

# COVID-19 Enhanced Safety Protocol

For more than 85 years, Armstrong has made safety our top priority. Guided by our Values of Service, Learning and Innovation and Community, keeping our workers safe on the job and out in the field has always been top of mind.

Being part of the Armstrong Community means being part of a network of colleagues who care about each other and who will go above and beyond to protect one another. **In the current global pandemic situation, taking care of the Armstrong Community has never been more important.**

Armstrong has been designated as an *Essential Business* because we provide critical equipment such as fire suppression, water boosting, heating & cooling pumping equipment and building performance services to hospitals, long term care institutions, commercial and industrial buildings, high-rise residential apartment buildings and datacenters.

To maintain our product and service offering to these business sectors safely and reliably, we have established a rigid safety protocol which has been layered on top of our long-standing health and safety policy.

## Corporate Leadership

Our global and regional leadership and human resources teams meet on a daily basis to review the current situation and to ensure we are all up to date on the conditions in each region.

## Personal Leadership

All members of the Armstrong Community are empowered to take personal responsibility and leadership for the safety of ourselves and our colleagues. If you see anyone not practicing this protocol, DO NOT HESITATE to remind them of its importance to them, yourself and others.

## Standard Health and Safety Policies

All Armstrong workplaces and our service teams have comprehensive occupational health and safety policies that meet or exceed regional guidelines. These policies are posted in each location of Armstrong.

## COVID-19 Enhanced Safety Protocol

In order to support our employees working as an Essential Service throughout the global pandemic situation, Armstrong has introduced the following additional safety measures:

### Visitor Policy

All non-essential visits to our facilities have been suspended until further notice.

### Shelter in Place

Our Shelter in Place policy applies to any employees who meet the following criteria: 1) Over age 65 2) Underlying Health Condition 3) Primary caregiver for the elderly.

## **Entrance Control / Temperature Checks**

All employees have their temperature checked upon arrival at the beginning of each shift. Persons who have an above-normal temperature or who are exhibiting any symptoms will be asked to return home.

## **Face Masks**

All employees, service team members and essential visitors are required to wear a face mask while at any Armstrong facility. The exception is if an employee is alone in an enclosed room with the door closed.

## **Physical Distancing**

All of our production and office environments have been modified to allow workers to stay the recommended 2 meters (6 feet) apart.

## **Hand Washing**

Because hand washing is a critical component to preventing the spread of this virus, we have provided our production employees with additional time to keep their hands clean. Hand sanitizer is available for use throughout our facilities.

## **Clean Work Areas**

We have deployed additional sanitization procedures for all common areas within Armstrong facilities (washrooms, meeting rooms, door handles, stair-rails).

## **Gloves**

Disposable gloves have been made available for office employees. Plant operators must use the PPE as regulated.

## **Safety Glasses**

Safety glasses are already mandatory for use on our shop floor production facilities.

## **Case Identification and Response Protocol**

All Armstrong human resources and health and safety teams are trained on how to identify and manage situations where an employee falls ill, either on the job or while at home. Please reference our *COVID-19 Case Identification and Response Protocol* for more details.

## **Return to Work Protocol**

We have implemented rigorous regulations to control how and when employees who have been ill (for any reason) return to the workplace. All employees must monitor and record their symptoms and temperature and must be symptom free prior to returning to work. Please reference our *COVID-19 Return to Work Protocol* for more details.

## If you have any questions, please contact

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