

SAFETY

Starts with S, but begins with **YOU**

Controlling the Spread of COVID-19

As the Coronavirus (COVID-19) outbreak continues, the safety of our employees, supplier partners, customers, families, and visitors remain CCT's overriding priority.

- COVID-19 is a virus that can spread from person to person and from surface to person.
- Symptomatic employees must stay home or go home if symptoms start while at work.
- Employees who have had close contact with someone with COVID-19 must also stay home.
- Socially distance and always use proper sneezing, coughing, and handwashing etiquette.
- Masks or face-coverings must be worn properly (covering the mouth and nose).
- Self screen at home and upon arrival to work take your temperature (daily).
- Do not share desks, equipment, phones, tools, etc.
- Employees must try to stay in their work area and limit their work in other area of the building.
- Large group meetings are prohibited.
- Employees should wash/sanitize their hands frequently throughout the day, after removing gloves, after moving from one workstation to another, before and after eating, and after using the restroom.
- Workstations and equipment must be disinfected at the end of each shift.
- Touch surfaces are cleaned throughout the day and cleaning logs are maintained.
- Plant disinfecting is performed by third party cleaners twice a week.

