

PROTECTING EMPLOYEES IN THE COVID-19 PANDEMIC

During this unprecedented time, it is our intent to operate our business with an abundance of caution in all respects. The safety and well-being of our team members is always put first. In response to the COVID-19 pandemic, we have taken the following steps to ensure all employees are safe and know how important they continue to be to our success and efforts in supporting our communities:

- Providing face masks and hand sanitizer to all employees;
- Altered the break areas and conference rooms to ensure social distancing;
- Ensuring the cleaning/sanitation of public areas occurs at least two times per day;
- Prohibiting visitors except those deemed essential;
- Brought in outside portable toilets for use by delivery drivers;
- Stopped business travel for all employees;
- Ensured regulatory compliance and HRIS system update to provide an additional 80 hours of COVID-19 sick time and paid Emergency FMLA leave of up to 12 weeks;
- Ensured deep cleaning occurred when we received a confirmed/probable diagnosis and notified all individuals in close contact of situation in compliance with CDC guidelines;
- Effectively and proactively distributing multiple communications to all employees to ensure their awareness and understanding of evolving COVID-19 circumstances;
- Displayed thank you signs in buildings for team appreciation;
- Adjusting individuals' schedules due to childcare issues and challenges where possible;
- Adjusted our Vacation Policy to allow an additional amount of carryover time into 2021 and/or the ability to cash out accrued and unused vacation time;
- Deployment of laptops and creation of a Work From Home policy and procedure;
- Directing those with the capability to work from home; and
- Use of Microsoft Teams to conduct video meetings to ensure social distancing



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