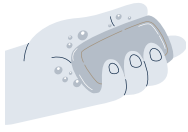


HOW CK IS KEEPING OUR WORKPLACE SAFE

Practicing good hygiene



Requiring frequent hand washing with warm, soapy water for at least 20 seconds.

If not available, use provided hand sanitizer until you can wash. Avoid touching your face as best as possible.



Hand sanitizer bottles & stations have been provided in key locations throughout each building.

Refills have also been procured. Each field employee must have a bottle of hand sanitizer with them.



Use a tissue to contain your sneeze or cough and dispose of it at once.

If one is not available, use your upper sleeve & immediately wash your hands or use hand sanitizer.



Daily disinfecting of high touch areas such as doors, handles, knobs, microwaves, water coolers, light switches, etc.

Weekly complete disinfecting of buildings by professional services at each location. Work related items are encouraged to be cleared up via email or phone prior to doing it in person.

Changes in work spaces

- **Business travel has been restricted with phone & video conferencing being used instead of face-to-face meetings.**

Utilize our virtual meeting platform, GoTo Meeting, & use Thong & the IT department as a resource.

- **Visitors have been limited to essential personnel only (delivery drivers) with no sales appointments in person.**

- **Continuous review of work from home options where possible.**



- **Office spaces rearranged to ensure the proper social distancing has taken place.**

Evaluating production & manufacturing work spaces to comply with social distancing efforts.

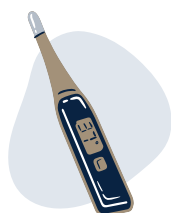
Social distancing measures

Promote social distancing at all times within the building, including having mutual respect for your coworker's space. Give yourself at least 6 ft while doing things such as talking, waiting to use a microwave or ice machine, in your working spaces, etc.

All lunches are to be eaten at your desk or car. If that is not possible be at least 6 ft from the nearest person while eating. No one is to bring in food to be shared.

Stay home if...

- You have any flu or COVID-19 symptoms.



WITHOUT A HEALTHY RESPECT FOR EVERYONE'S BOUNDARIES, THESE ACTIONS WILL NOT WORK APPROPRIATELY.

We are daily reviewing & in consistent communication of COVID-19 policies that adhere to CDC, WHO, federal, state, & local recommendations. These guidelines & policies will continue to be updated as more recommendations & suggestions come in. It is a fluid situation that requires adherence, respect, & complete cooperation to ensure everyone's well-being.

The priority continues to be the health & safety of our CK Family.