



To: All Employees

From: Patty Dopkin, HR Manager

Date: April 14, 2020

Re: Face Coverings and Gloves

Team Kramer,

Kramer Beverage's current COVID-19 policy on the use of gloves and facemasks while working is based on Governor Murphy's Executive Order #122 and CDC guidelines. To clarify:

- Drivers, Helpers, and Warehousemen
 - Masks and gloves must be worn at all times during your shift, excluding lunch breaks, approved areas include:
 - Warehousemen: open operations office
 - Drivers: in cab or other non-populated space
- Sales team
 - Masks and gloves must be worn while on-site at retail accounts
- Office personnel (includes management, sales, finance, operations)
 - Masks and gloves must be worn in public spaces inside the building
 - Public spaces include all areas outside your personal workspace (office or cubicle)
 - Masks and gloves are optional at your personal workspace
 - If a coworker enters your workspace, masks and gloves should be worn

Also, please remember to maintain a six-foot distance from others at all times.

