valmont

COVID-19 COMMUNICATION: PANDEMIC LEVELS

CONCERN	PROCESS	USE OF MASK CLARIFICATION
PANDEMIC LEVEL 1	• Administrative employees at office as needed and social distancing in public settings. • Factory breakrooms and cafeterias fully staffed and open. • Factory personnel social distancing, but no other protective measures. • COVID-19 testing on an as-needed basis when presenting with symptoms or due to first level exposure.	No masks required unless social distancing cannot be maintained.
PANDEMIC LEVEL 2	• Administrative employees able to work from the office as needed with social distancing maintained at the workspace or larger dispersed team that switch days. • Factory breakrooms and cafeterias and open with adequate disinfecting stations. • Social distancing practices continue to be in place. • Factory supervisors/leads wear masks while working from station to station to ensure they don't transmit the virus. • Contact tracing and quarantine with related testing take place after a positive COVID-19 case is found to eliminate clusters.	• If Department of Health lifts local masks mandate, no mask needed. • The GM/PM can put a mandatory mask usage in placed, based on; - Amount of confirmed positives at the plant location - Large scale event planned for site where social distancing may not be achieved - Other pandemic related reasons
PANDEMIC LEVEL 3	• Administrative employees work from home as much as possible with a 1- or 2-day a week in-person check in with teams or managers. Face coverings are worn if social distancing of 6' or greater cannot be maintained in the office space. • Factory breakrooms are open with limited services. "Grab-and-go," etc. • Factory personnel social distancing of 6' or more maintained and enforced. • Factory supervisors/leads wear masks while working from station to station to ensure they don't transmit the virus. • Contact tracing and quarantine with related testing take place after a positive COVID-19 case is found to eliminate clusters.	Masks for Administrative employees required in enclosed meeting spaces if meetings are 10+ minutes in length.
PANDEMIC LEVEL 4	• Administrative employees work from home and do online check in as required. Any administrative employee in the office must wear face coverings unless in an isolated office. • Factory breakrooms are open with no services. • Factory personnel wear face coverings at all times until COVID-19 testing can be carried out on that shift or facility. • Contact tracing and quarantine with related testing take place after a positive COVID-19 case is found to eliminate clusters.	Masks for all Administrative and Production employees required at all times, unless in a non-traffic, private office.
PANDEMIC LEVEL 5	• Factory or site is closed until full cleaning and testing of the employees can address the situation and we move back to level 4.	Masks required for anyone involved.

To learn more about the coronavirus, visit the Centers for Disease Control (CDC) website: **cdc.gov**, or the World Health Organization's website: **who.int**.