

Roysons Corporation Return To Work Guidelines

If you have been contacted and agreed to return to work, there are important guidelines to follow.

1. Do not report to work if you were not asked to do so by either Howard Levy, Bill Reilly or Roy Ritchie Jr. You will not be permitted into the building if you are not scheduled to work.
2. You must not have a fever or any COVID 19 related illness symptoms. If you have had any COVID 19 symptoms, please contact a healthcare professional for treatment immediately and do not report to work.
3. If you begin to feel ill while at work, promptly separate yourself from coworkers, alert your supervisor, go home and seek treatment from a healthcare professional.
4. You must follow all hygiene practices including frequent handwashing, social distancing and wearing personal protective equipment (PPE).
5. All current New Jersey guidelines for social distancing and PPE will be followed to protect employees from exposure to the COVID 19 virus. All employees must adhere to new guidelines or they will be asked to leave the building.

Your safety is extremely important to Roysons Corporation. Upon arrival to the facility, please follow these guidelines for your safety and the safety of your coworkers:

1. All employees will enter the building through the door closest to the HD Walls section of the building. No other entrances may be used. The door will be opened before your scheduled shift and will remain open so that you do not have to touch the door handle to enter.
2. Do not enter the building without a face covering. You must use your own face covering or mask to enter the building if you have not been issued a mask. You will be issued proper PPE at the check in table.
3. Upon entrance, follow all signs to check in for work. Do not use time clocks.
4. Stand in line on the designated spots on the floor to ensure 6 feet of distance from others.
5. Check in at the designated table and receive required PPE. If you prefer to wear your own mask while working, please show the mask to either Curt Hammaren or Tom Connelly for approval.

6. In addition to all existing PPE requirements, you are required to wear a mask at all times while in the building.
7. Your temperature will be taken with a no contact thermometer to ensure that you do not have a fever.
8. Provide a cell phone number for better communication.
9. Once you report to your work station, observe area for new safety barriers. In order to maintain a safe distance between employees, some areas have been altered. Do not remove or alter any barriers as they were carefully placed for your protection.
10. Use provided disinfectants to clean your work area before, during and after your shift.
11. Observe all posted rules for cafeteria use. No more than 2 employees per table and no more than 5 employees may enter the cafeteria room at one time. Please use provided Lysol wipes and spray to disinfect your eating area before and after use. Roysons personnel will be cleaning and disinfecting the cafeteria regularly.
12. No sharing of tools, equipment, and machinery.
13. Start times and break times will be staggered to limit interactions.
14. In order to maintain social distance:
 - a. No more than 3 employees may enter the men's locker room at the same time.
 - b. No more than 3 employees may enter the men's locker room bathroom at the same time.
 - c. No more than 2 employees may enter the women's locker room bathroom at the same time.
 - d. No more than 1 employee may use the office men's bathrooms at the same time.
 - e. No more than 1 employee may use the office women's bathroom at the same time.
15. No outside food deliveries will be permitted. You may either go out for lunch or bring your own food.
16. Forklifts must be cleaned and disinfected before and after each employee uses the vehicle.
17. Bathroom use will be divided among employees to reduce the number of employees using each bathroom. When you check in for work you will be instructed which bathroom to use.
18. Respect all social distancing guidelines and maintain 6 feet of distance between other coworkers at all times. Do not engage in any social activities such as hand shaking, hugs or "high fives".

19. Practice good hygiene. Wash hands often with soap and water for at least 20 seconds.
20. At the end of your shift, check out at the check-in table.