

COVID-19 PROTOCOLS



Below are the most current protocols for all Laitram companies in the U.S.

MASKS

Corporate Policy: no masking required regardless of vaccination status except:

- Must mask for 10 days following a close contact exposure but can test out if negative after 5 days
- Must mask following return from quarantine for a positive test up to 10th day following onset of symptoms or positive test
- Masking means wearing a properly fitting 3 layered mask (3 layered disposable surgical or cotton masks that snugly fit the face ok; KN95/ N95 ok; bandanas, scarves, etc. not acceptable)

Business unit managers can set stricter requirements so check with your supervisor for the most up-to-date protocols you should follow.

SOCIAL DISTANCING

Not required but recommended unless you need to be closer for work.

VISITORS (INCLUDING CONTRACTORS)

No corporate restrictions.

Laitram host is responsible for ensuring visitors do not come to campus with symptoms.

MEETINGS

Recommended capacity limits are set for all meeting rooms.

- Employees should use their own judgment beyond the provided recommendations.
 - *Please do not ask the COVID team for any opinion beyond the recommended capacity*
- Guiding principle: the more people and the longer time you spend in a room, the higher the risk.

Business unit managers can set stricter requirements so check with your supervisor for the most up-to-date protocols you should follow.

EVENTS & DINNERS

No corporate restrictions.

Business unit managers can set stricter requirements so check with your supervisor for the most up-to-date protocols you should follow.

EMPLOYEES ON CAMPUS

No corporate restrictions.

Recommended capacity limits are set for all buildings.

- Managers can use their own judgment beyond those recommendations and can reach out to Al Pulliam with any questions.

TRAVEL

Domestic Customer Travel: no restrictions

Domestic "Internal" Travel: no restrictions

International Travel: must be vaccinated

CAMPUS TOURS

Follow normal procedures for campus tours and protocols for visitors above.

SELF-SCREENING & REPORTING

Mandatory Reporting

- All employees, regardless of vaccination status, must report symptoms and not come to campus until cleared by Laitram EHS.

Self-Managing Close Contact Exposure

- All employees, regardless of vaccination status, are no longer required to report close contacts outside of the workplace.
- Employee must mask for 10 days following the contact and only report to EHS if they develop symptoms. They can take a test (home test ok as long as not symptomatic) after 5 days, and if negative, stop masking. (Do not need to report the test unless positive)

RECOMMENDED HYGIENE ETIQUETTE

Employees should be considerate of others and practice basic hygiene etiquette such as covering a cough or sneeze with your elbow, washing hands regularly and keeping surfaces they use clean