

Coronavirus (COVID-19) – ESG Company Protocols

1. Masks are mandatory while onsite at an ESG facility, or while representing ESG offsite
2. Health/temperature screenings are required prior to site entry
3. Essential team members continue to work onsite and teleworking is required where feasible
4. Physical distancing protocols have been put in place, and operational activities have been reconfigured to accommodate this requirement
5. ESG is currently a “no-touch” facility; avoid handshakes, do not share writing utensils, etc.
6. Separation protocols in common areas have been implemented. In some cases, adjusted workflows and staggered start times, breaks and meal periods will apply to limit exposure
7. International business travel has been suspended until further notice
8. Domestic business travel must be approved and is currently limited to travel that is business critical. Travel requests should be submitted via the Business Assessment Form and require approval from the President
9. Until further notice, all personal travel must be disclosed to HR for return guidance, and to determine if a 14-day quarantine is necessary
10. Attendance at trade shows, conferences, or other large gatherings is suspended until further notice
11. ESG meetings should be virtual if possible. If in-person meetings are necessary, meetings are limited to a maximum of 10 people and physical distancing guidelines apply
12. Visitor access is subject to preapproval completion of the automated Visitor Safety Practices Form
13. We have established an ESG COVID-19 task force to coordinate our safety practices and response to any potential COVID-19 cases or workplace exposures
14. We will continue to adhere to our posted Decision Tree, which highlights the actions and protocols relevant to several COVID-19 situations that may impact the workplace and/or facility
15. If you believe you may have COVID-19 symptoms, or if you have been exposed to COVID-19 please refer to the decision tree and immediately notify HR. Do not come to an ESG facility
16. If you are sick, STAY HOME!
17. ESG’s medical plans include a telemedicine platform. If you are currently enrolled in an ESG medical plan, please refer to the flyer which outlines the program and how to get access
18. All facilities have stepped up janitorial services and have begun disinfecting common area surfaces daily
19. Practice good hand hygiene. Wash your hands with soap and water often. Use hand sanitizer gel if soap and water are not available
20. If a team member is sent home due to sickness, or is subject to a 14-Day isolation, this will be considered work from home time if the team member is able to do so. If not, please reach out to a member of HR to discuss application of paid leave options or PTO
21. These protocols may be modified based on local regulations and conditions

If you have any questions, please reach out to a member of the HR team. Thank you for your cooperation.