



C O R P O R A T I O N



GEARBOSSE

FIVE STEPS TO WASH YOUR HANDS THE RIGHT WAY

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community — from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

- 1 WET** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- 2 LATHER** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- 3 SCRUB** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- 4 RINSE** your hands well under clean, running water.
- 5 DRY** your hands using a clean towel or air dry them.



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BEFORE ENTERING THE WENGER BUILDING

Before entering the Wenger facilities, each team member needs to ask themselves whether they are experiencing any of the following:

- A new **FEVER** (100.4°F or higher), or a sense of having a fever?
- A new **COUGH** that you cannot attribute to another health condition?
- New **SHORTNESS OF BREATH** that you cannot attribute to another health condition?
- A new **SORE THROAT** that you cannot attribute to another health condition?
- New **MUSCLE ACHES** that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?
- Exposure to a person who has been diagnosed with COVID-19?

If a team member answers “yes” to any of these questions, they should stay at home and contact their supervisor. If you are a supplier, contact your direct supervisor and have them call their Wenger contact.



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BEST PRACTICES FOR COVID-19 PREVENTION

Whether working remote or in one of Wenger's facilities, we will continue to practice social distancing to lessen the possible transmission of COVID-19. The two most recommended techniques are:

- **Maintain spacing of at least 6 feet apart in group settings**
- **Limiting exposure to groups with more than 10 people**

These are recommended techniques to slow down the transmission of COVID-19. Wenger also recommends best practices for COVID-19 prevention which include:

- **Clean hands frequently.**
 - Team members should wash their hands for at least 20 seconds with soap and water frequently through out the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet.
 - All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility.
 - Due to limited availability of hand sanitizer, work areas will have hand-sanitizer dispensers as supplies permit. These stations use sanitizers of greater than 60% alcohol that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.
- **Clean and disinfect frequently touched objects and surfaces.**
- **Cover your coughs and sneezes using a tissue and then properly dispose of the tissue or cough/sneeze into your elbow If you do not have a tissue.**
- **Avoid touching eyes, nose or mouth.**
- **Do not share water bottles, other drink containers or utensils.**
- **Avoid shaking hands, high 5's or fist-bumps with others.**