as recommended by the CDC:** <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>
 - Wash your hands frequently with soap and water for at least 20 seconds and/or use an alcohol-based hand sanitizer.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Cover your mouth and nose with a tissue or sleeve when coughing or sneezing. Discard tissue immediately into a closed bin.
 - Avoid close contact with people who are sick.
 - Stay home when you are sick.
 - Clean and disinfect frequently touched objects and surfaces.

Updated: July 31, 2020