



8765 Washington Church Rd.  
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## FJM MANDATORY SAFETY GUIDELINES

### Employee Steps:

1. Before going to your workstation in the morning, you will be required to have your temperature taken. Personnel will be set up in the hallway between the side door and lunchroom. In the event of a temperature of 100 degrees, or above, you will not be permitted to work that day. If you arrive after 8:30 you must enter through the front lobby of the building to have your temperature taken Side doors will be locked at 8:30.
2. Each department will have a new work schedule which will allow the proper flow of employees entering and exiting the building. This is required as a result of the safe distancing guidelines we must adhere to.

### Work schedule by department.

Department	Start Time	1st Break	Lunch	2nd Break	Ending Time
Accessories	7:15 AM	9:15	11:00	2:15	3:45 PM
Parts	7:30 AM	9:30	11:00	2:30	4:00 PM
Fronts/Finishing	7:45 AM	9:45	11:30	2:45	4:15 PM
Inspection	8:00 AM	10:00	12:00	3:00	4:30 PM
Bibs	8:00 AM	10:00	12:00	3:00	4:30 PM
Cutting	8:00 AM	10:00	12:30	3:00	4:30 PM
Lycra	8:15 AM	10:15	12:30	3:15	4:45 PM

### EMPLOYEE STEPS continued:

3. Each employee will be issued a swipe card for clocking in and out. This means you will **not** be manually punching in your clock number. Swiping

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the card will be safer, more accurate, and faster to prevent wait times at the clocks. Taped strips will be on the floor for swipe card distancing.

4. Each employee is responsible for cleaning and sanitizing your work area two times a day. Sanitize after lunch and the end of the day. Supervisor will have cleaning materials available.
5. Everyone must practice social distancing. (6 feet) This includes entering the building, clocking in and out, and walking laps inside the building during breaks. There will be no walking to other departments during your breaks. If the weather permits, we recommend going outside.
6. There will only be 4 chairs at each table in the lunchroom. We have staggered break times and lunch times to be sure we do not have too many people congregating in one place.
7. Every employee will be issued two facemasks. You are required to wear the face mask anytime you leave your workstation. You must wear your mask at the workstation and it is **REQUIRED** anytime you leave your work station.
8. **NO MASK, NO WORK, NO EXCEPTION**
9. FJM will have hand sanitizers at several locations in the building for your use at work. These are for work use only.
10. Visitors will not be allowed in the building.
11. **Please stay home if you feel sick. This includes a fever, cough, increased wheezing or shortness of breath.**
12. Everyone should do frequent and thorough hand washing. This includes scrubbing your hands for at least 20 seconds.

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13. Respiratory etiquette is encouraged, including covering coughs and sneezes.
14. Avoid touching your eyes, nose, and mouth with unwashed hands.
15. We are discouraging workers from using other workers' phones, desks, offices or other work tools and equipment, when possible. This needs to be prevented at all costs.
16. Supervisors will help maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. Including countertops, handrails, and doorknobs.
17. FJM is providing resources and a work environment that promotes personal hygiene. For example, provide tissues, no touch trash cans, hand soap, alcohol-based hand rubs containing at least 70 percent alcohol, disinfectants, and disposable wipes to clean work surfaces. These items are not to be removed from FJM.
18. Employees are expected to self-monitor for signs and symptoms of Covid-19. Prompt identification is important in protecting yourself and other workers. If you suspect you have COVID, please seek medical attention to determine if you should be tested.
19. We are all in this together. If you have any questions or concerns, please do not hesitate to communicate. FJM's goal is to protect the employees' health and safety in the workplace. Everyone must adhere to these guidelines to make this workplace safe.
20. Please follow all the policies and procedures provided by FJM related to illness, cleaning and disinfecting.

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