SAFE WORK PLAYBOOK

An interactive guide for COVID-19 Pandemic Preparedness and Response

A NOTE TO ALL READERS

The information contained in the Lear Safe Work Playbook represents Lear's current practices regarding the recommended operation of its manufacturing facilities, where and when permitted by law, during this time of the unprecedented COVID-19 pandemic. The health and safety of our employees is our number one priority, and our hope in sharing this information is that it may be of assistance to others.

April 06, 2020 | Version 1

Created by LEAR

DISCLAIMER - LEGAL STATEMENT

Please be advised that some or all of the information contained in this document may not be applicable to other businesses or places of work. We strongly recommend that before implementing any of the ideas contained herein you carefully evaluate, and consult with outside legal counsel as appropriate, the legality, applicability and potential efficacy of this information in your place of business. Please also note that this is a “living” document that may be updated at any time by Lear given the fluidity of this situation.

Lear bears no responsibility for any circumstances arising out of or related to the adoption, or decision not to adopt, any of the practices or procedures contained in the Lear Safe Work Playbook.

Fellow Business Leaders:

We are deeply focused on keeping our employees, customers and suppliers safe while working at our facilities and supporting our business.

As we continue to navigate this new normal, we have tapped into our global Human Resources, Employee Health and Safety, Information Technology, Operations and Communications teams, to develop a "Playbook" that lays out processes to raise awareness of new health and well-being protocols and potentially helpful practices for cross-functional teamwork, operating discipline and training for employees.

While it is not a one-size-fits-all approach, the Safe Work Playbook includes practical recommendations, based on guidelines from the Centers for Disease Control and Prevention and World Health Organization, that could be tailored by businesses to address various scenarios they may face when returning to work. Regular updates will be made to the playbook based on real-time feedback.

The manual covers a wide range of topics, including:

- Step-by-step guides for setting up a pandemic response team
- Cleaning and disinfection procedures
- Staggering shifts and lunch breaks and other social distancing strategies
- On-site health screening
- Protocols for isolating employees who become ill at work

This has been a difficult time for everyone, and reestablishing a workplace where employees feel comfortable performing their jobs safely is a multi-faceted challenge. It is our hope that by sharing this resource we can help your organization accomplish the same goals, as everyone adapts to new operating protocols in today's still challenging conditions.

Stay safe,

Ray Scott
President & CEO
Lear Corporation

PLAYBOOK USER GUIDE - INTERACTIVE PDF

This document is interactive, allowing you to move through content in a way that allows you to access the information you need quickly.

This document also works traditionally, so you're able to view content page-by-page, and it's print-ready, so you can take the Playbook into the field.

Please use the guide below to help you navigate the interactive features.

On any page of the Playbook, you can return to the Table of Contents by clicking the shortcut in the top left corner, or you can click on one of the tabs to jump directly to a section.

On each section page, a list of key content is linked to corresponding pages, allowing you to jump directly to content you need within that section.

Example of how a link will look.

Supplemental documents, files and assets that are available for download will be indicated by bold red font.

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PLANT OPENING PROTOCOLS

Pandemic Response Team

Preventative Material Inventory

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Disinfection Measures

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Layered Audit Checklist

Transportation

Isolation Protocol & Coordinator Training

Social Distancing Protocol

On-Site Health Screening

Daily Self-Screening Protocol

Self-Quarantining and Return to Work Protocol

Visitors & Contractors Self-Screening

Labor Relations Alignment

LEAR

This Playbook is to be used as a Corporate and Recommended Practice Guideline and aligns with the Centers for Disease Control (CDC) and World Health Organization (WHO) recommendations to the greatest extent possible.

This is a working document and will be updated to reflect changes in directives and introduce new recommended practices as they become available.

The Safe Work Playbook provides general recommendations for use in all Lear facilities. Because there may be circumstances unique to a location, there may be some cases in which a Lear facility must adapt the recommendations of the Playbook to address that facility's specific requirements. Such exceptions must be authorized by senior leadership. Additionally, all facilities must comply with all applicable laws meaning that if there is a conflict between the recommendations in the Safe Work Playbook and the applicable law, the facility must follow the applicable law.

#	Topic	Task
1	Pandemic Response Team (PRT)	• Set up the Pandemic Response Team (PRT) • Have a plan in place to adopt this corporate framework and develop site-specific protocols
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 and on order with lead time • Have "non-touch" thermometers on-site for employee screening
3	Personal Protective Equipment	• Review and understand protocol
4	Disfinection Measures	• Disinfect plant prior to anyone returning to work • Replace HVAC air filters or clean/disinfect • Implement the General Disinfection Procedures
5	Deep-Cleaning and Disinfection Protocol	• Review, understand, and prepare for the triggering of the Deep-Cleaning and Disinfection Protocol
6	Inbound Parts/Materials/Packages	• Manage incoming supplies in accordance with playbook standards
7	Layered Audit Checklist	• Implement Audit
8	Transportation	• Hold meetings with transportation provider(s) to review protocols and implement the Transportation Disinfection Checklist protocol for buses
9	Isolation Protocol & Coordinator Training	• Review and understand protocol • Isolation Coordinator (volunteer) identified and trained • Protocol in place to isolate employees if symptomatic on site • Print out forms and protocol to be available as needed
10	Social Distancing Protocol	• Review and understand protocol • Complete and continue to adhere to the Social Distancing
11	On-Site Health Screening	• Ensure protocol for pre-shift screening prior to plant entry • Ensure barriers are in place to prevent anyone from missing screening protocol
12	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
13	Self-Quarantining and Return to Work Protocol	• Review and understand protocol and adjust as necessary for local, legal and cultural environment
14	Visitors & Contractors Self-Screening	• Plan in place for screening Visitors and Contractors • Visitors & Contractor Self-Screening Checklist printed and available as needed
15	Labor Relations Alignment	• Educate local union on Lear's pandemic response plan and return to work protocols for their cooperation
16	Employee Trainings	Host Pre-Return to Work Trainings: • Review of Safe Work Playbook with Salaried employees • Training for Health Screeners & Isolation Coordinators • Training for Disinfection Team & HR Team Host First Day Trainings/Orientation: • Localize playbook presentation & materials to be consistent with facility • Host first-day training orientation for all plant staff
17	Health & Wellness	• Self-Screening Checklist • Health & Wellness Video
18	Signage	• Facility Signage

Pandemic Response Team

Tasks

- Set up the Pandemic Response Teams
- Have a plan in place to adopt this corporate framework and develop site-specific protocol

About:

The Pandemic Response Team (PRT) is a cross functional team lead by Plant Manager in the following categories/examples:

Plant Manager - Site manager who has overall responsibility for the site's pandemic preparedness & response plan, coordinating and aligning with regional/global EHS and the COVID-19 Crisis Team.

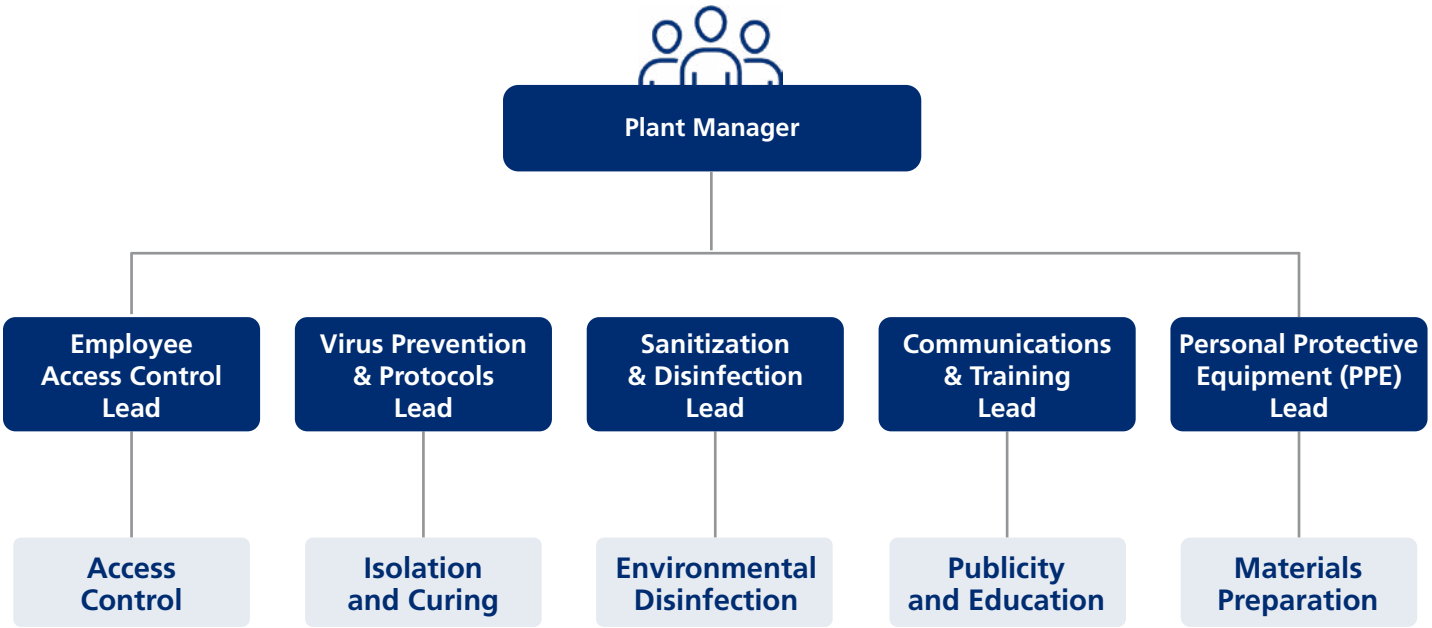
Employee Access Control Lead - Works with the site to manage social distancing logistics in regards to arriving and departing shifts, as well as visitors and contractors. Will further support the Virus Prevention & Protocol leader by providing site specific options regarding social distancing within the plant, including potential mitigation measures to manage risk of employees required to work < 1 meter from others.

Virus Prevention & Protocols Lead - Works to develop protocols to ensure the wellness of all employees, and the overall pandemic preparedness and response plan, ensuring alignment with Global EHS and the COVID-19 Crisis Team.

Sanitization & Disinfection Lead - Works to manage daily and periodic disinfection logistics, including routine and deep cleaning, disinfection processes, in accord to the protocols set up by the Virus Prevention & Protocol leader. Drives process continual improvement and ensure 100% compliance of Lear's disinfection protocol, and any approved regional or site variations.

Communication & Training Lead - Works to manage all pandemic related communications, in accord with regional and global Communications and HR. Manages the training function across the site related to pandemic preparedness and response, including both employee, management and pandemic response team training, in accord with Lear's playbook and COVID-19 Policy and Guidelines directive.

PPE & Materials Lead - Works to secure all necessary supplies to implement and sustain the site pandemic preparedness & response plan, including direct procurement by the plant, as well as coordination with Lear Procurement related to accessing centrally located supplies or leveraging supplies from other Lear facilities.



Details:

- The PRT should start to meet daily once established
- Include Union Leadership as appropriate
- Leverage Health and Safety Teams/Committees and Members
- Work with Facilities to maintain a sterile Isolation Room see **Isolation Protocol** (see page 22)

Preventative Material Inventory

Tasks

- 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 and on-order with proper lead time
- Have "touchless" thermometers on-site for employee screening

Disinfectant Supplies:

- Confirm operation has an adequate supply of soap, disinfection spray, hand gel, paper towels and tissue.
- Plants should keep a minimum quantity of 30-day supply of disinfectant supplies.
- Disinfection portable stations are recommended for each line except for restricted/sensitive areas due to manufacturing processes.

PPE:

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

#	Item	Spec	Quantity
1	**Mask (surgical)**	Disposable surgical masks (1-day)	Min. 30-day supply
2	**Nitrile gloves**	Touchflex/ Surgical Nitrile Gloves	Min. 30-day supply
3	**Infrared thermometer**	Medical infrared thermometer/ Measures ranges 32°C to 42.5°C meets ASTM E965-1998 (2003)	1 per 100 employees/shift
4	**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
5	**Spray bottles**	1-liter plastic spray containers	Min. 5 bottles
6	**Sanitization floor stand**	Hand sanitizer dispenser floor stand	1 available in work area per 50 employees
7	**Hand sanitizer (refills)**	Sanitizer with Alcohol 70%/Local Brand "Sanitizer"	Min. 30-day supply
8	**Hand soap**	Hand soap / Local brand "Serviquim"	Min. 30-day supply
9	**Paper towels**	Paper Towel "Tork"	Min. 30-day supply
10	**Glasses/face shields**	Safety glasses / Polycarbonate	Min. 30-day supply
11	**Bio-hazard container**	Bags that can be sealed and tagged as contaminated material (Please see 'refuse' section of the COVID-19 Policy and Guidelines Directive)	Min. 30-day supply
12	**Clorox Total 360 (optional)**	https://www.cloroxpro.com/products/clorox/total-360/	

Personal Protective Equipment (PPE)

Tasks

- 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)

Note: N95, FFP2(3), or equivalent protection must be prioritized for use by isolation and medical team members as they are more likely to be exposed to employees who are COVID-19 symptomatic.

Face Shields

Face shields may be worn as a precautionary measure when employees working within 1 meter (3 feet) of other employees.

Gloves

Our top priority is always protecting people. Based on CDC findings, the company does not require or recommend that our employees wear gloves except for:

1. Isolation Team Members and,
2. Those performing disinfection of common surfaces per the Playbook. However, the company should provide gloves if mandated by local laws.

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

Tasks

- 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 work place surfaces, chairs, tables, etc. and protect employees.

The goal is to establish a sanitary baseline before the plant opens. The plant should be 100% disinfected prior to anyone returning to work.

Utilize your regional Environmental, Health and Safety (EH&S) Leader for specific guidance. Take unique site-specific circumstances into consideration when sanitizing and disinfecting.

Providers or employees should sanitize and disinfect all areas of the plant with special attention to:

- Tools
- Workstations and equipment
- Screens on Plant Floors
- Restrooms
- Cafeteria
- Lockers
- Common surface areas
- Computer screens and keyboards

Put tight controls in place on who enters and exits the site during the cleaning shutdown:

- Security
- Sanitization vendors
- PRT team members, as needed

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 and Offices

#	Area/Place	Disinfection Content	Disinfectant	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 and walls**	All general floors and walls at site		Mop	Periodic, where frequently touched; mop hard surfaces daily

Deep-Cleaning and Disinfection Protocol

Tasks

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

About:
The **General Disinfection Measures Protocol** (see page 19) should be followed regularly whereas the
Deep-Cleaning and Disinfection Protocol is triggered when an active employee is identified as positive for COVID-19 by testing.

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.

Not withstanding the above, if an active employee is confirmed to have a COVID-19 positive test, sites may in lieu of performing deep cleaning shut down the plant for a period of at least 72 hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.

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 (see Lear disinfectant protocol)

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.

Reference: **www.epa.gov**

Inbound Parts/Materials/Packages

Tasks

- 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

Tasks

- Implement Audit

Conforming Audit Card

Shift:	Card #
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)?
- ☐ 6. Did the team conduct a comprehensive cleaning in cafeteria/canteen (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 multiuse areas (tables, chair surfaces, dispensers, vending machines, etc.)?

2nd Layer Audit Audit of the above performed by a higher-level manager	**3rd Layer Audit** 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

Tasks

- 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 mask is defined by local authorities for public transportation, the use of masks is encouraged for vulnerable people or pre-existing health conditions.
- Note: Bus drivers are considered contractor/visitor and must follow the company's **Visitors and Contractors Self-Screening Protocol** (see page 39).

Employees

Employees must adhere to the **On-Site Health Screening Protocol** (see page 34) before entering transportation.

- 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 (reference the **Daily Self-Screening Protocol** [see page 36] for symptoms).

Isolation Protocol & Coordinator Training

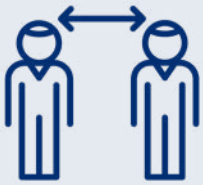
Tasks

- Review and understand protocol
- Isolation Coordinator (volunteer) identified and trained (see Pre-Return to Work Trainings for training materials)
- 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 (see below).

Note: DO NOT use the infirmary 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 Room 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** (see page 24) 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 work station 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 >38ºC (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 temperature after 5 minutes to confirm

COVID-19 Symptoms detected

Send Home

Symptoms not detected

Send to Work

COVID-19 Symptoms detected on the shop floor

Report symptoms to line manager

Line manager reports to EHS, HR, GM

**Radio / telephone communication is preferred*

Employee goes to designated Isolation Room for further evaluation

Isolation Room Protocol

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

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 Coordinator completes a **Suspected COVID-19 Case Form** (see page 24)

COVID-19 Symptoms are not detected

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

COVID-19 Symptoms detected

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

Negative COVID-19

Employee may return to work

Positive COVID-19

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

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

Persons identified

- Provide a copy of the **Self-Screening Protocol** (see page 36)
- Advise employees to carry out a daily self-screening check and contact local HR if symptomatic
- Follow the **Self-Quarantine Protocol** (see page 36)

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 14)

Social Distancing Protocol

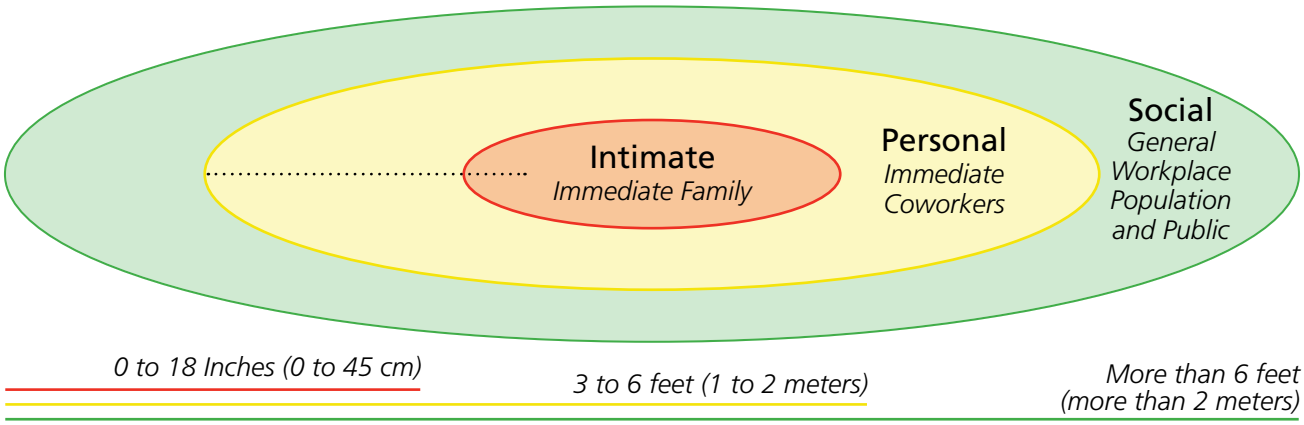
Tasks

- 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.

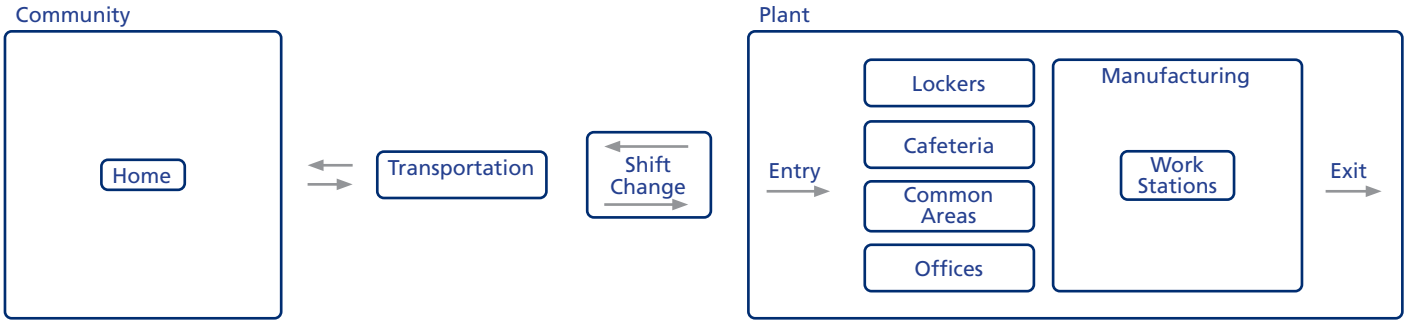
In practice this means:

- 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.



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.



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 1 to 2 meters (3 to 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

Work Stations

- Whenever possible, work stations should be arranged to allow separation of 1 meter (3 feet).
- Clear signage about the desired position of the operators may be placed in each work station but is not required.
- Utilize production transfer aids (such as inclined shelves, push boards) to minimize the risk to social distance violations.
- 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 with less than the minimum requirement (1 meter or 3 feet), 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
- Employees with symptoms of Illness and/or if other employees make a complaint – reference **Isolation Protocol & Coordinator Training** (see page 22).

Social Distancing During Shift Changes

Shift changes must be managed thoughtfully to reduce infection risk and to leverage the opportunity they present to ensure optimal disinfection of the workplace. Start times must be staggered for plants and add a gap of time in between each designated time.

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 1 to 2 meters (3 to 6 feet) of space between each person while you wait in line to enter the plant
- When you talk to someone in line make sure you do not point your head directly at them
- Do not touch the time clock or entry door handle with an exposed finger(s) or hand
- Do not touch your face before you have had a chance to wash your hands

Things to consider

- Security stationed near entry doors at start and stop times
- Waiting lines outside of plant in Inclement Weather
- How and when to hand out PPE
- Do you have the ability to prop doors open at shift change to minimize door handle touching or to install toe kicks on the doors?
- Turnstyles, lead with elbow
- Time clocks must be wiped off each time it is touched by an employee
- Station an employee to observe the time clock at a safe 2 meters (6 feet) distance to disinfect the clock if it is inadvertently touched, so not to hold up the line
- Consider if it is practical and effective to do away with punching in and out for a few weeks and pay employees an automatic 40 hours and reconcile the time by the Team Leader or Coach or Supervisor.

Shop Floor Information and/or Start-up Meetings

- Safe meeting spaces could be painted on the floor to encourage the Social Distancing of 1 to 2 meters (3 to 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, etc.

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 1 to 2 meters (3 to 6 feet).
- Limit and/or space chairs appropriately.
- Place signage on table to ensure proper social distancing in each seat – sign says yes or no to sit
- Post capacity of the break room
- Consider allowing employees to sit only on one side of table
- Remind employees not to arrive early to break

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 safe 2 meter (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.

Food Storage

- Consider adding as many refrigerators and/or shelving to accommodate additional bags if you are limiting locker access.

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 chose 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.

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

Plants with full service Cafeterias

- Do not allow any self-service in full cafeteria service
- Place a permanent mark on the floors to ensure proper distance (anywhere where there is a line)

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
- Place signage on tables to ensure proper social distancing in each seat – sign says yes or no to sit
- Post capacity

Bathroom usage during the work day and at break times

Increase cleaning intervals to ensure 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 safe 2 meters (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 1 but preferably 2 meters (3 to 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 between 1 to 2 meters (3 to 6 feet) as a minimum.
- Avoid face to face desk layouts.

Recommended

- Cubicles should have dividers when people are working in 1 meter (3 feet) of one another.
- 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 of 1 to 2 meters (3 to 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 of the most used surfaces such 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 driver are considered contractor/visitor 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 provider must disinfect the buses multiple times following Lear EH&S requirements and as a minimum:
- Right before starting a route to pick up employees
- Right after employees arrived at facilities
- The mandatory use of mask 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 Screening

Tasks

- Ensure protocol for pre-shift screening prior to plant entry
- Ensure barriers are in place to prevent anyone from missing screening protocol

Overview of Health Screening Procedure

1. Temperature reading
2. Observation for overt symptoms
3. Verbal/non-verbal confirmation of daily self-screening

Details:

- The Global Prevention Team and/or Operational Leadership will advise regions and facilities once this determination has been made.
- Perform screenings at plant entry gates. Ensure barriers are in place to prevent anyone from missing screening protocol.
    - Reference the Preventative Material Inventory for details on the Touchless Thermometer.
- Develop a vehicle drive-thru at the parking lot entrance for employee in-vehicle screening where applicable and safe.
- This is a pre-shift screening only; screening does not need to be completed between shift start to end.
- EPT and Team Lead for Access Protocols organize the process and select additional team members to help.
- Reference the Self-Quarantine and Return to Work Protocol for employees that are confirmed positive for COVID-19 by a medical professional.

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 in pandemic phase 5 or earlier if two COVID-19 positive infections occur at a given facility.

On-site screening will cease to become mandatory when a site regresses to pandemic phase 4 or less, or when 15 days have passed without a COVID-19 positive case. The Global Pandemic Team or Operational leadership will advise regions or facilities when this has occurred, and they may cease mandatory on-site screening.

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 consist 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 in each country.)
- 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

Tasks

- 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

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.
- Reference the Self-Quarantine and Return to Work Protocol for employees who are confirmed positive for COVID-19 by a medical professional.

Daily Screening PDF

Self-Quarantining and Return to Work Protocol

Tasks

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

Note: Any adjustments made to the standard playbook protocol (below) 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 health care 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 local health authority or CDC guidelines.

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

Visitors and Contractors Self-Screening

Tasks

- Put a plan in place for screening Visitors and Contractors
- Ensure Visitors and Contractors Self-Screening Checklist printed and available as needed

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.
- **Visitors & Contractors COVID-19 Self-Screening Checklist** (see page 40)

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 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 co-operation.

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, keeping 1-2 meters (3-6 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.

Labor Relations Alignment

Tasks

- Educate local union on company's pandemic response plan and return-to-work protocols for their cooperation

For Unionized plants, communication, partnership, and alignment with the bargaining leaders will help ensure that the protocols will be followed, and employees stay healthy and safe.

Details:

- For Unionized plants, communication, partnership and alignment with the bargaining leaders will help ensure that protocols will be followed, and employees stay healthy and safe.
- Develop a cadence of conversations with Union Leadership to inform them of the plans in place is suggested.
- If possible, involve Union Leadership and assign to the **Pandemic Response Team (PRT)** (see page 9).

EMPLOYEE TRAINING

Return to Work Training Plans

Pre-Return to Work Trainings

First Day Trainings / Operations

LEAR

Return to Work Training Plans

Tasks

Host Pre-return to Work Trainings

- Host training for salaried employees while working remotely to review and ensure understanding of the Safe Workplace Playbook
- Host training for Isolation Coordinators
- Host training for Disinfection Team
- Host training for HR

Host First-Day Trainings/Orientation

- Localize presentation materials to be consistent with facility environment and changes
- Host first-day training orientation for all plant staff (COVID-19 Signs/Symptoms & Isolation Protocol, Social Distancing, Personal Hygiene, COVID-19 Disinfection Procedures)

It is very important that ALL facility employees understand the safety requirements, protocols, and expectations to ensure everyone and their communities stay safe and prevent the spread of COVID-19.

We structured this training plan to effectively disseminate this information to the site's various teams and audiences.

Pre-Return to Work Trainings (see page 45)

To be presented remotely in order to ensure management's understanding and preparedness in alignment with the playbook.

First-Day Trainings/Orientation (see page 46)

To present the protocols and procedures to staff as aligned with the playbook but consistent with location.

Details

- All training topics can be reinforced with **signage** (see page 50) in the plants.
- For unionized facilities, if possible, please work with the Union for ongoing support and endorsement of training content and delivery methods.

Pre-Return to Work Trainings

Tasks

- Deliver trainings on the topics detailed on this page so all plant management employees are aligned with the playbook protocols and guidelines.

Topic	Audience	Content Included
Overview of company's Covid-19 Safe Place Playbook response protocols and resources	All plant salaried employees working remotely	Virtual Overview of Safe Workplace Playbook Can be reviewed through Skype Virtual Training (1 week prior) or Daily review with Operations Directors **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 • Labor relations alignment • 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** (see page 22) • 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

Tasks

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

Staff Training Program:

Material	Content
Full Training - Return to Work from COVID-19.pptx	• 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.

HEALTH & WELLNESS

LEAR

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 >38ºC (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

Health Benefits Information

Please provide employees with their insurance and health benefits here.

Health and Wellness Recommendations

You can utilize the **COVID-19 Awareness PowerPoint** for Health and Wellness recommendations throughout your locations.

FACILITY SIGNAGE

LEAR

Suggested plant signage location guide is below.

Download the **editable signage**.

Printing Guidelines

Option 1: Poster Size

- Poster size should be 30" x 40" / 76 cmx 100 cm
- Orientation portrait (vertical)
- Material: Foam core

Option 2: Letter Size

- Poster size should be 8.5" x 11" / A4
- Orientation portrait (vertical)
- Material: regular paper