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FACE COVERING REQUIRED		
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FACE COVERING REQUIRED DURING COVID-19 PANDEMIC

MG Castings takes the health, safety, and wellbeing of its employees and customers seriously. During the COVID-19 pandemic, this rule will apply to all employees in all areas The wearing of a cloth face mask, a homemade item, or another **Appropriate item that covers the nose and mouth is mandatory** for every person when in a public place.

In addition, if not wearing a mask, no person will be allowed to:

- Enter into any building or workplace.
- Enter or be in a building, place, or premises, including government buildings, places or premises, used by the public to obtain goods or services; or
- Be in any public open space.

Wearing a face covering should be practiced in combination with other preventative measures like keeping at least 1,5 meters of distance between yourself and others (physical distancing), covering your nose and mouth when coughing or sneezing, following cleaning and disinfecting protocols, and washing your hands often with soap and water for at least 20 seconds or, if soap is not available, using a hand sanitizer that contains at least 70% alcohol.

Who is required to wear face coverings?

Face coverings are required when anyone accesses MG Castings’ premisses in or any MG Castings buildings, grounds, facilities, or worksites regardless of location. This includes, but is not limited to, all staff, contractors, vendors, guests, and visitors.

Why is it important to wear a face covering?

Face coverings help prevent the spread of COVID-19 especially when used by people in congregate public settings. Wearing a face covering helps protect both you and the people around you, including those at higher risk of severe illness from COVID-19. Face coverings are most likely to reduce the spread of COVID-19 when used in combination with other preventative measures like keeping at least 1,5 meters of distance between yourself and others covering your nose and mouth when coughing or sneezing, following cleaning and disinfecting protocols, and helping to prevent the spread of COVID-19 is a shared community responsibility

How do I wear a face covering?

Face coverings **must**:

- Securely **cover one’s Nose and Mouth** and fit snugly but comfortably against the side of the face.
- Be secure with ties or ear loops.
- Allow for breathing without restriction.
- Be kept clean.
 - Cloth face coverings must be able to be laundered and machine-dried without damage or change to shape.

Face coverings **must not**:

- Be reversed, moved or removed unnecessarily.
- Be shared with others.
- Have one-way exhalation valves, as they are designed to allow droplets to pass through the covering.

When to wear a face covering

You must always wear a face covering when social distancing cannot be exercised

You are outdoors and are unable to maintain at least 1,5 meters of physical distance between yourself and others. You must always keep a face covering with you



When can a face mask be lowered or temporally removed?

When you are alone in a private indoor well-ventilated space with the door open (e.g., an office, or a space that is not shared with any other individual closer than 1,5 meters

- You are eating or drinking in an area where you are approved to remove your face covering and you maintain at least 1,5 meters of physical distance between yourself and others
- You are in the workplace at your workstation or in an area where you can maintain at least 1,5 meters of physical distance between yourself and others

Supply of face covering.

MG Castings will provide each employee with 2(two) face coverings or masks once the company is permitted to reopen as stipulated in the lockdown directive and in accordance with the return-to-site work plan.

Where can I get a face covering?

Simple face coverings can be made at home using washable, breathable fabric. They are also available for personal purchase in stores and online.

How will this policy be enforced? (ZERO TOLERANCE!)

Anyone not wearing a face covering according to the policy and being within 1,5m from a co-employee will be issued a First warning. **“on the first offence”**

On the second offence the employee will be subject to further corrective action and be requested to Adhere to the guidelines

On the third offence disciplinary process to follow and services could be terminated with immediate effect for non-conformance.

If you see someone not wearing a face covering in a situation where one is required, you can:

- Approach the person and gently remind them that a face covering is required.

If an employee refuses to wear a mask that has been required by government or local order or is otherwise strongly advised by OSHA and the CDC, then the employer should first attempt to explain the requirement to the employee and need to wear the mask, If an employee continues to refuse the legal or safety requirement, the employer may suspend the employee pending investigation and disciplinary hearing.

How long will this policy be in effect for?

This policy is in effect until further notice or as long as the disaster management act is in place.

This policy will be reviewed and is subject to change throughout the public health emergency

How to wear a Mask

