



## Hardhat equipped with Face Shield – COVID19 Response Plan – 3/28/20

### Attention all:

The following PPE (Personal Protective Equipment) is mandated to wear while on the production floor effective immediately with few exceptions until further notice. This Policy includes all Executive Management, Management, Supervision, Non-Union and Union Employees with few exceptions.

**Only exceptions are as follow; and WHEN NOT WORKING during these exceptions the masks ARE mandatory – (example – traveling to/from machine center)**

**Forklift Operators & Clamp Operators** – Face shield hinders the ability to look in direction of travel when traveling in reverse.  
**Maintenance Personnel** – Face Shield may hinder the ability to maneuver self or parts inside of the machine while performing task.  
**Corrugator Dry End Operator & Wet End Operators/Ricoh** – Face Shield may hinder the ability to perform tasks inside of the machine, roll changing and hanging rolls.  
**Converting Operators/Assistants** – Face Shield may hinder the ability to perform setups inside of the machine center.  
**Stackers (with no load former)** – Face Shield may hinder the ability to stack units.

**Employees whose activities fall under the exceptions list must wear their standard protective eye wear underneath the face shield – this will ensure the eyes are protected should the employee remove the face shield to perform tasks mentioned on exceptions list.**

Hard harts and face shields will be stored inside of the Continuous Improvement Workshop. They have been organized by Crew and Shift.

Employees are expected to retrieve their assigned hard hat with face shield at the start of shift, Sanitize the equipment and, Before turning their assigned equipment back in at the end of shift – ensure it's sanitized. Sanitize equipment throughout their shift for best practice to minimize risk of exposure.

### Employee Responsibility:

Employee must wear their hardhat and face shield when not performing tasks on the exceptions list.  
Employee must maintain hardhat and face shield in good working condition.  
Employee must sanitize their helmet before use and after use, as well as throughout the shift.  
Employee must return to the storage box in CI cage at the end of shift

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