

# Face Mask Policy

As we continue to work in the midst of the COVID-19 pandemic, IFB Solutions wants to assure you of its continued commitment to maintaining a safe and healthy workplace and that we are taking additional measures to protect you, your coworkers, and your families from the spread of COVID-19. As part of those efforts, we are implementing a new Face Mask Policy. Please read this policy carefully.

## The Need for Face Masks and Face Coverings

The Centers for Disease Control and Prevention (CDC) has found that face masks and other face coverings can help prevent the spread of COVID-19, especially when social or physical distancing cannot be accomplished and in areas of significant community spread. In addition, North Carolina Governor Roy Cooper's Executive Order No. 147 dated June 24, 2020 ("Executive Order 147") requires employees in high density occupational settings, such as manufacturing settings, to wear face masks or other face coverings.

This Face Mask Policy is a key part of our overall strategy and commitment to maintaining a safe and healthy workplace in light of the COVID-19 pandemic. Although knowledge about the virus and how it spreads continues to evolve, based on the information we have now, we believe these measures will help limit its spread because, among other things:

- COVID-19 is highly contagious.
- The virus generally spreads when an infected person coughs, sneezes, or talks, and respiratory droplets from their mouth or nose enter the nose or mouth of people nearby.
- A person with the virus may not have any symptoms but may still spread it.

We need your full cooperation and compliance with this and other health and safety workplace policies to make them effective.

## When Face Masks or Face Coverings Are Required

Consistent with the CDC's guidance and Executive Order 147, IFB requires that you wear a face mask or face covering in the IFB grounds and workplace including but not limited to situations when:

- You are at your workstation.
- You are on the plant, manufacturing, or warehouse floor.
- Using any common spaces or equipment, including but not limited to the company's kitchen, cafeteria, breakrooms, rest rooms, lobbies, conference rooms, copy room, mail room, and walkways.
- Attending in-person meetings in a conference room, private office, or other enclosed space.
- Interacting with other employees in-person.

- Meeting in-person with customers, clients, or vendors, wherever located.

Exceptions are extremely limited and would only include:

- When you are in an enclosed office with no one else present
- When you are outside and able to maintain a consistent minimum of six-foot social distance.
- While you are eating in the cafeteria, or designated dining areas.

IFB Solutions also requires all customers/clients/contractors/workplace visitors to wear a face mask or face covering when on IFB Solutions' premises.

### **Provision of Face Masks by IFB Solutions; Acceptable Face Masks or Face Coverings**

You may use your own reusable face covering if it complies with the CDC recommendations and company policy. Based on current guidance, any face covering must:

- Fit snugly but comfortably against the side of the face.
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Allow for breathing without restriction.
- Be capable of being laundered and machine dried without damage or change to its shape

Where available, surgical masks or respirators may also be used to comply with this policy.

Alternatively, should you not bring a compliant covering to work or are unable to provide one, IFB Solutions will provide face masks to all employees who need them.

Face coverings shall not contain any offensive, harassing, or discriminatory words, terms, logos, pictures, cartoons, slogans, or writing or images and must comply with IFB Solutions' anti-harassment and anti-discrimination and other related policies.

### **Proper Face Covering Use, Removal, and Washing**

When putting on and wearing the face covering:

- Wash your hands or use hand sanitizer before putting it on.
- Place it over your nose and mouth and secure it under your chin.
- Ensure that it fits snugly against the sides of your face.
- Ensure that you can breathe easily when wearing it.
- Do not touch the face covering while wearing it. Wash your hands or use hand sanitizer any time you inadvertently do so.
- Remove the face covering as needed to blow your nose, eat, or drink. Do not place it around your neck during those times.

- Replace the face covering if it becomes soiled or wet.

When removing the face covering:

- Untie the strings behind your head or stretch the ear loops.
- Handle only by the ear loops or ties.
- Fold the outside corners together.
- Do not touch your eyes, nose, or mouth when removing the face covering.
- Wash your hands or use hand sanitizer immediately after removing it.

To wash the face covering:

- Place it in a washing machine, touching the mask as little as possible. Use the hottest temperature appropriate for the material used.
- Alternatively, handwash the face covering by:
  - soaking it in a bleach solution mix comprised of 1/3 cup household bleach per gallon of water or four teaspoons household bleach per quart of water; and
  - rinsing it thoroughly with cool or room temperature water.
- Dry the face covering thoroughly before wearing it again either by:
  - putting in a dryer at the highest temperature appropriate for the fabric; or
  - air drying it, preferably in direct sunlight.

### **Accommodation Requests**

If you require an accommodation regarding this policy for reasons based on medical condition, disability, religion or other grounds protected by federal, state, or local laws, contact your supervisor or human resources.

You may request the accommodation orally or in writing. You should include all relevant information, including:

- A description of the accommodation requested.
- The reason for the accommodation.

IFB Solutions will engage in an interactive dialogue with you to determine the precise limitations of your ability to comply with this face mask policy and explore potential reasonable accommodations that could overcome those limitations. IFB Solutions encourages employees to suggest specific reasonable accommodations. However, IFB Solutions is not required to make the specific accommodation requested and may provide an alternative effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on IFB Solutions.

## **Policy Modification**

Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 are changing rapidly as new information becomes available and further research is conducted. IFB Solutions reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

## **Enforcement and Non-Retaliation**

Failure to comply with this policy may result in discipline, up to and including termination of employment.

If you witness or become aware of any employees or other individuals violating this policy, you are encouraged to report them to your direct supervisor or human resources immediately.

IFB Solutions prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this policy or any other health and safety concern. Employees also have the right to report work-related injuries and illnesses, and IFB Solutions will not discharge or discriminate or otherwise retaliate against employees for reporting work-related injuries or illnesses.

## **Continued At-Will Employment**

Nothing in this policy alters the at-will nature of your employment.

## **Policy Administration and Questions**

Supervisors and Managers in their respective areas as well as Human Resources are responsible for administering and enforcing this policy. If you have any questions about this policy or about health and safety issues that are not addressed in this policy, please contact the Director of Safety and Environmental Health.