



ITU AbsorbTech's COVID-19 Precautions and Risk Mitigation Summary

We are committed to the health and safety of our employees and customers. We are actively monitoring recommendations from the Center for Disease Control (CDC) and public officials while working closely with customers and suppliers to validate COVID-19 safety steps, and adding new safety precautions where appropriate.

In addition to the CDC's *Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019* (available at [cdc.gov](https://www.cdc.gov)), here are some of the steps we are taking in response to COVID-19:

Extra precautions while at customers' facilities

- Upon request, Route Service & Sales Representatives (RSSRs) will complete customers' health screening forms.
- Employees with known illness are precluded from customer facilities until they are deemed to be healthy or medically cleared.
- RSSRs will collaborate with customers to address any new service and safety protocols when on-site.
- RSSRs will utilize nitrile gloves, when requested, for handling garments and towels.

Precautions to ensure our products are clean and safe

- Ecolab Textile Care experts will continue to validate our wash formulas and provide applicable letters of guarantee, and provide guidance pertaining to our Hazard Analysis Critical Control Point (HACCP) program and COVID-19 precautions.
- HACCP Best Management Practices (BMP) training is being reinforced with the focus on personal hygiene and facility cleaning processes, as detailed in our ISO work instructions.
- We will continue to follow our HACCP guidelines for the cleanliness and safety of our garments and towels during processing and delivery (see HACCP handout).

Extra precautions to keep our employees safe

- Employees' job functions deemed to be Non-Essential are permitted to work remotely when indicated by individual health and family circumstances, and are advised to stay home if they are sick, or if directed by Governors' executive orders.
- Facility access is very limited, primarily granted to essential contractors and suppliers.
- Cafeterias and break rooms are disinfected at least twice daily. Disinfectant materials and supplies are provided for other general work stations and individual work areas.
- Additional hand sanitizing dispensers have been installed through our facilities.
- Seating in cafeterias and breakrooms are limited to one chair per table and employees are directed to disinfect tables and chairs after use.
- Larger cafeterias have been cordoned off to prevent larger groups from gathering.
- Food service personnel are required to wear protective nitrile gloves, and disinfect food vending machines each visit.
- Employees are advised to keep a social distance of 6 feet, limit groups and meetings to fewer than 10 people, and stagger work hours and breaks in office environments, when possible.
- To purify air in some smaller meeting areas we have installed HEPE/UV air filtration units.
- All non-essential meetings and non-essential travel has been postponed.
- For essential travel, car transportation instead of air transportation is recommended.
- All employees that use company vehicles are provided sanitizing supplies and directed to clean the vehicle interiors on a frequent basis.
- For those traveling to high risk zones, employees must report to Human Resources for clearance to resume work at customers' or our facilities.

- Video of proper hand washing technique is routinely played on the monitors in all lunchroom facilities.
- Facility doors (except outside entryways/exits and fire doors) are propped open to enhance air circulation and avoid touching door handles.
- Cleaning service personnel are directed to bypass inside offices with closed doors. Trash and recycling bins from offices are placed outside offices on Monday, Wednesday and Friday for cleaning crews to empty. All bins are then sanitized and left outside respective offices.

Communication and leadership

- Senior Management is meeting on a frequent basis (usually daily) to discuss additional information and necessary safety steps.
- Senior Management communicates frequently via email and video with ITU AbsorbTech employees about COVID-19 action steps.
- Managers participate in industry sponsored video conferences such as Wisconsin Manufacturers and Commerce (WMC) and National Association of Manufacturers (NAM) to stay abreast of latest developments.
- Legal counsel is consulted to ensure that we are complying with applicable laws and regulations.
- Human Resources is maintaining a file of all employee-reported illnesses for potential traceability of COVID-19 affected individuals.
- Medical information is being coordinated and disseminated via Dr. Jean Ibric, our inhouse concierge physician.

Please reach out to our Customer Response Center at 888-729-4884 if you have any questions. We hope for a swift end to COVID-19 and that you and your employees stay safe and healthy.

