

COVID -19 Safety Guidelines

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the bank will be encouraged to use our hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Security State Bank of Hibbing has communicated by posting signs, providing anti-bacterial soap in bathroom(s) and providing hand sanitizers throughout the bank.

Respiratory etiquette: Cover your cough or sneeze

Employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all employees and visitors. **Security State Bank of Hibbing** has recommended in our communications reading the CDC website regarding this topic.

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Face Coverings

Cloth face coverings are an additional step to help slow the spread of COVID-19 when combined with every day preventive action and social distancing. Security State Bank will encourage both customers and employees to wear face masks if engaging with a customer.

Wear your Face Covering Correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily

Social distancing

Security State Bank of Hibbing has implemented the following social distancing in the workplace through the following engineering and administrative controls.

Work at Home to those that can and especially to those with underlying health issues, flexible work hours, maintaining six feet of distance between employers, employees and customers; provide signage or instructions for employees, visitors and customers. Protective supplies, such as masks, gloves, disinfectant, shields, have been supplied.

Security State Bank has moved employee desks to help distance between workstations or between employees. Security State Bank has used our drive thru lines when working with customers to drop off and pick up documents in order to decrease in person appointments. Germ shields have been placed in areas that require customer contact of less than the CDC recommended guideline of 6 feet.

Employees, visitors and customers are prohibited from gathering in groups. Employees and visitors are prohibited from gathering in confined areas, including elevators, and from using other employees' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment. A designated entrance with signage and social distancing measures to have customers stay at the minimum 6 feet per CDC guidelines have been implemented.

Housekeeping

Security State Bank has provided disinfecting supplies for employees to wipe down their work areas during the business day. Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, ATM, etc. Security State Bank contracts with a company to do daily cleaning which includes disinfecting high touch areas of the bank.