

Function of Beauty 5570 Snyderstown Rd. Paxinos, PA 17824

**FUNCTION, INC**

**COVID-19 WORKPLACE SAFETY POLICIES**

**1.0 Purpose**

- 1.1. The health and safety of our employees and their families is our top priority and we have implemented the policies below based on the guidance provided by the Centers for Disease Control and Prevention (CDC) and local health authorities during the COVID-19 pandemic.
- 1.2. Failure to comply with the policies outlined here may result in discipline, up to and including termination.

**2.0 Personal Hygiene and Safety Protocols**

- 2.1. We are following protocols provided by the CDC, as well as any state or local health requirements. We may also implement additional safety requirements, at our discretion, at any time. Our current safety requirements are as follows:
  - 2.1.1. Wash your hands as soon as you enter the workplace.
  - 2.1.2. Wash your hands after touching any high-touch surface with bare hands, such as door handles, water cooler buttons, security or payment keypads, or communal workstations. If possible, cover your hand with something when touching high-touch surfaces.
  - 2.1.3. If you are not fully vaccinated, a face covering is required that covers your nose and mouth at all times.
  - 2.1.4. Social distance where possible and prudent.
  - 2.1.5. If you cough or sneeze while not wearing a face covering, do so into your elbow or a tissue. Immediately throw away the tissue (if used), promptly wash your hands.

**3.0 Illness and Sick Leave**

- 3.1. You may be subject to health screening when entering the workplace. Screening, if implemented, is a condition of entering the workplace.
- 3.2. If you feel any signs of illness, you must stay home.
- 3.3. Common symptoms of COVID-19 include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, and diarrhea.
- 3.4. **FFCRA Leave Requirements Expiry December 31st, 2020**
  - 3.4.1. The requirement that employers provide paid sick leave and expanded family and medical leave under the Family First Coronavirus Response Act (FFCRA) expired December 31st, 2020.

- 3.4.2. Please visit the Wages and Hours Division's [FFCRA Questions and Answers](#) page to learn more about workers' and employers' rights and responsibilities following December 31st, 2020 or contact your Function of Beauty HR Representative.
- 3.5. If you stay home sick (or are potentially sick), you will be allowed to work from home if feasible and if you feel able.
  - 3.5.1. Let your manager know as soon as possible if you will be staying home so that your workload can be managed, either by ensuring you can do it at home or that others can cover it in your absence.
  - 3.5.2. You must follow the company's standard attendance policy and keep in close contact with your manager regarding the duration of your leave.

#### **4.0 Close Contact with an Infected Person**

- 4.1. If someone in your household or someone with whom you have had close contact (less than 6 feet) has been diagnosed with COVID-19, including a presumptive diagnosis, contact HR immediately, and before returning to the workplace.
- 4.2. Employees with COVID-19 should isolate for 5 days and if they are asymptomatic or their symptoms are resolving (without fever for 24 hours), follow that by 5 days of wearing a mask when around others to minimize the risk of infecting people they encounter.

#### **5.0 2<sup>nd</sup> Hand Exposure**

- 5.1. If you have been in contact with someone who has been in contact with a COVID-19 positive individual, if feasible, you should work from home and quarantine for:
  - 5.1.1. For employees who are unvaccinated or are more than six months out from their second mRNA dose (or more than 2 months after the J&J vaccine) and not yet boosted, CDC now recommends quarantine for 5 days followed by strict mask use for an additional 5 days.
  - 5.1.2. Alternatively, if a 5-day quarantine is not feasible, it is imperative that an exposed person wear a well-fitting mask at all times when around others for 10 days after exposure.
  - 5.1.3. Individuals who have received their booster shot do not need to be quarantined following an exposure, but should wear a mask for 10 days after the exposure.

- 5.1.4. For all those exposed, best practice would also include a test for SARS-CoV-2 at day 5 after exposure.
- 5.1.5. If symptoms occur, individuals should immediately quarantine until a negative test confirms symptoms are not attributable to COVID-19.
- 5.1.6. **Note:** These requirements may change without notice based on federal, state or local guidelines.
- 5.2. Please speak with Human Resources regarding these specific situations.
- 5.3. If you are advised by a physician that you may return to work, a note from the physician will be required for you to return before the completion of the quarantine period.

## **6.0 Safety Outside of the Workplace**

- 6.1. We reserve the right to require you to quarantine before returning to the workplace if you engage in behaviors that we feel puts other employees or customers at risk.

## **7.0 Potential Facility Closures**

- 7.1. If it is necessary to close the workplace entirely, we will attempt to provide you with notice so that you can prepare to work from home, if feasible.
  - 7.1.1. However, in case of a sudden closure, you should take your devices, chargers, mouse, and any other tools you need to be productive at home with you after work each day, if possible.

## **8.0 Visitor/Vendor Safety**

- 8.1. All visitors, vendors, and contractors are required to sign in prior to entering a facility.
- 8.2. All visitors / vendors are required to acknowledge that they must wear face coverings if they are not fully vaccinated upon check in.

## **9.0 Occupational Health & Safety Administration Emergency Temporary Standard CFR 1910 Subpart U - COVID-19**

- 9.1. OSHA's temporary emergency standard CFR 1910.501(d)(1) requires all employers to establish, implement, and enforce a mandatory vaccination policy with exemptions as defined in CFR 1910(d)(2).
- 9.2. In accordance with these requirements, Function inc. is required to:
  - 9.2.1. Determine the vaccination status of each employee
  - 9.2.2. Mandate that all vaccinated employees provide acceptable proof of their vaccination status

- 9.2.2.1. Acceptable proof is defined as:
  - 9.2.2.1.1. Copy of COVID 19 Vaccination Card
  - 9.2.2.1.2. Copy of medical records of vaccination
  - 9.2.2.1.3. A copy of immunization records records from a public health, state, or tribal immunization information system
  - 9.2.2.1.4. Any other official documentation that provides:
    - 9.2.2.1.4.1. Type of vaccine
    - 9.2.2.1.4.2. Date(s) of administration
    - 9.2.2.1.4.3. Name of the vaccine provider
  - 9.2.2.1.5. In instances where an employee is unable to produce acceptable proof of vaccination, a signed and dated statement by the employee:
    - 9.2.2.1.5.1. Attesting to vaccination status (fully vaccinated or partially vaccinated)
    - 9.2.2.1.5.2. Attesting that they have lost and are otherwise unable to produce proof required under the relates OSHA ETS
- 9.2.3. Employees that are not able to provide proof as defined by this program and defined under CFR 1910.201 will be treated as unvaccinated and required to wear appropriate face covertings defined as a covering that:
  - 9.2.3.1. completely covers the nose and mouth
  - 9.2.3.2. Is made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source)
  - 9.2.3.3. Is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers
  - 9.2.3.4. Fits snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and
  - 9.2.3.5. Is a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings.
  - 9.2.3.6. This definition includes clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing

or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

**10.0 Questions**

- 10.1. If you have questions about any of these policies, or how the Company is dealing with other issues related to COVID-19, please contact Human Resources.

**11.0 Document Review and Approval**

- 11.1. Date Devised: 05-19
- 11.2. Reviewed Date: 01-22
- 11.3. Date Approved: 01-22
- 11.4. Approved By: Ed Noter, Director, EHS