



As our customers begin to resume normal operation, the below protocols have been put in place for onsite visits from our team.

## Swagelok Alabama | Central & South Florida | West Tennessee COVID-19 Return to Work Protocol (Sales)

Nothing is more important than the health and well-being of our employees, customers and our local communities. We understand how unsettling this time can be and are committed to supporting you every step of the way. Below is the protocol that needs to be followed as you are making plans to return to the field and visit customer sites. This plan is to help reduce any potential transmission of the COVID-19 virus.

1. Complete the COVID-19 Self-Check Associate Verification Process daily before leaving your home to verify that you meet the specified criteria.
  - **Stay home, seek medical advice and call your supervisor immediately if you are experiencing any of the following symptoms.** These symptoms may appear 2-14 days after exposure (based on the incubation period of the COVID-19 virus).
    - Fever (100.4 or higher)
    - Cough
    - Respiratory Illness
    - Difficulty Breathing
2. Utilize video meeting platforms for customer visits, training, planning, and discussion, when possible, to minimize in-person interactions.
3. Reach out to customers prior to visiting and request the specified guidelines for their facility so that you are in compliance with their requirements.
4. Maintain recommended social distancing protocol of 6 feet at all times and refrain from all physical contact; no handshakes, fist bumps, etc.
5. Wear a face cover/mask in common areas, while in close proximity to others and when visiting customer facilities; always follow state and local public health requirements.
6. Safety glasses are to be worn at all times while visiting a customer facility.
7. Be cognizant of what you touch at any service stations, stores, restaurants etc. between appointments
  - Use disinfecting wipes on handles or keypads before you touch them; or single-use towels as a barrier
  - Use hand sanitizer prior to re-entering your vehicle

### General Health Compliance Guidelines:

- Cover your cough or sneeze with a tissue or the inner angle of your arm, throw the tissue in the trash and immediately wash your hands.
- Wash your hands regularly with soap and warm water for 20 seconds.
- Use alcohol-based hand sanitizer or antiseptic handwash that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Wipe down frequently touched areas with disinfecting wipes or spray.

A Health & Safety Kit will be provided to each associate and will contain the following: Masks, Clorox Disinfecting Wipes, Thermometer, Hand Sanitizer & Alcohol Prep Pads (these can be used for sanitizing your phone or other smaller devices/areas).



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