

TOUR PARTICIPANTS

Thank you for accepting an invitation to tour the North Haven manufacturing facility. We look forward to the opportunity to meet you and showcase our manufacturing operations, quality culture and employee pride.

We are committed to promoting and maintaining a culture of quality throughout the organization. We achieve this goal by ensuring all employees and visitors comply with standards and regulations. In preparation for the tour, we ask that you comply with the following clean room requirements.

- **NO OPEN SHOES – TOES, HEELS OR SIDES:** Shoes must be completely closed for your protection. High heels are not considered proper or safe footwear in a manufacturing environment. In keeping with the safety practices of the North Haven Plant, high heel footwear with a heel (including wedge shoes) of over 1 inch in height is prohibited in plant operating areas. Operating areas are defined as any area other than Office Areas, Hallways and the Cafeteria.
- **NO JEWELRY:** Include rings, earrings, necklaces, bracelets, ankle bracelets, watches and cloth jewelry. Gloves will be provided if rings cannot be removed.
- **NO COMESTICS:** Nail polish, hand cream, facial make up, lipstick and even clear nail polish. False acrylic nails are not permitted in the clean room. Sterile, clean room environment is strictly controlled. Gloves will be provided to cover nail polish.
- **CAPS AND GOWNS:** Must be worn in the clean room. Completely snapped, collars and cuffs. The correct gowning sequence is: head cover/beard guard/gown/wash hands. Other caps or hats are not permitted underneath the clean room cap. Caps and gowns are never to be worn outside the clean room. If carrying gowns in other areas outside the clean room, they must be inside the caps.
- **ALL HAIR COVERED:** Head, beard, mustache, side burns and legs. For those with a mustache or beard, beard guards are mandatory. Beard guards cannot be removed or pushed to the side at any time in the clean room. Check mirror to be sure that all your hair is covered.
- **WASH HANDS:** It is mandatory to wash hands with soap before entering the clean room.
- **NO FOOD AND DRINK:** Includes gum, lifesavers, mints, candy, cough drops including water bottles.
- **GLOVES:** Any person with open sores or cuts including bandaged cuts or sores on hands are required to wear gloves.
- **CELLULAR PHONES:** Personal cell phones are not allowed.
- **CAMERAS:** No camera or video equipment allowed.