

**PEARISON**  
INCORPORATED  
**SAFETY PROTOCOL**

1. Employees need to self-check each day before reporting to work. Each employee should ask themselves the following questions.

- Have you been in close contact with a confirmed case of COVID-19?
- Are you experiencing a cough, shortness of breath or sore throat?
- Have you had a fever in the last 48 hours?  
(Normal temperature should not exceed 100.4 degrees Fahrenheit)
- Have you had new loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24 hours?

If an employee answers yes to any of the above questions, they must stay home, seek medical attention, and follow standard call-in practice to report their absence.

2. Please stay home if you feel sick.

3. Proper respiratory etiquette is encouraged. Covering coughs and sneezes with tissues when available then immediately dispose of the tissue or use the inside of your elbow. Immediately wash your hands with soap and water or use hand sanitizer.

4. Avoid touching your eyes, nose, and mouth with unwashed hands.

5. Employees are encouraged to use their swipe cards for clocking instead of manually punching the clock with their PIN. Swiping your card will be safer, more accurate, and a faster process to prevent wait times at clocks. Please remember to maintain social distancing when clocking.

6. Some interior doors are propped open throughout the day to decrease the need to touch doorknobs.

7. Each employee is responsible for cleaning and sanitizing their work area daily as well as cleaning their break and lunch area.

8. Supervisors will help maintain daily housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other common areas such as tables, countertops, doorknobs, light switches, etc.

9. Employees are encouraged to use face mask when they are outside of their work area.

10. Hand sanitizing stations are located throughout our facility. Employees are encouraged to use them frequently.

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11. Proper hand washing procedures have been posted in all restrooms and near all other sink locations. Everyone should perform frequent hand washing following these procedures.
12. Our showroom is available by appointment only. All customers are to remain in the showroom area. When possible, we encourage phone or virtual meetings with customers. Our facility is closed to all other visitors.
13. We discourage individuals from using other employee's equipment such as desks, phones, other office or manufacturing equipment and tools, whenever it can be avoided.
14. Everyone must practice social distancing of at least 6 feet (approximately 2 arm's length) from others. This includes entering or exiting the building, clocking in and out, vending and ice/water machines, etc.
15. There will only be 3 chairs at each table in the lunchroom. Lunch and break times will continue to be staggered to ensure we do not have too many people congregating at the same time.