

Health and Safety Guidelines

Midwest Tape takes the COVID-19 pandemic very seriously in regards to keeping our facility safe for employees and visitors. We have taken great measures following the current guidelines of the CDC and Ohio Department of Health to continue to ensure we are providing a safe working environment at all times. Below is an overview of our current safety protocols and requirements we have put in place. Please note we continue to assess and adjust these measures as updated mandates and information come available.

- Masks are optional at this time, but are encouraged.
- We have designated entrances and exits for the building and lunchrooms to reduce cross-traffic.
- Self-temperature check kiosks were installed at each of our four entrances, requiring all employees and visitors to take their temperature. This is monitored daily and any abnormal temperatures, the person is instructed to leave the facility immediately and follow-up with HR on next steps.
- Visitor and employees are to take self-symptom assessment every day before entering into facility. If someone feels sick or ill, we ask that they stay home to keep their co-workers and others safe, call their doctor, and follow-up with HR or supervisor.
- Social distancing must be in place at all times, limiting close interaction (within 6ft) with others during breaks, lunch, and meetings. We have invested in video-conferencing technology to reduce the number of in-person meetings as much as possible.
- Employees are responsible for disinfecting their own workstations, meeting rooms, and lunch areas daily. We have a cleaning service onsite throughout the day to wipe down all high touch surface to continue to ensure our facility is kept safe and clean. Disinfectant sprays, wipes, and sanitizers are available in each department and supply areas.
- We have added additional office space as well as placed high dividers between desk areas to give employees more space between one another.

We pride ourselves on providing a clean and safe facility for our employees and visitors. Our employees ensure they contribute to protecting themselves and others daily by following these guidelines, maintaining good housekeeping, and following all other safety practices set forth.