

COVID-19: Mandatory Non-Vaccinated Employee and Voluntary Vaccinated Employee Face Coverings Policy V6

WHY: The purpose of this mandatory face coverings policy is to (a) [slow or prevent the spread and effects of the novel coronavirus](#) to Cornerstone Building Brands, Inc.'s (CBB) employees, customers, business partners and visitors, and (b) comply with local, state or provincial orders that require face coverings.

WHAT: Cornerstone Building Brands strongly encourages all employees to wear face masks based on their personal risk level and their local county transmission rate as published by the CDC and/or location government mandates for all employees and visitors. See the COVID-19 Guide for Employees V24 for details and exceptions.

WHO: Cornerstone Building Brands business segment and facility leadership, human resources managers, and employee managers and supervisors will communicate and enforce all safety policies. They will ensure that a minimum of a three-week supply of daily use masks or face coverings are available at their locations for all employees. Cornerstone Building Brands Supply Chain will procure masks, face coverings and face shields, and distribute to locations on an as-needed basis. Cornerstone Building Brands Safety will review compliance of employee-supplied face coverings and advise on best practices for usage.

WHERE: Employees, customers, business partners and visitors are required to comply with all safety policies and wear an appropriate face covering **as required according to the Cornerstone Building Brands COVID-19 guides, or when required while visiting a customer's or business partner's office or facility, a field job site, or while waiting for and traveling on public transportation or ride-sharing vehicles.**

In service of Cornerstone Building Brands' core value of safety, employees are subject to disciplinary action, up to and including termination, for not following Cornerstone Building Brands' policies.

EXCEPTIONS: This policy does not apply to:

- Employees with a medical condition or disability that prevents wearing a mask or face covering. This includes employees with a medical condition for whom wearing a face covering could obstruct breathing or who are unable to remove a face covering without assistance.
- Employees who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Employees for whom wearing a face covering would create a risk related to their work as determined by local, state, provincial or federal regulators or Cornerstone Building Brands workplace safety requirements.






FACE COVERINGS REQUIREMENTS:

- Cornerstone Building Brands will make an approved mask, face covering, or face shield available to every employee. It will be the employee's responsibility to maintain and wash or properly dispose of the face covering after its use. Refer to precautionary measures for safely wearing and removing face coverings in this guidance.
- Employee-supplied face coverings may be utilized but must be approved by a Cornerstone Building Brands Safety Leader prior to usage (face coverings meeting [CDC guidelines](#) are approved). Face coverings that create a hazard will not be approved (e.g., loose-fitting cloth coverings or bandanas that create an entanglement hazard).

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- Certain types of masks or face coverings may trigger OSHA’s respiratory program and will require documentation to comply with 29 CFR §1910.134. Please reference Table 1 below to ensure applicable regulations are followed.
- N95 masks are not recommended for our policy as they are critical supplies for healthcare workers. Work with supply chain procurement and Cornerstone Building Brands Safety to identify alternate face covering options.

Table 1: Masks, Face Coverings, Shields and Respirators and Applicable OSHA Regulations

	<p>ALLOWED AND Cornerstone Building Brands-PROVIDED: Surgical Masks</p> <p>Surgical masks are not regulated by OSHA and are exempt from 29 CFR 1910.134 requirements.</p>
	<p>ALLOWED AND EMPLOYEE-SUPPLIED: Fabric Face Coverings</p> <p>Fabric face coverings are not regulated by OSHA. The face covering must have been created following CDC’s guidelines and fitted to not cause a loose clothing entanglement hazard. Loose bandanas are not approved.</p>
	<p>ALLOWED AND Cornerstone Building Brands-PROVIDED: Face Shields</p> <p>Face shields are not regulated by OSHA and are exempt from 29 CFR 1910.134 requirements.</p>
	<p>ALLOWED BUT DISCOURAGED: N95 Mask with no exhalation valve</p> <p>U.S.-based employees wearing an N95 filtering facepiece respirator must read and sign Appendix D of 29 CFR 1910.134. Use of this mask requires a Respiratory Protection Program. Unless required by a job task, N95 masks are not recommended as they are critical supplies for healthcare workers.</p>
	<p>NOT ALLOWED Tight fitting negative pressure respirator</p> <p>Employees may not wear a tight fitting negative pressure respirator at work unless required by their job task and the employee has been medically cleared, fit-tested and properly trained. Contact Cornerstone Building Brands Safety for additional requirements.</p>

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FACE COVERINGS PRECAUTIONARY MEASURES: Please use the following measures to safely handle new or used masks, face coverings and face shields:

- Periodically visually inspect the face covering to determine if its integrity has been compromised, e.g., fabric tears, damaged straps, etc.
- If the integrity of any part of the face covering is compromised, discard in a trash receptacle and replace the face covering.
- Avoid touching the inside of the face covering.
- To temporarily remove a face covering, carefully fold in half so the outside halves touch each other. Disinfect all surfaces the face covering may have contacted after removal.
- Surgical masks should not be reused after three daily uses.
- Fabric face coverings should be routinely washed -- ideally after each use -- in a washing machine in hot water with detergent.
- Face shields should be wiped down and disinfected with disinfectant wipes before use and upon removal. Wrap in paper towels or store inside a plastic or paper bag when not in use.
- Do not share masks, face coverings, or face shields with other individuals.

If you have any questions, please reach out to your Cornerstone Building Brands Safety representative or business unit Safety Leader.

RESOURCES:

- [CDC: Recommendation Regarding the Use of Cloth Face Coverings](#)

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VERSION	DATE	AUTHOR	DESCRIPTION OF CHANGE
V. 6	8/16/2022	A. Ziegler J. Taylor	Removed social distancing requirements. Corporate Communications branding and tone review and edits / Comments for clarification; adjusted formatting
V.5	1/19/2022	A. Ziegler	Updated and revised type of respirators.
V.4	5/24/21	Todd Harbour	Updated to make optional for vaccinated employees per CDC Guidance
V.3	6/23/20	Todd Harbour	Added additional details on policy requirements and exceptions
V.2	5/1/20	Todd Harbour	Added responsibilities delineation and face coverings handling and precautionary measures