COVID-19

BACK TO WORK PLAYBOOK
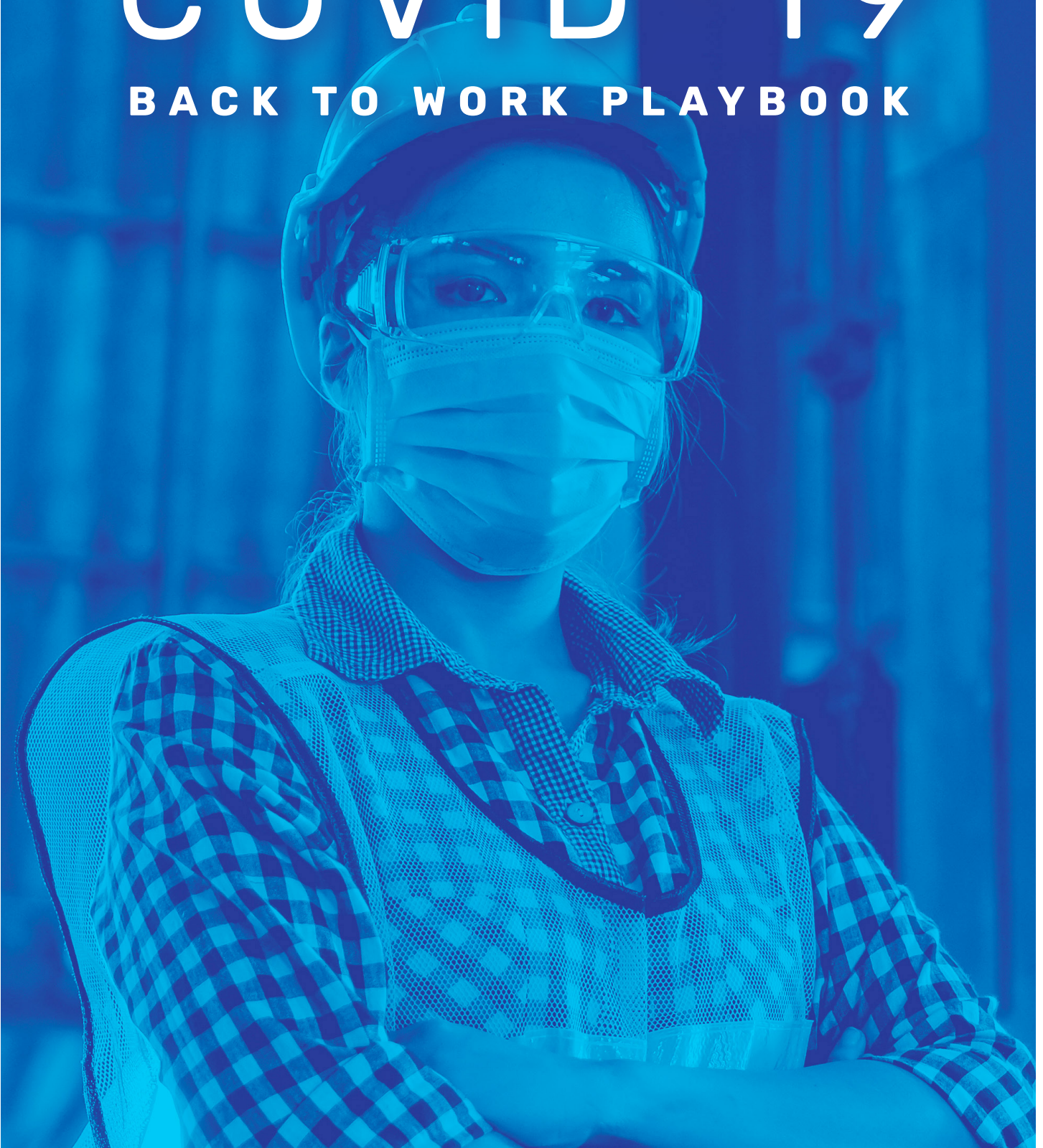
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CATALYST CONNECTION
POWERING POTENTIAL

SITE / PLANT OPENING PROTOCOLS

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2	**Preventative Material Inventory**	• Confirm operation has an adequate supply of soap, disinfection, hand sanitizer, paper towels and tissues •Confirm stock of face masks, face shields, gloves, and glasses on-site or in facility
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13	**Self-Quarantining and Return to Work Protocol**	• Review and understand protocol and adjust as necessary for local, legal guidelines
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15	**Employee Trainings**	Host Return to Work Trainings: • Review of Safe Work guidelines • Training for Health Screeners & Isolation Coordinators • Training for Disinfection Team & HR Team Host First Day Trainings/Orientation: • Host first-day back training orientation for all employees

PREVENTATIVE MATERIAL INVENTORY

DISINFECTANT SUPPLIES:

- Confirm operation has an adequate supply of soap, disinfection spray, hand gel, paper towels and tissue.
- Disinfection portable stations are recommended for areas if possible, if not, accessible in areas to employees to ensure properly cleaning (hands) – (hand sanitizer / hand wipes)

PPE:

- Confirm stock of face masks, gloves, and glasses on-site and on-order with proper lead time.
- Plants / job-sites should keep a minimum quantity of 30-day supply of PPE (if possible)
- Medical employees, screeners, and cleaning crew are required to wear gloves, masks, and glasses.

#	ITEM	SPEC	QUANTITY
1	Mask(s) (N95)	Disposable N95 masks (1-day)	Min. 30-day supply
2	Nitrile gloves	Touchflex/ Surgical Nitrile Gloves	Min. 30-day supply
3	Disinfectant spray/wipes	10% bleach (sodium hypochlorite) solution made fresh daily, or a hospital-grade disinfectant (refer to approved disinfectant listing)	Min. 30-day supply
4	Spray bottles	1-liter plastic spray containers	Min. 5 bottles
5	Hand sanitizer (refills)	Sanitizer with Alcohol 70%/Local Brand "Sanitizer"	Min. 30-day supply
6	Hand soap	Hand soap / Local brand	Min. 30-day supply
7	Paper towels	Paper Towel	Min. 30-day supply
8	Glasses/face shields	Safety glasses / Polycarbonate	Min. 30-day supply
9	Bio-hazard container	Bags that can be sealed and tagged as contaminated material (if needed)	Min. 30-day supply

PERSONAL PROTECTIVE EQUIPMENT (PPE)

* Review and understand protocol for PPE

ABOUT:

Protection of the company's general workforce is afforded via the protective triad of:

1. Personal hygiene
2. Social distancing
3. Frequent disinfection of common surfaces

The PRT and Team Leads for PPE and Sanitization are responsible for ensuring there are adequate supplies as required per your company's Pandemic Plan.

MASKS

Face masks are required PPE for a very limited number of pandemic response and management personnel within each facility:

- Medical and isolation team members
- Shift health screeners
- Disinfection team members
- Those with broad exposure to other employees (e.g. cafeteria workers and security guards)

FACE SHIELDS

Face shields may be worn as a precautionary measure when employees working within (6 feet) of other employees.

GLOVES

Our top priority is always protecting people. Based on CDC findings, the company does require or recommend that our employees wear gloves (some notes to that):

Note: Gloves put employees at higher risk of exposure and are not recommended for general protective use for the following reasons:
- The COVID-19 virus does not harm your hands, so gloves provide no protection, and touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection.
- Gloves often create a false sense of security for the individuals wearing them; people are more likely to touch contaminated surfaces because they feel they are protected from the virus because of the gloves when in reality, they are not.
- When wearing gloves, people are less inclined to wash their hands; this is counterproductive and puts others at higher risk; we want people to wash their hands because it is the number-one defense against any virus.
- Proper removal of gloves takes training; if contaminated gloves are not removed properly, our employees are exposed to greater risk.

DISINFECTION MEASURES

- Disinfect plant prior to anyone returning to work.
- Replace HVAC air filters or clean/disinfect.
- Implement the General Disinfection Measures; the cleaning steps outlined should be taken routinely, based on frequency mentioned to disinfect workplace surfaces, chairs, tables, etc. and protect employees.

The goal is to establish a sanitary baseline before the plant / job site opens. The plant / job site (etc.) should be 100% disinfected prior to anyone returning to work.

Take unique site-specific circumstances into consideration when sanitizing and disinfecting.

EMPLOYEES SHOULD SANITIZE AND DISINFECT ALL AREAS OF THEIR WORKPLACE WITH SPECIAL ATTENTION TO:

- Tools
- Workstations and equipment
- Lockers
- Common surface areas
- Computer screens and keyboards

PUT TIGHT CONTROLS IN PLACE ON WHO ENTERS AND EXITS THE SITE DURING THE CLEANING SHUTDOWN:

- Only essential workers should be in the areas when the thorough cleaning is being performed

GENERAL DISINFECTION MEASURES:

- This checklist should be implemented in facilities to reduce the risk of spread of infection
- The cleaning steps outlined below should be taken routinely, based on frequency mentioned to disinfect workplace surfaces, chairs, tables, etc. and protect employees
- Along with these workplace disinfection activities, proper personal sanitary practices including washing hands after bathroom use are also necessary

DISINFECTION FREQUENCY IN WORKSHOPS & OFFICES

#	AREA/PLACE	DISINFECTION CONTENT	DISINFECTANT	DISINFECTION METHOD	DISINFECTION METHOD FREQUENCY
1	Work cell common surfaces	Including control buttons, tools, and other common surfaces	Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate	Spray with hand held sprayer or wipe	Minimum at the end of each shift
2	Offices, desk, and conference rooms	Table and chair surface		Spray with hand held sprayer or wipe	Minimum at the end of each shift
3	Conveyor belts	Wipe areas of common employee interphase		Spray with sprayer	At least once respectively in the morning and afternoon
4	Moveable trays or containers	Handles and other commonly touched areas		Spray with sprayer	Based on use; Once per shift if contacted by 1 person only; otherwise, between users
5	General objects often used or touched	Doors and windows, handles, faucets, sinks, and bathrooms		Spray with hand held sprayer or wipe	At least four times per day
6	Work cell common surfaces	Including control buttons, tools and other common surfaces	Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate	Spray with sprayer	Generally 3 or more times per shift to include after all breaks and meals
7	Tableware	Disinfection of tableware		Place in high-temperature disinfection cabinet, with temperature higher than 60°C, and time longer than half an hour	After cleaning
8	Vending machines	Interface surfaces (pay, selection and vending surfaces)		Spray with sprayer	Daily
9	Forklifts	Wipe areas of common human interaction		Spray with sprayer	After each use
10	Multi-user safety vest and other PPE	All surfaces		Spray with sprayer	Between use
11	Transport vehicles	Common surfaces (e.g. seat surfaces rails, belts, door and window controls)		Spray with sprayer	After each use
12	All floors	All general floors at site		Mop	Periodic, where frequently touched; mop hard surfaces daily

DEEP-CLEANING & DISINFECTION PROTOCOL

* Review, understand, and prepare for the triggering of the Deep-Cleaning and Disinfection Protocol

CORONA VIRUS COVID-19 - DEEP CLEANING AND DISINFECTION

COVID-19 "deep-cleaning" is triggered when an active employee is identified as being CVOID-19 positive by testing. Sites may opt to have a deep cleaning performed for presumed cases, at their discretion.

Deep cleaning should be performed as soon after the confirmation of a positive test as practical. If a delay is proposed or greater than a shift the site is to gain consensus from both their regional Ops and EHS leaders and take steps to perform an additional disinfection of potentially impacted common surfaces during the interim period. be deep cleaned if there is sufficient rationale to do so, and they gain consensus of their regional Ops and EHS leaders.

While the scope of deep cleaning is presumed to be the full plant, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of their regional Ops and EHS leaders.

1. Identify an approved external company that should carry out the deep cleaning activity, this company must have the minimum requirements of:

- Trained personnel to execute the process of cleaning, disinfection and disposal of hazardous waste
- Proper equipment and PPE to perform the task
- All necessary procedures and local authorizations or permits to perform disinfection services and manage any wastes generated.
- Use of approved COVID-19 disinfectant chemicals to perform this activity

2. The plant Pandemic Crisis Management Team must coordinate and supervise the cleaning and disinfection process. They must ensure that:

- There is a specific plan and strategy to clean all site, machinery / equipment, common areas, offices and any typical areas where employees interact
- Only authorized people can access the site during the cleaning operation
- All 3rd party team members are using any required PPE and that it is also properly disposed at the end of the process
- Assure that employees are made aware that the work areas have been disinfected

Note: For the company's purpose, deep cleaning is defined as a more comprehensive cleaning using advanced technologies and more aggressive cleaning solutions that are administered by an external 3rd party.

3. Personal Protective equipment (PPE) requirements for the Deep Cleaning team:

- The use of PPE is to be determined by the cleaning contractor based on the chemicals used to conduct the disinfecting process including proper wearing, storage, cleaning, decontamination and disposal of PPE as biohazard waste.

4. Disposal

- At the end of the process the Cleaning company must follow the local regulations to dispose all the PPE and cleaning material used in the proper manner.

INBOUND PARTS / MATERIALS / PACKAGES

* Manage incoming supplies in ordinance with company's playbook standards

The World Health Organization advises it is safe to receive packages from areas where COVID-19 has been reported, advising that,

"The likelihood of an infected person contaminating commercial goods is low, and the risk of catching the virus that causes COVID-19 from a package that has been moved, traveled, and exposed to different conditions and temperature is also low."

The virus does not survive on surfaces for long and the length of shipment time and other environmental factors should inactivate the virus.

If you receive an expedited package from an area where COVID-19 is present and are concerned about possible surface contamination consider these steps:

- Wash your hands frequently with soap and water
- Use hand sanitizer when soap and water are not available
- Avoid touching your face, eyes, nose or mouth

If packaged materials have been in transit and/or storage at the plant for more than 48 hours from last human contact, no further action need to be taken. While not necessary, where employee apprehension remains high, sites may suggest the following additional precautions:

- Personal protective equipment usage, such as disposable nitrile gloves and/or the use of disposable surgical masks.
- Disinfection of surfaces with a 10% bleach (sodium hypochlorite) solution made fresh daily, or a hospital- grade disinfectant - as appropriate to the surface(s) being treated (noting that these chemical agents should only be used by trained and authorized personnel).

LAYERED AUDIT CHECKLIST

* Implement Audit

CONFORMING AUDIT CARD

Shift:
Inspection Area:

GENERAL DISINFECTION MEASURES

- ☐ 1. Did the cleaning crew / employees receive training about the disinfection method and frequency?
- ☐ 2. Was hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution) used as appropriate?
- ☐ 3. Did the team conduct a comprehensive cleaning in all work cell common surfaces (control buttons, tools conveyors, trays, containers, forklifts, machines)?
- ☐ 4. Did the team conduct a comprehensive cleaning in all offices, desk and conference rooms (cabinets, desk, table and chair surface)?
- ☐ 5. Did the team conduct a comprehensive cleaning in all general objects often used or touched (doors, windows, handles, faucets, sinks, bathrooms / porta-johns)?
- ☐ 6. Did the team conduct a comprehensive cleaning in the cafeteria/trailer (tables, chair surfaces, dispensers, vending machines, etc.)?
- ☐ 7. Did the team conduct a comprehensive cleaning in all common surfaces of personnel buses (Seat surfaces, rails, belts, door, windows, floor)?
- ☐ 8. Did the team conduct a comprehensive cleaning in floors, walls and multi-use areas (tables, chair surfaces, dispensers, vending machines, etc.)?

2ND LAYER AUDIT	3RD LAYER AUDIT
Audit of the above performed by a higher-level manager	**Audit of Layer 2 by EHS or a higher-level manager**
9. Were non-conformities raised? Y/N	13. Were all non-conformities closed? Y/N
10. If yes, were they actioned?	14. If no, please provide reasons:
11. If no, please provide reasons:	

TRANSPORTATION

* Hold meetings with transportation provider(s) to review protocols and implement disinfection protocol for buses

TRANSPORTATION SANITATION CHECKLIST					
Division					
Plant					
Date					
Supplier Name	Task		Action (in case it applies)	Date	Responsible
Before Starting Pick Up	Yes	No			
Is there antibacterial gel?					
Clean / Sanitize - Aisle					
Clean / Sanitize - Stairs					
Clean / Sanitize - Upper Rail					
Clean / Sanitize - Seats & Armrests					
After Employees Arrive to Plant					
Is there antibacterial gel?					
Clean / Sanitize - Aisle					
Clean / Sanitize - Stairs					
Clean / Sanitize - Upper Rail					
Clean / Sanitize - Seats & Armrests					
After Final Employee Drop-off					
Is there antibacterial gel?					
Clean / Sanitize - Aisle					
Clean / Sanitize - Stairs					
Clean / Sanitize - Upper Rail					
Clean / Sanitize - Seats & Armrests					
Auditor Name / Signature			**Driver Responsible**		
Name			Name		
Signature			Signature		

Bus drivers are considered contractors/visitors and must follow the company's Visitors and Contractors Self-Screening Protocol.

SERVICE PROVIDER MUST DISINFECT THE BUSES MULTIPLE TIMES FOLLOWING THE COMPANY'S REQUIREMENTS AND AS A MINIMUM DISINFECT:

- Right before starting a route to pick up company employees
- Right after the company's employees arrive at company facilities
- All surfaces, seats, dashboards, door handles, seatbelts, etc., must be washed down with a disinfectant solution in advance of transporting employees.
- Supply of antibacterial gel/hand sanitizer for employees to use upon boarding the busses.
- It is the supplier's responsibility to ensure drivers are in good health condition.
- Bus drivers must wear a mask all the time while providing the service.
- Temperature check of drivers must be done before the start of the route and must be documented.
- The mandatory use of masks is defined by local authorities for public transportation, the use of masks is encouraged for vulnerable people or pre-existing health conditions.

EMPLOYEES

Employees must adhere to:
- Employees must not use buses if they suspect they are sick or if they have symptoms such fever, or difficulty to breath or have been in contact in the past 7 days with other people confirmed sick of any respiratory disease.

ISOLATION PROTOCOL & COORDINATOR TRAINING

- Review and understand protocol
- Isolation Coordinator (volunteer) identified and trained
- Protocol in place is to isolate employees if they are symptomatic on site
- Must include: room to isolate the employee, PPE, communication with local health authorities and transport based on their instructions, disinfection of the room
- Print out forms and protocol to be available as needed

Isolation Protocol for employees who become ill at work: Advise employees that if a person feels ill, or if someone observes that another person is exhibiting symptoms of COVID-19 at work, they are to contact an Isolation Coordinator as determined by each plant / site (see below).

Note: DO NOT use frequented areas / break trailers as the Isolation Room.

Telephone communications are preferable, so the Isolation Coordinator can wear the appropriate PPE prior to aiding an ill employee.

Isolation Coordinators, determined by each plant, should be selected from the following employees, as appropriate:
- Doctors and/or Nurses
- Health and Safety Leader
- Human Resources Manager
- Supervisor
- Emergency team and/or First Aid team leaders

If the Isolation Coordinator is directly contacted by an employee with a suspected infection, they must ask the employee to go directly to the designated Isolation area by the most direct route.

PROCEDURE

1. Once the suspected infected employee arrives in the Isolation Room, immediately provide them with a mask and nitrile gloves. Explain to them that it is to help protect other employees and prevent the spread of a potential virus.
2. The Isolation Coordinator must complete a Suspected COVID 19 case form and call the local health authority or medical office to seek advice regarding transportation and location.
3. The Isolation Coordinator, and any others attending the suspected infected person, should also wear a protective mask and nitrile (surgical) gloves while working with the suspected infected person.
4. The Isolation Coordinator should direct the ill employee to leave work and go home or to the nearest health center as advised by the local health authority. Public transportation should not be used.
   - If the infected person is well enough to drive their own vehicle, ask them to use it.
   - If the PRT team is to transport the person in another vehicle, ensure that the infected person always keep the mask on their face and wear a pair of nitrile gloves.
   - The driver must wear a mask and gloves whilst making the journey and keep them on for the return journey for proper disposal.
   - Once the vehicle has returned to the site, ensure that it is cleaned, and all surfaces, seats, dashboards, door handles seatbelts etc, have been washed down with a disinfectant solution. All persons cleaning the vehicle must wear a mask and gloves whilst doing so.
5. The Isolation Coordinator, in coordination with Human Resources (HR) and EH&S, must:
   - Identify persons who may have been in contact with the suspected infected employee. Unless required by the local health authority, the name of the infected employee should not be provided.
   - Advise employees that they may have been in contact with a suspected infected employee, to carry out a self-screening check every morning, and based on the results, contact the HR department.
   - Advise employees to contact a physician to obtain medical clearance to return to work.
6. Ensure that both the isolation area and suspected employee's workstation or office is thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the infected employee. All persons carrying out this cleaning must wear disposable nitrile (surgical type) gloves, and all support persons' PPE should be appropriately discarded prior to resuming normal work functions.

LOCATION
Where possible, the isolation room should be an exterior room (building or tent structure). If not, then an enclosed area away from the general population can be used.

PPE
Although isolation workers are not expected to touch the virus, nitrile gloves are recommended if a non- touchless scenario occurs.

SAMPLE COVID-19 CASE FORM

Report for employees/visitors presenting symptoms at work

Name: Date:

☐ Visitor   ☐ Employee   ☐ Contractor

Job Title: Worksite:

Location of Isolation:

Address:

Symptoms noticed:
☐ Temperature >38°C (100.40F) or higher
☐ Shortness of breath, difficulty breathing
☐ Cough
☐ Running nose
☐ Sneezing
☐ Muscle Pain
☐ Tiredness

Time of fever on-set:_____ Time of isolation: _____

Symptoms and isolation periods will be updated periodically as information becomes available following the emergence of a pandemic virus strain.

Where referred to:

Notes:

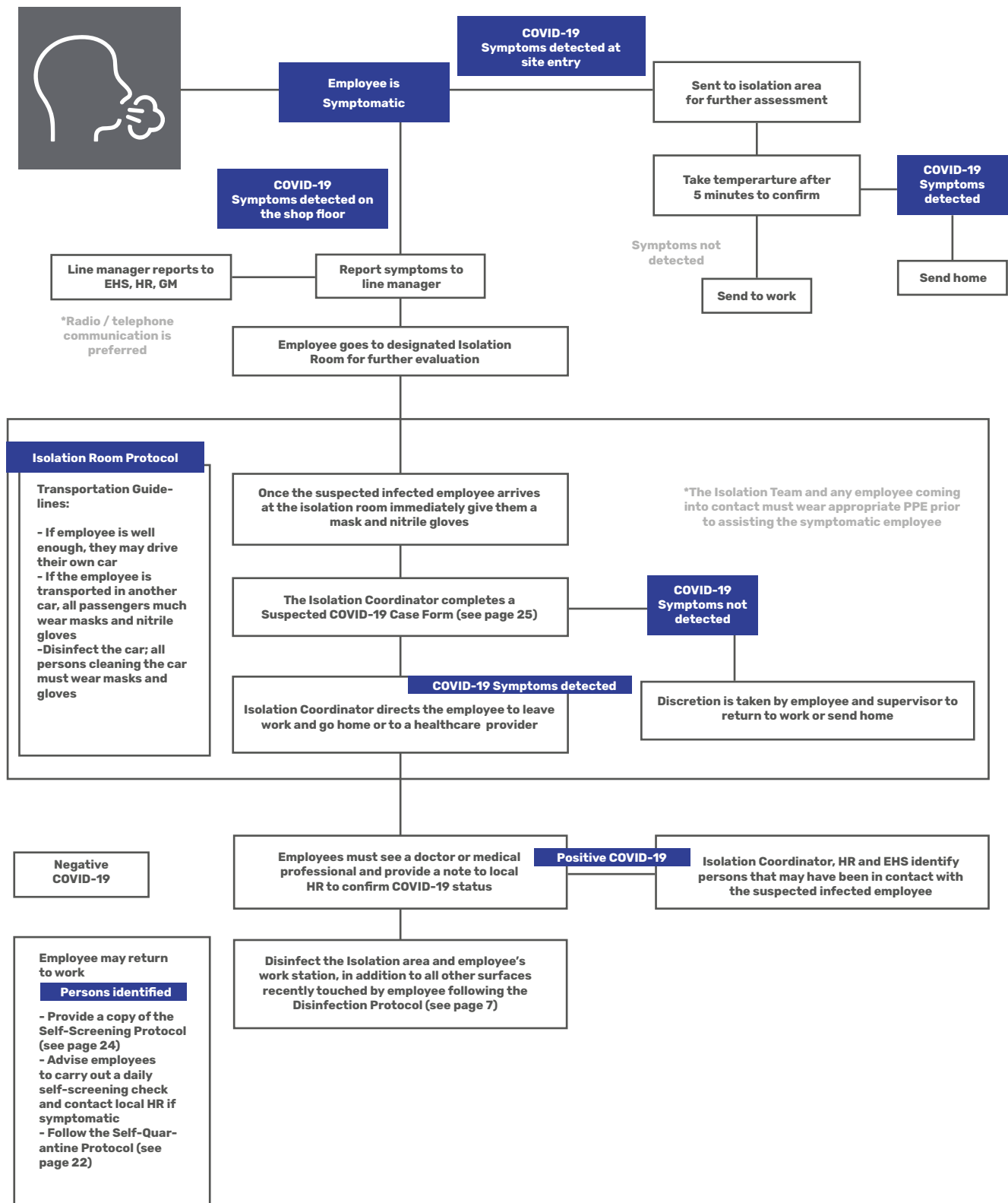## DETAILS OF REPORTER

Name: Job title:

Telephone Number:
Coronavirus preparation and arrangements to be made for employees who become ill at work

EMPLOYEE SYMPTOM & ISOLATION PROTOCOLS

Employee is Symptomatic

COVID-19 Symptoms detected at site entry

Sent to isolation area for further assessment

Take temperarture after 5 minutes to confirm

COVID-19 Symptoms detected

Symptoms not detected

Send to work

Send home

COVID-19 Symptoms detected on the shop floor

Line manager reports to EHS, HR, GM

Report symptoms to line manager

*Radio / telephone communication is preferred

Employee goes to designated Isolation Room for further evaluation

Isolation Room Protocol

Transportation Guidelines:

- If employee is well enough, they may drive their own car
- If the employee is transported in another car, all passengers much wear masks and nitrile gloves
-Disinfect the car; all persons cleaning the car must wear masks and gloves

Once the suspected infected employee arrives at the isolation room immediately give them a mask and nitrile gloves

*The Isolation Team and any employee coming into contact must wear appropriate PPE prior to assisting the symptomatic employee

The Isolation Coordinator completes a Suspected COVID-19 Case Form (see page 25)

COVID-19 Symptoms not detected

COVID-19 Symptoms detected

Isolation Coordinator directs the employee to leave work and go home or to a healthcare provider

Discretion is taken by employee and supervisor to return to work or send home

Negative COVID-19

Employees must see a doctor or medical professional and provide a note to local HR to confirm COVID-19 status

Positive COVID-19

Isolation Coordinator, HR and EHS identify persons that may have been in contact with the suspected infected employee

Employee may return to work

Persons identified

- Provide a copy of the Self-Screening Protocol (see page 24)
- Advise employees to carry out a daily self-screening check and contact local HR if symptomatic
- Follow the Self-Quarantine Protocol (see page 22)

Disinfect the Isolation area and employee's work station, in addition to all other surfaces recently touched by employee following the Disinfection Protocol (see page 7)
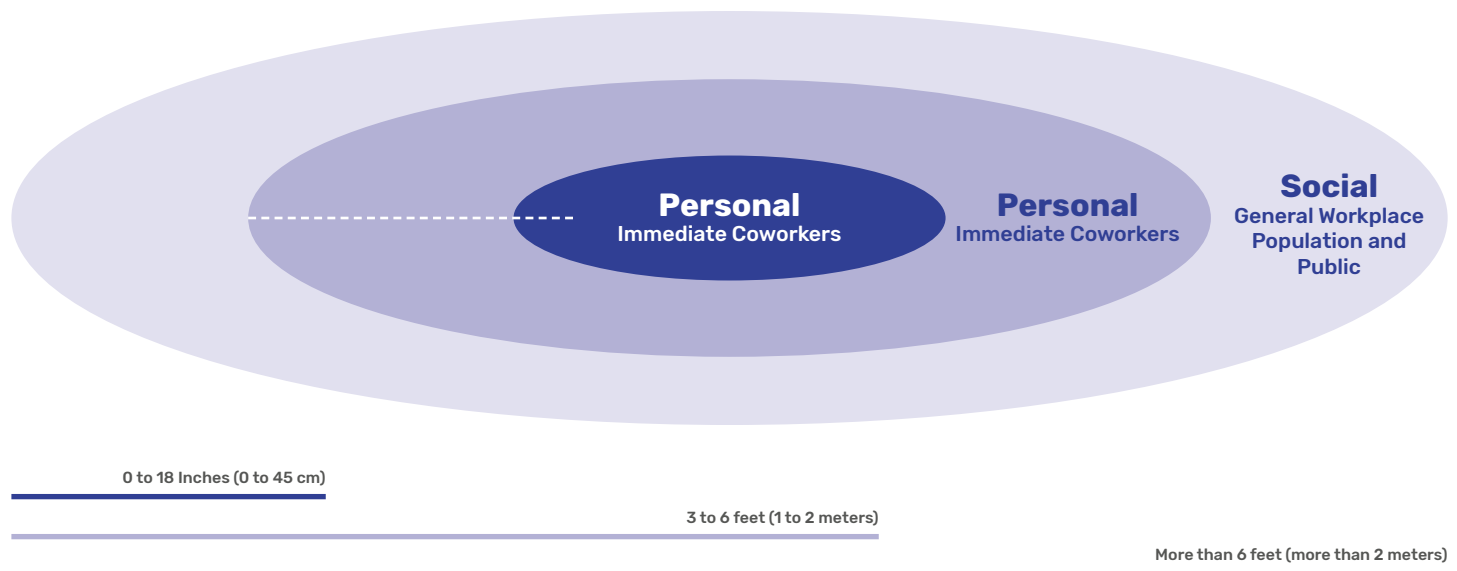
SOCIAL DISTANCING PROTOCOL

- Review and understand the Social Distancing Protocol
- Complete and continue to adhere to the Social Distancing checklist

Social distancing is a simple yet very effective mechanism to prevent potential infection, that relies on simple distance to avoid infection.
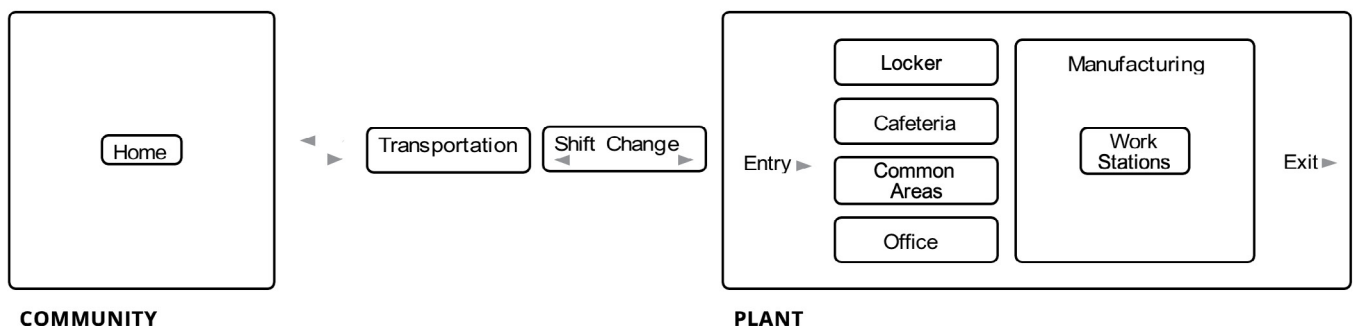
IN PRACTICE THIS MEANS:

- Staying 1 to 2 meters (3 to 6 feet) away from others as a normal practice
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or friends.
- Avoiding touching surfaces touched by others, to the extent feasible.
- Avoiding anyone who appears to be sick, or who is coughing or sneezing.

Personal Immediate Coworkers

Personal Immediate Coworkers

Social General Workplace Population and Public

0 to 18 Inches (0 to 45 cm)

3 to 6 feet (1 to 2 meters)

More than 6 feet (more than 2 meters)

Note: The company should not allow any meeting of greater than 10 persons to occur until further notice, even when the meeting area is large enough to accommodate appropriate social distancing.

This practice of social distancing includes but is not limited to production lines, cafeterias, common areas, entrance/exit areas of work locations, and offices. These are examples, but the principle of social distancing is universally applicable.

Home

Transportation

Shift Change

Entry ▶

Locker

Cafeteria

Common Areas

Office

Manufacturing

Work Stations

Exit ▶

COMMUNITY

PLANT

SOCIAL DISTANCING IN MANUFACTURING

Social distancing in manufacturing is intended to provide a safe environment reducing risk of any potential person to person infection.

Guideline:
*   Maintain a social distance of (6 feet) throughout the manufacturing process and operations.
*   Where a minimum distance cannot be maintained due to workplace design, one or more mitigation
    strategies need to be implemented including engineering, PPE and/or administrative controls as appropriate.

RECOMMENDED

Workstations
*   Whenever possible, workstations should be arranged to allow separation of (6 feet).
*   Clear signage about the desired position of the operators may be placed in each work station but is not required.
*   Conveyor lines need to have operator boundaries clearly marked on the floor. Operators need to stay within their marked areas.
*   Workers are strongly encouraged to disinfect their own work space multiple times during the shift, giving special attention to common surfaces.
*   Employees must be reminded to avoid touching their face and must wash thoroughly with soap and water several times during the work hours to reduce risk and prevent person to person potential infections.

What to do if the work stations are less than the recommended spacing?
*   Work designs should avoid face to face operations, if this condition cannot be met, then employees should provided with alternative measures to mitigate their exposure such as the following:
*   Face Masks
*   Face Shields
*   Body Orientation
*   Physical barriers may also be installed where practical; the barriers must be cleaned multiple times a shift

SOCIAL DISTANCING DURING SHIFT CHANGES

Recommended
*   Employees are to enter and exit at the designated entrances and exits – these locations will be easily identified and posted
*   Plants with less than 200 on a shift should implement a method that works best for their plant like this example
*   Ex. Row 1 Teams 1 to 4 – 6:00 to 6:10am
*   Ex. Row 2 Teams 5 to 8 – 6:15 to 6:25am
*   Ex. Row 3 Teams 9 to 13 – 6:30 to 6:40am
*   For plants over 200 employees, the plant should increase the number of staggered start times
*   End of shift times should be scheduled to release the employees in the order they arrived

Helpful Tips to Communicate
*   Avoid gathering when entering and exiting the facility
*   Remain in your car until your scheduled window of start time
*   Ensure (6 feet) of space between each person while you wait in line to enter the plant
*   When you talk to someone maintain 6ft distance

SHOP FLOOR INFORMATION AND/OR START-UP MEETINGS – JSA REVIEWS

- Safe meeting spaces to encourage the Social Distancing of (6 feet).
- No more than 10 employees at any meeting; times for meetings may be staggered and larger groups must be divided to meet the 10 employee maximum.
- Several meeting spaces can be designated for one large area; for example, meetings may be held
- at the same time on different conveyor/assembly lines, in different manufacturing cells, meeting rooms, offices. – safety meetings (multiple throughout the day)

SOCIAL DISTANCING DURING BREAKS

Management of employee breaks to provide social spacing and proper hygiene is necessary. Start and end times should be staggered.

Recommended
For plants with less than 200 on a shift example:

1st Break
- Ex. Row 1 Teams 1 to 4 – 8:00 to 8:10 a.m.
- Ex. Row 2 Teams 5 to 8 – 8:20 to 8:30 a.m.
- Ex. Row 3 Teams 9 to 13 – 8:40 to 8:50 a.m.

2nd Break
- Ex. Row 1 Teams 1 to 4 – 1:00 to 1:10 p.m.
- Ex. Row 2 Teams 5 to 8 – 1:20 to 1:30 p.m.
- Ex. Row 3 Teams 9 to 13 – 1:40 to 1:50 p.m.

*For plants with over 200 employees, the number of times must be increased

Helpful Tips to Communicate
Seating and Capacity
- Count the number of optimal, number of allowable seats in the break room considering the acceptable distances of (6 feet).
- Limit and/or space chairs appropriately.
- Post capacity of the break room

Break Times
- Separate times by 10 minutes to have enough time to wipe tables, seats, all surfaces, refrigerator, vending machines and microwave ovens after each use.

Cleanliness and Sanitation
- Station one to two employees to observe the (6 feet) distance and to disinfect the items noted above if they are inadvertently touched
- Provide enough supplies for employees to clean up after themselves. Ex: wiping down tables, etc.

SOCIAL DISTANCING DURING LUNCH BREAK

Manage lunch breaks to provide social spacing and proper hygiene. Stagger start and end times to limit the amount of people within the lunch area at a given time.

Recommended
For plants with less than 200 on a shift example:

Separate the plant into two groups
- Alternating days or weeks - Group A will be asked to go to their
  car/truck for lunch, allow
- 5-10 extra minutes for travel time to incent employees to go to
  their vehicle (if reasonable and practical).
- Group B will be able to use the lunch roomlimit entry to a certain number and all
  others will go to the vehicle. In effect employees can choose which option they prefer.

1st Break Example
- Row 1 Teams 1 to 4 – 10:00 to 10:20 a.m.
- Row 2 Teams 5 to 8 – 10:30 to 10:50 a.m.
- Row 3 Teams 9 to 13 – 11:00 to 11:20 a.m

Additional Options:
- Schedule Food trucks that have the necessary municipality credentials and
  certified by the local Health Department.
- Designate their parking space(s)
- Place a permanent mark on the pavement to ensure proper distance (anywhere where there is a line)
- Use outside pavilions
- Increase the number of seats
- Post capacity

BATHROOM USAGE DURING THE WORK DAY AND AT BREAK TIMES

Increase cleaning intervals to ensure a clean environment at all times and
make sure social distancing is maintained.

Recommended
- Establish maximum capacity for the facility that allows for social distancing
- Post the maximum capacity
- Cleanliness & Sanitation
- Station one to two employees to observe the (6 feet) distance and to disinfect
  the items noted above if they are inadvertently touched
- Provide enough supplies for employees to clean up after themselves. Ex: wiping down tables, etc.)

SOCIAL DISTANCING FOR LOCKER ROOM

Recommended
- Access to locker room
- Follow shift start and end times, break and lunch schedule.

Helpful Tips to Communicate
- Re-assign lockers to ensure distancing by each employee groups start time
- Ensure proper social distancing during shift change

Additional Options
- Limit access to only employees who must have a locker as a matter or health or safety and/or clothes
- Subsidies with food – limiting the lockers for females or people who need it
- Shelves in lunch room to put lunch boxes

SOCIAL DISTANCING IN COMMON AREAS

- Increase cleaning intervals to ensure clean environment at all times
- Ensure social distancing is maintained
- Avoid non-essential gatherings

Recommended
Access to locker room
- Social distancing is a simple yet very effective mechanism to prevent potential infection, that relies on simple distance to avoid infection. In practice this means:
- Staying a minimum of (6 feet) from others as a normal practice.
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or friends
- Avoiding touching surfaces touched by others to the extent feasible
- Avoiding anyone that appears to be sick, or is coughing or sneezing

SOCIAL DISTANCING IN OFFICES

- Office work should be organized to ensure social distancing to keep separation of employees (6 feet) as a minimum.
- Avoid face to face desk layouts.

Recommended
- Meeting rooms should be organized to hold no more than 10 chairs with the appropriate spacing and 10 employees at a time. Sitting or standing positions should not exceed the minimum distance required.
- Communicate similar messages and arrange meetings over two or three shifts when possible to help reduce the number of people in office at any given point in time.
- Interaction to exchange information or quick meetings on the office floor space should respect the Social Distancing (6 feet).
- Remote work may be assigned when possible or when mandated by the government to keep the operation efficient and communications flowing.
- Self-cleaning of the work space is encouraged multiple times during the shift with special attention to the most used surfaces such as keyboards, monitors, chair arm rest, desks, cubicle divider among others.

COMMUNAL TRANSPORTATION

Individual commuting to and from work is preferable however when using transportation public or provided by a third party the following guidelines shall be followed:

Recommended
Buses (company-provided)
- It is the supplier responsibility to ensure drivers are in good health condition.

Note: Bus drivers are considered contractors/visitors and must follow the company's Visitors and Contractors Self-Screening Protocol.

- Bus drivers must wear a mask all the time while providing the service.
- Temperature check of drivers must be done before the start of the route and must be documented.
- Service providers must disinfect the buses multiple times.
- Right before starting a route to pick up employees
- Right after employees arrived at facilities
- The mandatory use of masks is defined by local authorities for public transportation, the use of masks is encouraged for vulnerable people or pre-existing health conditions.
- Employees must not use buses if they suspect they are sick or if they have symptoms such fever, or difficulty to breath or have been in contact in the past 14 days with other people confirmed sick of any respiratory disease.

ON-SITE HEALTH-TEMPERATURE SCREENING PROTOCOL

The company should periodically update company guidance on current recommendations from the Centers for Disease Control (CDC) and the World Health Organization (WHO).

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors, temperature and health screenings will be implemented at all company sites if two COVID-19 positive infections occur at a given facility.

On-site screenings to be completed daily by medical or site personnel (internal or external) of all incoming employees/ contractors/suppliers before accessing company facilities/ offices:

If temperature is 38°C (100.4°F) or higher, or the employee exhibits visible symptoms of illness consistent with COVID-19, the employees will be invited to attend a clinic (CAP) for a checkup, in accordance with the country Health Department recommendations/guidelines.

Employees returning to work from an approved medical leave should be directed to contact their HR representative and to submit to that representative a medical certificate releasing them to return to work.

Note: Please refer to the country Health Department recommendation/guidelines to manage medical leaves due to COVID-19.

- If an employee does not accept the screening, the company will request them to depart work, obtain medical clearance and provide an official certificate prior to returning to the company premises, following the country's medical leave regulation. (Legal requirements should be reviewed.)
- If an employee is confirmed to have COVID-19, the company will inform employees in the immediate work area. Unless required by the local health authority, the name of the infected employee should not be provided. Quarantine of any healthy employees will be determined upon consultation with local health officials, generally occurring when COVID-19 is not prevalent in the vicinity, but not where the virus is prevalent in the community. Employee personal data and confidentiality must be protected.
- Communication of current protocol to all employees needs to be delivered with a preventive approach to avoid alarm.

DAILY SELF-SCREENING PROTOCOL

- Daily Self-Screening protocol is distributed to all employees for voluntary, home self-screening
- HR team prepared to receive inquiries or reports of symptomatic employees prior to shift (input into NIXN for Internal Company Data purposes – no names)

The Daily Self-Screening Protocol is in place to try and prevent sick or symptomatic employees from leaving their homes and decrease the likelihood of spreading infection.

- If the employee does not recognize symptoms in their Daily Self-Screening and:
- If the employee is deemed symptomatic upon reporting to work, reference the On-Site Health Screening Protocol.
- If the employee is deemed symptomatic during the employee's shift or after the employee has spent any time in the facility (after the On-Site Health Screening), reference the Isolation Protocol.

SELF-QUARANTINING AND RETURN TO WORK PROTOCOL

- Review and understand protocol and adjust as necessary for local, legal and cultural environment

Note: Any adjustments made to the guideline should comply with local legal requirements and health authority direction.

GUIDANCE FOR SELF-QUARANTINING AND RETURN TO WORK: COVID-19

Clarification of "self-quarantine" requirement: Employees are requested to remain off the property for 14 days if COVID-19 symptoms are present (see the COVID-19 Self-Screening Information), directly exposed to COVID-19 or if a test shows positive results. Employees should avoid leaving the home if possible, but if necessary should practice exceedingly good hygiene and social distancing. Work while at home is expected to continue where possible.

ADDITIONAL GUIDANCE

- Stay away from other people in your home as much as possible, staying in a separate room and using a separate bathroom if available.
- No visitors unless the person needs to be in your home.
- If you need medical attention, call ahead to ensure you're going to the right place and taking the necessary precautions.
- Wear a face mask if you must be around other people, such as during a drive to the doctor's office.
- When you cough/sneeze: cover your mouth and nose with a tissue; immediately throw tissues in garbage; wash your hands with soap and water for at least 20 seconds; if that's not available, clean with hand sanitizer that has at least 60% alcohol.
- Avoid sharing household items, including drinking cups, eating utensils, towels or even bedding. Wash these items thoroughly after using.
- Clean high-touch surfaces daily using a household cleaner or wipe. These include: "counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets and bedside tables," the CDC says.
- Clean surfaces that may be contaminated with blood, stool or bodily fluids.
- Shared spaces in the home should have good airflow—use an air conditioner or open windows.
- Continue monitoring for any symptoms. If they worsen, such as you if you begin to have difficulty

breathing, call your healthcare provider.
- Arrange to have groceries and toiletries delivered by local or state health departments. Also, make sure to inform health care providers of any medications you'll need, so they can arrange drop-offs of prescriptions as well. In terms of getting laundry done for those without machines at home, ask health care providers about that as well.

RETURNING TO WORK AFTER HOME ISOLATION

People with COVID-19 themselves, presumed or tested, or have been directly exposed to others with COVID-19 who have been under home isolation/quarantine can return to work under the following conditions, consistent with WHO/CDC guidelines:

If you will not have a test to determine if you are still contagious, you can leave home after these three things have happened:
- You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers) AND
- Other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
- At least 7 days have passed since your symptoms first appeared

If you will be tested to determine if you are still contagious, you can leave home after these three things have happened:
- You no longer have a fever (without the use medicine that reduces fevers) AND
- Other symptoms have improved (for example, when your cough or shortness of breath have improved) AND you received two negative tests in a row, 24 hours apart. Your doctor will follow

Please contact your local Human Resources team prior to returning to work to advise you have met one of the above criteria for your return, and to discuss documentation that may be required prior to return to company premises.

VISITORS & CONTRACTORS SELF-SCREENING

VISITOR RESTRICTIONS:

- The company no longer allows normal visitation to our facilities until further notice. Meetings should take place virtually going forward, to ensure the protection of both employees
and visitors.
- Where business-critical, in-person visits do occur, such as to allow equipment or facilities to remain operational, they should be in accord with the company's pandemic preparedness and response plan.
- Note that the Visitor Self-Screening Checklist forbids visits from persons who have had known exposure to persons with COVID-19 within the past 14 days, or who are exhibiting symptoms of illness consistent with COVID-19.

COVID-19 VISITOR & EMPLOYEE SELF-SCREENING FORM

The safety of our employees, customers and visitors, remains the company's primary concern. As the coronavirus (COVID-19) outbreak continues to evolve and spread globally, the company is monitoring the situation closely and will periodically update company guidance on current recommendations from the Center for Disease Control and the Prevention the World Health Organization.

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in the building.

Thank you for your time and cooperation.

I am a: ☐ Company employee ☐ Visitor

Contact Information:
Name: Mobile Number:

E-mail Address: Location Name:

Employee Details:
Payroll ID:

Visitor Details:
Visitor's Company Name:

Name of Company Host:

If the answer to question 1 below is yes, access to the facility will be denied.

1. Are you showing any signs of one or more of the following symptoms?
Temperature >38°C (100.4 °F) or higher, cough, shortness of breath, difficulty breathing, tiredness?
☐ Yes ☐ No

2. Is the information you provided on this form true and correct to the best of
    your knowledge?
    ☐ Yes

Host Directions for Visitors and Contractors
Please adhere to the company's pandemic preparedness and response plan with respect to visitors and contractors. This means:

- Visitation or contractor work is forbidden if there has been any YES response to the COVID-19 Self-Screening Checklist. If yes is checked for any response, please advise the visitor to leave the premises, notifying appropriate site personnel to disinfect any common surfaces touched by the visitor and advising EH&S and HR of the incident.
- Visits or contractor work that do occur should limit exposure to employees to the extent feasible, by:
- Ensuring visitors/contractors take a direct route to meeting or work areas and do not unnecessarily interact with employees.
- Practicing Social Distancing themselves at all times, and instructing visitors regarding our expectations regarding social distancing (e.g. no handshakes or embraces, (6 feet) distance when interacting, etc.).
- Practicing expected hygiene regarding washing hands and covering coughs/sneezes, pointing out or providing company guidance on this topic.
- For visitors, use dedicated meeting rooms where possible, which should have common surfaces disinfected between meetings.

PRE-RETURN TO WORK TRAININGS

* Deliver trainings on the topics detailed on this page so all plant management employees are aligned with the guidelines.

TOPIC	AUDIENCE	CONTENT INCLUDED
		Virtual Overview of Safe Workplace guideline
		Can be reviewed through Skype Virtual Training (1 week prior) or Daily review with Operations Directors
Overview of company's Covid-19 Safe Place guidelines response protocols and resources	All plant salaried employees working remotely	**Plant Opening Protocols:** • Plant Startup Checklist • Pandemic Response teams • Preventative Material Inventory • Personal Protective Equipment • Disinfection Measures • Transportation • Isolation protocol • Social distancing protocol • On-site health screening • Daily self-screening protocol • Self-quarantining and return to work • Visitors and contractors screening • Health and Wellness • Signage **Next Steps:** • Checklist Items • 1st Day Back Training • Other Trainings
Disinfection Team Training	Varies- internal cleaning crew or external vendor	In-depth review of the role, responsibilities and safety requirements for the disinfection team. PPE – content from **Personal Protective Equipment** (PPE) (see page 12) General Disinfection Measures Presentation Deep Cleaning – Understand protocol, but they will not be the ones practicing. External group to perform
Isolation Coordinator and Health Screening Leads	On site-health screeners and volunteer Isolation Coordinator(s)	In-depth review of the role, responsibilities and safety requirements for the Isolation Coordinator and on-site health screeners • PPE • Isolation Protocol • Self-Screening (daily & on-site) • Self-Quarantine
HR/Attendance Policy	HR Team	In-depth review of the protocols related to employee attendance Isolation Protocol Self-Quarantining and Return to Work Protocol Visitors and Contractors self-screening

FIRST DAY TRAININGS / OPERATIONS

- Modify or create new training materials from the guidelines to be consistent with site
- Deliver training on all topics described on this page to all plant staff

STAFF TRAINING PROGRAM:

MATERIAL	CONTENT
Return to work training	• Company's COVID-19 Response • Signs & Symptoms of COVID-19 • Daily self-screening for symptoms • Isolation Protocol for symptomatic employees • Social distancing measures • Personal Hygiene • Disinfection measures

TRAINING LOGISTICS:
- Host training on the first day of facility reopening
- Invite all staff
- Staff clocks-in for training
- Meeting area must ensure to adhere to social distancing protocol (will vary by plant)
- Might be divided by department, etc.

Employers should continue to check CDC Guidance and PA State regulations regarding preventative measures for most up-to-date recommendations

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