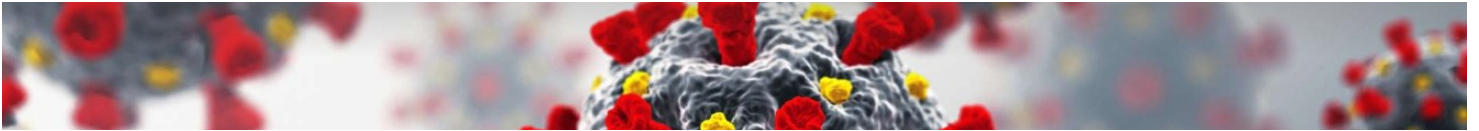


# COVID-19 HUDDLE TALKING POINTS



1

Our **number one priority** continues to be keeping our employee owners healthy and safe. We all play a part in that! Please monitor your health closely and contact your supervisor if you are feeling ill.

2

**Know the symptoms!** Primary symptoms of COVID-19 are dry cough and shortness of breath/difficulty breathing. If you have *one of these primary symptoms* or **two or more** of the following symptoms, you should contact your supervisor and then your health professional: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell.

3

Fill out the health questionnaire **DAILY BEFORE LEAVING HOME**. The form can be completed at <https://www.lumbermens-inc.com/covid-19> or by scanning this QR code with your phone's camera:



4

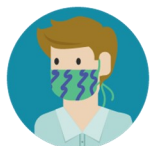
Practice **S O C I A L   D I S T A N C I N G**, wash and/or sanitize your hands often, avoid touching your face, model respiratory etiquette, and hold your high fives and handshakes for now.

5

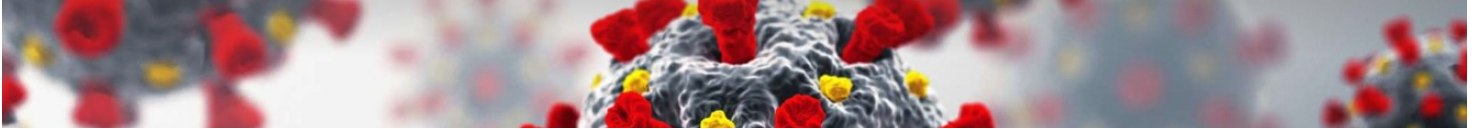
**Cleaning is KEY!** You should clean your work area **daily** upon arrival. If you work in a shared space, routine cleanings will be completed daily at 9:30AM, 12:30PM, and 2:30PM. Hands should be washed or sanitized **often** and **always** sanitized before and after using shared tools (office equipment, power tools, machinery, time clocks, etc.). Cleaning supplies are available throughout all locations. If you notice supply getting low, please let your supervisor know.

6

Masks are **required** if 6 feet of distance cannot be consistently maintained while working, while on a jobsite, or while in a vehicle with another employee owner. Proper mask placement covers your nose and mouth. Masks are available from your supervisor and are washable and reusable. Machine washing sanitizes your mask for future use.



# COVID-19 HUDDLE TALKING POINTS



7

**New protocols** have been created and implemented in several areas. These protocols have worked very well to effectively minimize interaction and we intend to continue with them. These areas include: Customer Pickups, Lumbermen's Transportation, Counter Solutions, and Outside Sales. See the COVID-19 Preparedness and Response Plan for full protocol details.

8

**Only employee owners and cleaning crews are permitted into our buildings.** Any visitors must be approved in advance, complete a health questionnaire prior to entry, wear a mask, and sanitize any areas they enter before leaving.

9

**Breakroom capacity** should be limited to 25%. Employee owners should NOT sit directly across from one another. Tables should be wiped down before and after use. Office employees should eat at their desk.

10

**In-person meetings** should be limited and MUST ensure 6 feet of distance can be maintained. Conference room surfaces (tables and chair arms) should be wiped down before and after use.