



# LUMITEX™

## COVID-19



**Objective:** As our company responds to COVID-19, the health and safety of our employees and customers remain our top priority. We are committed to being there when our customers and colleagues need us most. This **Pledge** is to clarify and commit to Best Business Practices we have put in place in order to operate safely in a Covid-19 world.

### Our commitment – what Lumitex is doing today:

- **Covid-19 Response Team & Plan:** We have a core team dedicated to implementing and auditing State and CDC protocols in the facility. We will regularly monitor and adjust our protocols based on State and CDC guidelines.
- **Regular and robust communication:** We will provide regular updates, sharing best practices and methods to all employees to mitigate transmission of the virus.
- **Control Site Traffic:** We commit to controlling who enters our facilities to minimize risk. We will significantly limit all business travel to prevent the spread of COVID-19.
- **Social Distancing:** We have put measures in place to ensure employees maintain 6ft. of separation to include visual markings, limiting attendees in on-site meetings and use of technology to conduct business. We will **require** all employees to wear masks if 6 ft. of distance cannot be maintained.
- **Remote work:** We will support employees who can effectively work remotely as practical.
- **Sanitation initiatives:** We commit to keeping all common areas of our facilities clean and sanitized, including all commonly used surfaces and door handles.
- **Daily well check:** We will ensure appropriate measures are put in place to encourage sick employees to stay home to include taking employee temperatures daily to clear employees to be on-site.
- **Personal protection:** We will provide personal protective gear for all employees, to include gloves (as required), soap, hand sanitizer, and face masks.

### What we ask of our employees:

- **Take your temperature:** Monitor yourself, daily. If you are sick – stay home.
- **Personal Hygiene:** Wash your hands per CDC guidelines. Use available hand sanitation before and after touching any equipment that may be used by others. Cough or sneeze into your mask, arm or a Kleenex.
- **Workspace:** Own your space. Wipe down your work area at a minimum of twice area.
- **Social distancing:** Follow the guidelines put in place – give people space. If 6 ft. of separation cannot be maintained – all parties must wear a mask.
- **Personal protection:** Face masks and gloves are available – use them as appropriate.

We are asking every employee to do their part to keep themselves and their coworkers safe and healthy. We all must hold each other accountable to ensure the highest standards of workplace safety to protect each other, our families and our community.

We commit to doing our part and thank you for doing yours!

Lumitex Sr. Management Team

  
Peggy Anspicker



  
David Kelly