



**Guidelines for Working in Close Proximity
During the COVID-19 Pandemic
Customers, Contractors/Vendors, and
Carriers**

(July 8, 2020 Update)

People generate respiratory aerosols, or droplets, when speaking, coughing and sneezing that can be inhaled by nearby individuals. In addition, there is increasing evidence showing that people exhibiting no symptoms can be COVID-19 positive and able to spread the virus.

To help limit all potential exposures, the following guidelines were developed for employees as well as customers, contractors/vendors and carriers of CEM Corporation. These procedures are for use when working in close proximity to others, as needed to perform an essential function. These are based on recommendations by the Centers for Disease Control and Prevention and the World Health Organization and will be updated as the situation changes or new information becomes available.

Self-Quarantine and Social Distancing

The most effective way to minimize exposure to COVID-19 is by adhering to self-quarantine and social distancing protocols as defined by the CDC which is also reflected in CEM Corporation's policy. If a customer, contractor/vendor or carrier has a question in regard to the policy or direction, these questions can be directed to their primary CEM Corporation contact that they work with.

We are working to find creative solutions to ensure social distancing for all our tasks. We know the very nature of some jobs makes it more difficult to always remain at least 6 feet away from others, and we will continue to challenge each of these by evaluating:

- If the job truly needs to be performed
- If the work can safely be performed with fewer people using different tools, equipment or procedures
- If work can be rescheduled or staggered to have fewer people in the same area at the same time



Controls and Personal Protective Equipment

If working in close proximity to others is required to perform an essential function and there is no alternative, engineering controls should be implemented such as physical barriers (e.g. sneeze guards) and, if needed, increased ventilation with portable fans.

To provide an additional barrier, face covers that extend above the nose and below the chin to completely cover the mouth and nostrils must be worn by all members of the group. This will help minimize the risk of the virus spreading from an infected person with no symptoms. All personnel at work must follow the [CDC's latest guidance on face covers](#): wear them when you are around others. **For customers, contractors/vendors and carriers, the use of face covers is mandatory when you work within six feet of any CEM Corporation Associate.** If customers, contractors/vendors and carriers do not have a face covering one will be provided when working with a CEM Corporation Associate.

Below are the Guidelines for the CEM Corporation Employees and it is required for all customers, contractors/vendors and carriers to follow the same practices.

- The use of a face cover does not mean a person with symptoms consistent with COVID-19 can stay at work. These symptoms include fever, cough or difficulty breathing, nausea or vomiting, sore throat, diarrhea, new loss of taste or smell. If you experience these symptoms, report it to your supervisor and go home immediately.
- Improper use of face covers can increase the risk of infection. Good hygiene practices are essential, including:
 - Wash your hands with soap and water for 20 seconds or use alcohol-based hand sanitizer each time you handle your face cover.
 - Clean reusable respirators after each use.
 - Throw away *disposable* face covers immediately after a shift or earlier if soiled.
 - Wash any *reusable* face covers daily, e.g. bandanas or balaclavas.
 - Store any kind of respirator or face cover in a place where others will not come in contact with it – for example, in a sealed bag inside a personal locker – and do not set on surfaces others are likely to touch.
- Consider specific hazards in your area and follow proper PPE protocols, such as fire retardant clothing when performing electrical work or working with molten metals. All required and prescribed PPE should be worn, and the face cover should not present an additional hazard. When in doubt, ask the site's Health and Safety manager or Industrial Hygiene.