



## COVID-19 Recovery and Safety Plan

Revised December 31, 2021

Effective through June 30, 2022

Please email [COVID19\\_TaskForce@optimaxsi.com](mailto:COVID19_TaskForce@optimaxsi.com) with any questions or concerns.

Optimax has assembled a COVID-19 Task Force that will continue to review and revise the Recovery and Safety plan per government and CDC guidelines. Please email [COVID19\\_TaskForce@optimaxsi.com](mailto:COVID19_TaskForce@optimaxsi.com) with any questions or concerns.

Optimax's COVID-19 **Recovery and Safety Plan** is a plan to protect our employees, make the physical work place safe and help reduce the risk of spread of COVID-19 as we transition to a new state of normal doing business. There have been several policies and guidelines that were put in place starting in mid-March 2020 as part of our COVID-19 Response Plan. Our **Recovery and Safety Plan** will evolve over time as the COVID-19 pandemic situation changes. Our **Recovery and Safety Plan** aims to reinforce, phase out or eliminate some of these policies and guidelines, per government and CDC guidelines. We may also choose to permanently adopt some of the policies and guidelines as part of our new normal safe operating practices which will be incorporated into Optimax's Employee Handbook. Overall our goal is *employee prosperity and customer success*. We want to keep all our employees healthy and safe while continuing to deliver high value optics to our customers. Optimax's COVID-19 **Recovery and Safety Plan** detailed in this document will be modified as we continue our phased recovery. It is broken up into sections that were outlined by NY State (*NYS*) [Business Safety Procedures \(https://forward.ny.gov/industries-reopening-phase\)](https://forward.ny.gov/industries-reopening-phase). Our **Recovery and Safety Plan** was reviewed monthly during 2020 and 2021 and will be reviewed at least quarterly in 2022. Any updates and changes will be communicated to the entire workforce via email and employee-only access website.

- *NYS: Adjust workplace hours and shift design as necessary to reduce density in the workplace*
  - **Restricted Operations**
- *NYS: Enact social distancing protocols*
  - **Social Distancing Best Practices and Conference and Break Room Policies**
  - **COVID-19 Visitor Policy**
- *NYS: Restrict non-essential travel for employees*
  - **Business Travel Policy and Personal Travel Guidelines**
- *NYS: Require all employees and visitors to wear masks if in frequent contact with others*
  - **Face Masks at Optimax**
- *NYS: Implement strict cleaning and sanitization standards*
  - **Disinfection Team**
- *NYS: Enact a continuous health screening process for individuals to enter the workplace*
  - **COVID-19 Building Entry Procedure**
- *NYS: Continue tracing, tracking and reporting of cases*
  - **Information regarding local testing and screening**

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## Optimax – COVID-19 – Restricted Operations

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To ensure operations continue to meet the demands for other essential businesses, Optimax reserves the right to reduce non-manufacturing activities to provide adequate coverage in all critical areas to deliver product to our customers. Restricted operations will be in effect during times of substantial or high transmission risk in the local area (Wayne county) as determined by the CDC<sup>1</sup>.

### **Restricted Operations while CDC COVID-19 transmission risk<sup>1</sup> is classified as substantial or high:**

Restricted operations include maximizing the number of remote and off-shift workers as much as possible to minimize the number of people at Optimax at one time at the discretion of the leadership team to ensure a safe environment and continuous operations. *If you have any questions regarding your specific work schedule, please contact your supervisor and/or HR for clarification.*

Some employees may be asked to:

- work on-site
- work remotely off-site

If asked to report to work during the pandemic and an employee does not feel safe, he/she has the option to not report in person. Please notify your supervisor and an HR Representative.

### *Overtime Expectations*

The expectations for overtime will still be in effect as in normal operations. No hourly employees should be working more than 40 hours without prior approval. Overtime approval can only be authorized by the applicable supervisor who will receive guidance from the Leadership Team.

### *Interns, part-time and temporary employees*

Interns, part-time and temporary employees may be brought back on a case-by-case basis at the discretion of the Leadership Team.

### [Guidelines for Working Remotely](#)

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<sup>1</sup> CDC transmission risk for Wayne County, NY can be found here: <https://covid.cdc.gov/covid-data-tracker/#county-view>.

# Optimax - COVID-19 Social Distancing, Conference Room and Breakroom Policies

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## Social Distancing Best Practices

To protect our health during times of substantial or high COVID-19 transmission risk in the local area, we will make efforts to not come within six feet of one another (“6 feet rule”), in social or business contact. This may be challenging at times, however, we must make best efforts to adhere to this standard. Distancing may be challenged in certain situations, and in such cases employees must have a face mask accessible (see proper mask usage section). We recommend that everyone try to limit walking around the facility and remain in your work area as much as possible to help with social distancing. Please try to utilize other forms of communication (ex. email, phone, etc.) over face-to-face conversations, especially for social conversations during times of substantial or high COVID-19 transmission risk

## Conference and Break Room Policies

Conference rooms and breakroom capacity will be reduced during times of substantial or high COVID-19 transmission risk in the local area. Conference room seating will be reduced based on capacity listed on the conference room door. Breakroom seating should be reduced to maintain six feet distance whenever possible. It is encouraged that meetings and trainings be conducted via phone, email, or video conferencing.

### ***In the event an in-person meeting or training must be held:***

- Adhere to the maximum capacity outlined on the conference room door
- **Meeting organizer is responsible for wiping down all surfaces after the meeting** (ex. table, chairs, keyboard, etc.)
- See proper mask usage section for mask protocols

# Optimax COVID-19 Visitor Policy

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## VISITORS/CONTRACTORS

### Visitors/Contractors are limited to *essential* visits only.

- Contact either Jessica Nelson or Ale' Mendoza prior to scheduling an on-site essential visit to coordinate logistics due to evolving NYS guidelines.
  - **All visitors must be pre-approved by a member of the Leadership Team.**
- Examples of *essential* visitors include machine repair/move.
- Non-essential visits should be held as virtual meetings and/or conference calls.
- Visitors/contractors will be asked to complete the Optimax Visitor Agreement that includes additional screening questions mentioned below. The Visitor Agreement should be submitted to them prior to their arrival to allow time for review and return to their Optimax Point of Contact (POC). The most recent version of the Visitor Agreement is located in the DMS as DMS# 101512.
  - Optimax POC may approve entry visitor/contractor based on their responses to the completed Visitor Agreement. If the POC has any questions or concerns he/she should contact the Leadership Team.
    - Electronic copies of the completed Visitor's Agreement should be emailed to [HR\\_Dept@optimaxsi.com](mailto:HR_Dept@optimaxsi.com)
    - Hard copies of the Visitor's Agreement can be given to the Receptionist (or placed in Deb Drexler's mailbox). It will be processed in accordance with the Visitor Procedure Checklist – DMS# 101494.
  - Optimax POC will arrange to meet their pre-approved visitors at the Front Entrance to sign in, badge retrieval and pass through the thermal scanners per Optimax's Building Entry Procedure.
    - The Optimax POC should arrange with HR to have their badge printed prior to their arrival and have it ready for the visitor when they arrive.
  - **Visitors are required to wear masks at all times regardless of vaccination status** (see mask usage section)
  - If requested by the visitor, a summary of Optimax's COVID-19 Recovery and Safety Plan can be made available. Please email [COVID19\\_TaskForce@optimaxsi.com](mailto:COVID19_TaskForce@optimaxsi.com) for the most recent revision.

To help prevent/minimize exposure of the workforce to a possible carrier, when in-person (on-site) meetings are held or as vendors enter the premises, further screening will be required. Additional screening include:

- Questions regarding potential symptoms
- Identification of recent travel locations
- Temperature screening

## TOURS

Tours (individual and group) for essential visitors must be approved by a member of the leadership team.

## INTERVIEWS

Interviews should be conducted through virtual means until the final interview which may be performed in person. The applicant and interview team will discuss safety procedures with HR prior to conducting any final face-to-face interview.

## Optimax – COVID-19 – Travel Policies

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We will review the travel policies as needed to meet federal, state, local, and CDC guidelines.

**COVID-19 Business Travel Policy:** Essential travel will be considered on a case-by-case basis by the leadership team.

- Optimax Business Travel Policy
  - Documented COVID-19 Safety Plans from all business locations in travel plan must be received prior to travel approval.
  - Essential travel must be approved by leadership team and supervisor prior to arranging travel.
  - Optimax employees must be fully vaccinated for COVID-19 to travel on business for Optimax.
  - Travel by car is preferred.
  - Clean masks must be worn daily by all Optimax employees per local and CDC guidelines during travel.
  - Employees are expected to maintain social distancing best practices and healthy handwashing habits at all times and carry hand sanitizer in case hand washing stations are not available.
  - Employees that travel for business may be subject to a quarantine period if any is mandated by New York State at the time of travel.

### **COVID-19 Personal Travel Policy:**

- Employee Personal Travel:
  - Refer to CDC guidelines regarding international and domestic travel. **All employees must inform their supervisor and HR before traveling outside of New York and will be subject to any quarantine and/or testing requirements per the New York State COVID-19 travel advisory at time of travel.**
    - Please see the [NYS website](#) for up-to-date information.
    - Employees must be released from NY State mandatory quarantine before returning to Optimax.

Optimax will not reimburse the cost of COVID-19 testing for personal travel, household member travel and/or out of town visitors.

## Optimax – COVID-19 – Use of Face Masks at Optimax

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### Optimax Face Mask Policy:

- Mask must be worn when you are within 6' of another person.
- Mask must be worn when walking between areas (ex: shared aisles), and in general spaces (ex: lobbies, clock-in areas).
- Mask must be worn when talking in person to someone else, regardless of distance.
- When worn, mask must cover mouth AND nose.
- When not worn, mask must be around the neck or head, such that mask can be pulled over mouth/nose instantly, if someone approaches.

For the latest best practices on mask use please visit the [Optimax COVID-19 Best Practices Refresher Guide](#)

In order to help keep our workforce safe we are still asking that:

- All visitors wear masks, regardless of vaccination status

We will continue to monitor guidance and policy from local, state and federal ([CDC](#)) guidelines for our mask policy. Any changes will be communicated via email.

## Optimax – COVID-19 – Disinfection Application Process

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### The Cleaning and Disinfecting Process for the Optimax Facility

For your health and safety, an external janitorial service has been contracted to apply a cleaning and disinfection process to all high traffic areas and deep cleans the bathrooms in buildings 1, 2, 3, and 4 at least twice daily. Working with the Optimax Environmental and Health Specialist, HR, Maintenance and Purchasing to ensure regular cleaning support, provide tips on how to stay safe, and provide adequate cleaning supplies for all areas, our in-house janitorial staff, along with a volunteer Disinfection Team, continues to clean and apply a disinfection process to clock-in stations and other high risk areas on all three shifts.

Cleaning and disinfecting supplies are available in all areas or upon request from the tool crib. Employees are expected to apply a cleaning and disinfection process to their work areas daily.

#### **In the event there is a positive COVID-19 case at Optimax:**

A COVID-19 Response Team has been assembled to apply a deep cleaning and disinfection process to targeted areas following any positive cases, exposures to positive cases, and/or areas that symptomatic individuals have come into contact within the last 24 hours.

Optimax will also immediately notify the local health department and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

Tips for cleaning and disinfecting surfaces can be found [HERE](#)



## Optimax – COVID-19 – Building Entry Procedure

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**Anyone that has been exhibiting or develops any symptoms of [COVID-19](#) (ex. fever, cough, shortness of breath, etc.) in the past 24-hours may not enter the Optimax facility.**

### **COVID-19 Building Entry Procedure –**

#### *Health Screening*

Employees and visitors that have been exhibiting or develop any symptoms of COVID-19 (ex. fever, cough, shortness of breath, etc.) may not enter nor remain in the Optimax facility. Employees will confirm by clocking into EPICOR on-site that they have not exhibited any COVID-19 symptoms in the past 24-hours. Visitors will be asked additional screening questions prior to entry (see Visitor Policy section).

- If you have any COVID-19 symptoms, New York State recommends testing for COVID-19. Optimax also recommend seeking advice from a medical professional. You can find testing site information through the New York State website or contact your health care professional. Website: <https://covid19screening.health.ny.gov/>
- If you are tested for COVID-19, please do not return to work until you have received a negative COVID-19 test result or have a note from a medical professional.

#### *Temperature Screening*

Everyone must register a temperature below 100.4°F prior to entry into the Optimax facility daily.

- Three dual spectrum camera systems from InVid Tech have been installed to aid in automated temperature scanning in the entryways for buildings 1, 3 and 4. These systems can accurately read (within 0.5 deg F) the temperatures of 16 people simultaneously, per second. If someone enters whose temperature is above the threshold (100.4°F) an alert will sound and an automated message will be sent to an Optimax response team.
  - Additional instructions for the thermal camera system are posted at each entry and can be found at this link [HERE](#).
- Spectra building and Building 2 (entrance near coating) will utilize a tablet with infrared temperature measurement.

## Information regarding local testing, screening and vaccine requirements

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**If any employee or visitor has been exhibiting or develops any symptoms of [COVID-19](#) (ex. fever, cough, shortness of breath, etc.) in the past 24-hours may not enter the Optimax facility and must notify Ale’/HR.**

**Any employee who has had known exposure to COVID-19 in the last 10-days should contact Ale’/HR before entering the facility.** This includes everyone regardless of COVID-19 vaccination status.

### COVID-19 Testing

**If you need to seek COVID-19 diagnostic testing:**

1. Make sure you wait until the appropriate day to get tested if you are asymptomatic. Testing too soon may reduce the validity of the results and you may need to be retested. Unsure? Contact HR.
  - If you are experiencing symptoms, please seek medical attention and/or testing immediately.
  - Notify Ale’ immediately if you seek COVID-19 testing.
2. Seek COVID-19 PCR testing at a [New York State approved testing facility](#).
  - The Wayne County Department of Health recommends the PCR test.
3. Once you have received results, please contact your supervisor and Ale’ for further instructions.

**If you receive a positive COVID-19 test:**

- Contact Ale’ and your supervisor immediately.

**Upon notification we begin the following process** (subject to change based on evolving federal, state and local guidelines):

1. We ask the person that tested positive to **start gathering the following information:**
  - a. *When was the last day you were at Optimax?*
  - b. *Are you feeling sick, if so, when did you first experience symptoms?*
  - c. *What day did you have the test performed?*
  - d. *If you were on-site in the 2 days prior to testing for COVID-19 or onset of symptoms, create list of people you came in contact with on-site at Optimax (with or without a mask)*
    - Close contacts (primary): Within 6’ for a cumulative time of more than 10 minutes in 24 hours, with or without face masks. Total duration, location and activity are also helpful information to include on this list
    - Casual contacts (secondary): All other conversations, even if shorter than 10 minutes.
    - In-person meetings you attended and all attendees (primary, per Wayne County DOH): Even if all attendees are 6’ apart and masked because they were in an enclosed space.

- e. *If you were on-site in the last 24 hours, create a list of locations you traveled throughout Optimax in the last two days you were on-site at Optimax*
  - What buildings?
  - What specific areas within the buildings? Restrooms? Break areas? Conference Rooms? What were the durations and time of day?
  - What shared pieces of equipment, vending machines, etc. did you contact?
2. Ale' or the employee's supervisor calls Close and Casual Contacts
3. Leadership team contacts Wayne County Department of Health and NYS Department of Public Health if employees reside outside of Wayne County
4. Based on information gathered from the employee that tested positive and guidance from the DOH, Leadership team decides:
  - a. Which areas (if any) need to be closed for disinfection:
    - If it has been more than 24 hours since the employee was last in the building, according to the [CDC](#) additional cleaning and disinfection is not required and evaluated on a case by case basis. Routine cleaning and disinfection should be continued.
    - If it has been less than 24 hours since the employee was last in the building, the individual's *primary* work area needs to have the disinfection process applied prior to reopening.
  - b. If Secondary Contact Groups (if any) should seek testing if not fully vaccinated
    - Note: Secondary contact group testing is not required by the DOH; we choose to do so on a case-by-case basis.
5. Statistics for positive COVID-19 cases at Optimax will be posted on the COVID-19 [intranet](#) site and the external [employee website](#) starting January 1, 2022. Statistics will include new positive cases in the past 24 hours and 7 days.
  - a. Email notifications will only be sent out if the number of positive cases exceeds 3 cases in the past 7 days.
6. Leadership team members are available if there are any questions/concerns.

A few additional notes:

- **Due to [HIPAA Privacy Rules](#):** Optimax cannot disclose any personal identifying information about those that test positive for COVID-19 or that may be experiencing symptoms of COVID-19.
- **Each situation is unique:** Local, state and federal guidelines are continuously evolving. Actions taken for our first few cases might not be exactly the same due to new information.
- **Stay home if you are sick:** Coronavirus, cold, and flu symptoms are all very similar, making it very difficult to proactively close down areas when someone is not feeling well. Optimax can only take immediate action when we have a verified positive COVID-19 case. The best way to keep yourself and your team healthy is to wear proper masks, socially distance, frequently wash your hands, sanitize any common surfaces before and after you touch it, and stay home if you are not feeling well, seeking advice from a medical professional.

**COVID-19 Vaccine mandate:** Optimax is required as a federal contractor under a federal [executive order](#) to mandate the COVID-19 vaccine for all employees. This applies to all Optimax employees, whether you are on-site or working remote. Medical and religious exemptions may be granted on a case-by-case basis. Please see HR/Ale' for more information about exemptions.

**COVID-19 Vaccine and Booster Information:** Please see <https://www.flvaccinehub.com/> to find available appointments.

**Optimax Health and Temperature Screening** – Please see Building Entry Procedure Section

**Get exposure alerts from NYS:** Download the [COVID Alert NY](#) app.