



OSHA Risk Levels for Spreading COVID-19

VERY HIGH RISK | Healthcare workers - those with high exposure during medical procedures

HIGH RISK | Healthcare support staff - those with high exposure to known or suspected sources

MEDIUM RISK | Those who require frequent/close contact to those who may be infected

LOW RISK | Those who do not require contact with people who are known to be sick

All Apogee business units are at the low level of risk

Apogee Efforts Keep us LOW RISK - Operating in a "New Normal"

Below is a list of processes and actions implemented at all businesses to keep you safe and limit the spread of COVID-19 based on the U.S. Center for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) guidelines.

✓ Social distancing

Ensuring that all employees maintain physical distancing – at least 6 feet of separation to reduce the risk of person to person transmission. We have implemented changes to, or eliminated, places where people congregate, including time clock lines or busy break areas.

✓ Stay at home when sick

If you are not feeling well stay home and use company sick policy. 100% participation is the key to keeping ourselves and the workplace healthy.

✓ Use of cloth face coverings

Apogee requires that everyone has a cloth face covering to use when social distancing cannot be maintained, so that germs are not spread from one person to another.

✓ Incident process

Apogee businesses have a robust incident response process to take action if someone develops symptoms of COVID-19 on site or at home. This includes getting employees connected to a professional medical screening and testing if necessary, escalating cleaning processes, and follow up contact tracing.

✓ Quarantine process

In our incident process, we are quarantining all employees that are displaying COVID-19 symptoms. If symptomatic employees are advised to quarantine by a medical professional, we are going one step further to also quarantine employees that are close contacts of those individuals.

✓ Enhanced cleaning

We have increased our cleaning frequency and rhythm on high touch areas to clean up potential germs. This is in use in all areas and we are open to employee suggestions.

✓ Response cleaning

As part of the incident process, if someone displays any symptoms on site we are doing additional response cleaning to ensure that the area is cleaned up of any potential germs.

✓ Deep cleaning

As part of the incident process, if someone tested positive for COVID-19 and was on site within the past 48 hours, each business site can utilize professional cleaning services to disinfect the area.

✓ Active screening

At the beginning of their shift, all employees are asked a series of questions related to contact with those that have COVID-19 and if they have any symptoms before they start work. The list is updated regularly with the most up to date information from the CDC and local medical authorities.

✓ Limiting visitors

All visitors require BU president pre-approval. All non-employees that enter the business are required to complete a series of questions about recent travel and their health conditions prior to entering the facility.

✓ Travel restrictions

Apogee has restricted all non-essential employee travel.