



Fine Metals COVID-19 Policy

Fine Metal Daily Operation Reminders

- All Employees must follow FMC Infectious Disease hygiene protocols and social distancing protocols. Please refer to various informational handouts posted around the facility.
- Workplace surfaces (i.e. desks, tables, keyboards, phones, etc.) need to be wiped down at the beginning and end of the day with disinfectant. Team members are responsible for making sure disinfectants are replaced for their area when needed. Do not use PAPER TOWELS, please use C-FOLD towels.
- Each team member is responsible for the cleanliness and upkeep of their areas (i.e. taking out trash and replacing bags) This applies to both shops and the main office.
- Temperatures will be taken at the beginning of each work day for each team member.
- Meetings will be conducted via Zoom if they are not able to be done outside.
- Masks are to be worn when walking from one area to another (this includes the parking lot).
 - When team members are working in an area where there is not a barrier between them and they cannot maintain 6ft space between them.
 - When another team member requests that you wear your mask.
 - When entering any team member(s) office, (i.e. main office, QC, inventory, etc.)
- If a team member becomes sick at work, they are to go to their vehicle immediately, call their supervisor, and quarantine at home until it is deemed safe to return to work.

Traveling

- If team member has utilized public transportation (Lyft, bus, plane, train, cab, etc.) when traveling within or outside of the US, they must quarantine 14 days. This quarantine begins the last day public transportation was used. No test is required at this time after 14-day quarantine.
- If a team member is traveling to an area where the destination is recommending a 14-day or Virginia is recommending a 14-day quarantine upon return, the team member is to quarantine for the full 14-days. No test is required after the 14-day quarantine at this time.

COVID-19 Scenarios

- Member(s) of the Household (HM) or close contact (CC)(s) is exhibiting COVID-19 Symptoms
 - Refer to *COVID Flow Chart A*
 - Team member must quarantine until HM(s) or CC(s) test results come back. If HM or CC results are negative, employee may return to work, no test is required for team member, and monitor for symptoms.
- Member(s) of the household (HM) or close contact(CC)(s) test Positive for COVID-19 Symptoms
 - Refer to *COVID Flow Chart B*

Please note these above procedures are subject to change.



- Team member must quarantine from HM or CC for 14-days. This 14-day quarantine begins the last day of contact from HM or CC.
- Employee may return to work after 14day and symptom free. A test is not required at this time.
- If team member begins to show symptoms, team member is to test and send the results to supervisor upon return to work. Team member is not to return to work until they are 48hrs fever free without the use of fever reducing medication and symptoms have improved.
- If Team member tests positive for COVID-19 they are to quarantine for 14 days, send results to supervisor upon return, and make supervisor aware of any close contacts at FMC. Team member is not to return to work until they are 48hrs fever free without the use of fever reducing medication and symptoms have improved.
- Team member has an indirect contact with a potential or confirmed COVID-19 exposure
 - Refer to *COVID Flow Chart C*
 - Team member quarantine from the CC(s) or HM(s)that is at risk.
 - Team member can return to work as long as they are symptom free.
 - No test is required at this time.
- Team member test positive for COVID-19
 - Refer to *COVID Flow Chart D*
 - Team member is to quarantine for 14 days, send supervisor their results, and make supervisor aware of any close contact(s)
 - Team member may return to work after 14-day quarantine, is 48hrs fever free without the use of a fever reducing medication and symptoms have improved.
 - No follow up test is required at this time.
- Team member is exhibiting symptoms for COVID-19
 - Refer to *COVID Flow Chart E*
 - Team member is to quarantine until they are able to get tested.
 - Negative Test Results: Team member needs to provide supervisor with a copy of their results and return to work once symptoms have improved and they are 48 hrs. fever free without the use of fever reducing medication.
 - Positive Test Results: Team member is to quarantine for 14 days, send supervisor their results upon return to work, and make supervisor aware of any close contact(s). Team member is not to return to work until 48hrs fever free without the use of a fever reducing medication and symptoms have improved.
- Team Member is a caregiver to an individual with COVID-19
 - Refer to *COVID Flow Chart F*
 - Team member's official quarantine does not begin until 10 days have passed from their dependents positive test.
 - Employee will quarantine for a total of 24 days.
 - Employee can return to work after 24-day quarantine, is 48hrs fever free without the use of a fever reducing medication if a fever is present.
 - No test is required at this time.

Please note these above procedures are subject to change.



- Other COVID-19 exposure scenarios
 - Other COVID-19 exposure scenarios will be handled on a case by case basis and may differ based on the area and risk level the team member works in.

Please note these above procedures are subject to change.