



AutoGate

Gate Entry Systems

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724: Infectious Disease Outbreak Control Policy **Effective date: 4/03/2020**

AutoGate Inc. will take proactive steps to protect the workplace and employees in the event of an infectious disease outbreak. It is the goal of AutoGate Inc during any such time period to operate effectively and ensure that all essential services are continuously provided and that employees are safe. AutoGate will strive to make appropriate accommodations if requests do not impose an undue hardship on the business.

AutoGate Inc. is committed to obtaining and sharing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Employees should discuss any challenges they may face with their Supervisor, Plant Manager, or Human Resources.

Preventing the Spread of Infection in the Workplace

AutoGate Inc. will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles and railings. A member of the company leadership team will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing; covering your nose and mouth whenever you sneeze or cough; practicing social distancing (maintaining a distance of six (6) feet or greater between you and others) wiping down commonly used surfaces and tools frequently. Additionally, employees may be required to use cloth face coverings in accordance with CDC recommendations.

Social Distancing for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, AutoGate Inc. will implement these social distancing guidelines to minimize the spread of the disease among the staff.

During the workday, employees shall:

1. Avoid meeting people face-to-face. Alternative methods of communication should be used such as telephone, online conferencing, e-mail, or instant messaging even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six feet from each other if possible; avoid person-to-person contact such as shaking hands.
3. Workshops, trainings, non-essential meetings, should be postponed until a later time.

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4. Avoid congregating in work rooms, pantries, break rooms, restrooms, copier rooms or other areas.
5. Encourage customers, vendors, and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

Travel

If travel is deemed necessary, AutoGate will follow the recommended Federal, State, and Local guidelines.

Telecommuting

Telework or working from home requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be discussed with your manager for consideration.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid time off to compensate employees who are unable to work due to illness. Refer to Employee Policy #303 for additional information on Time Off requests.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue, shortness of breath, or other symptoms identified for a specific illness/disease. Employees who report to work ill will be sent home in accordance with CDC recommendations.

Requests for Medical Information and/or Documentation

Please refer to Policy #704 Attendance and Punctuality for any documentation required for time away from the workplace.

Confidentiality of Medical Information

AutoGate policy is to treat any medical information as a confidential medical record. Any disclosure of medical information is done only in limited circumstances on a need to know basis with supervisors, managers, first aid and safety personnel, and with government officials as required by law.

Acknowledgement of Policy

I acknowledge that I have received the foregoing policy for the employee handbook and understand that it is my responsibility to read and comply with the policy. I further understand that I should consult the Human Resources Department regarding any questions raised by this policy.

Employee's name (printed): _____

Employee's signature: _____

Date: _____