

QUARANTINE REQUIREMENTS

In the event an individual is subject to symptoms of the coronavirus (COVID-19) mentioned or has tested positive for the virus, the infectious individual(s) is subject to a mandatory 14-day quarantine/isolation period until further testing has been completed with negative results. Additionally, the individual(s) shall be cleared by a medical professional and waived to return to work to ensure that no individual(s) has the possibility of receiving the potential virus by the previous infected person.

PREVENTION IN THE WORKPLACE

“Indianapolis Scale Company has implemented mandatory restrictions to all employees and personnel to reduce the spread of the coronavirus (COVID-19) in the workplace.”

Indianapolis Scale Company will incorporate routine intervals of cleanliness arounds all traffic areas such as door handles, lunchroom station and restrooms to decrease the possibility of the COVID-19 virus to spread in workplace. Additionally, Indianapolis Scale Company has incorporated in supplying all employees and personnel with hand sanitizer that contains at least 60% alcohol solution to prevent the spread of germs and possible COVID-19 virus. - Practice good hygiene amongst employees.

Indy Scale Corporate and Lafayette Office:

- Greet co-workers with verbal communication, no handshaking shall be performed as the virus can contact with infectious individuals.
- Clean hands at the door and clean surfaces at your workstation with at least 60% alcohol disinfectant solution.
- Avoid touching your face, mouth and eyes.
- Increase using serialized utensils with eating food.
- Wash hands thoroughly and apply hand sanitizer that is provided at all restrooms and the lunch station to avoid germs and virus to spread amongst other employees and personnel.
- All packages, mail, etc. received by Indianapolis Scale Company shall be placed outside the loading dock area with no contact by delivery services until further notice. All external package material shall be wiped by disinfectant wipes and discarded appropriately. Individuals receiving, packing and/or discarding packages are required to wash hands thoroughly and apply hand sanitizer that is provided by Indy Scale at the loading dock and surrounding areas.

Field/Service technicians working at customer locations:

- Follow customers guidelines/restrictions relating to individual location(s) where work is being conducted relating to the COVID19 virus
- Ensure to wash hands regularly keep hands cleaned by applying hand sanitizer (provided by Indianapolis Scale Company) on a regular basis at customer locations to prevent the spread of germs transmitting to individual location(s)
- Clean all tools regularly and discard wipes into trash container before entering any customer location/facility
- Prior to leaving any customer location/facility, wash hands and apply hand sanitizer thoroughly to kill all potential germs/viruses from the possibility of spread to occur.