

Key Actions in response to COVID-19

No business travel

No guests / visitors (immediate elimination)

Contractors restricted - If contractors (none from out of state) allowed on property, off shift, social distance, sanitize all work areas as soon as complete

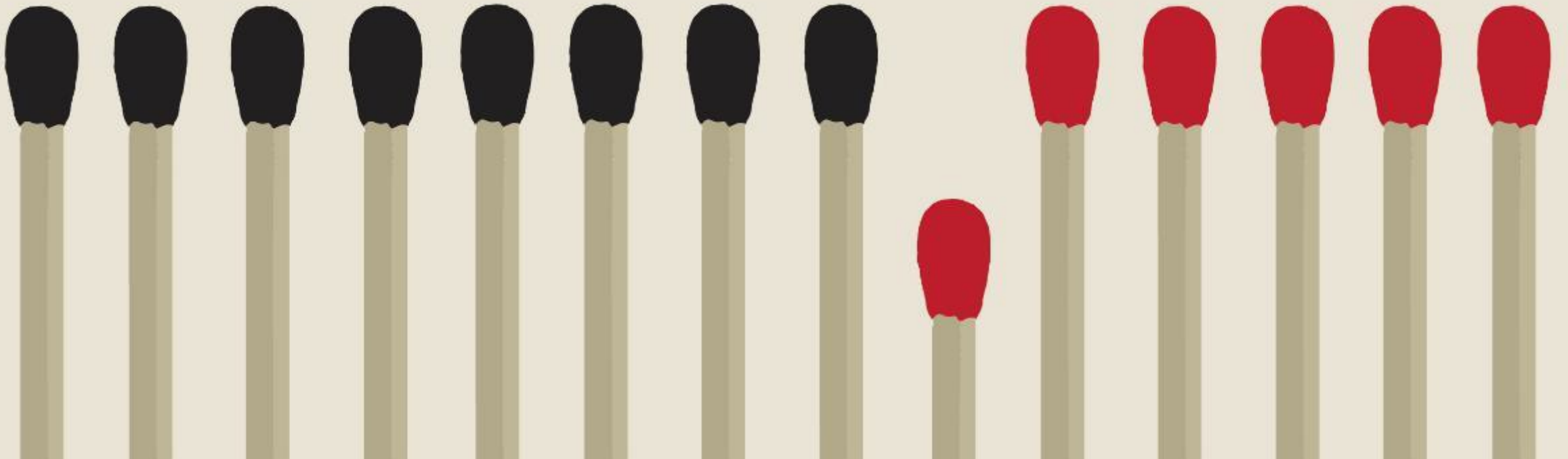
Restrict / eliminate access to work in multiple facilities

Telework if at all possible

Cancel all celebrations, retirements, shared food or gatherings of any kind

All meetings transitioned to virtual or in a large area that has space for 6' between people

The Power of Social Distancing



Social distancing details

Corridors

- Place directional arrows and/or distance dots in high-traffic areas
- Utilize one-way stairwells, if possible
- Implement single rider per elevator
- Prop doors open where possible
- Issue hands-free devices, if available
- Close drinking fountains

Restrooms

- Block every-other fixture

Conference rooms and common areas

- Block calendar to prevent utilization of meetings
- Close conference and phone rooms
- Remove tables / chairs in open areas



Arriving to work

Doors locked open for no touch solution



Arriving to work

Safe door opening



Arriving to work

Safe door opening – Elbow Arm Opening



Common Areas, Doors, etc.

Doors:

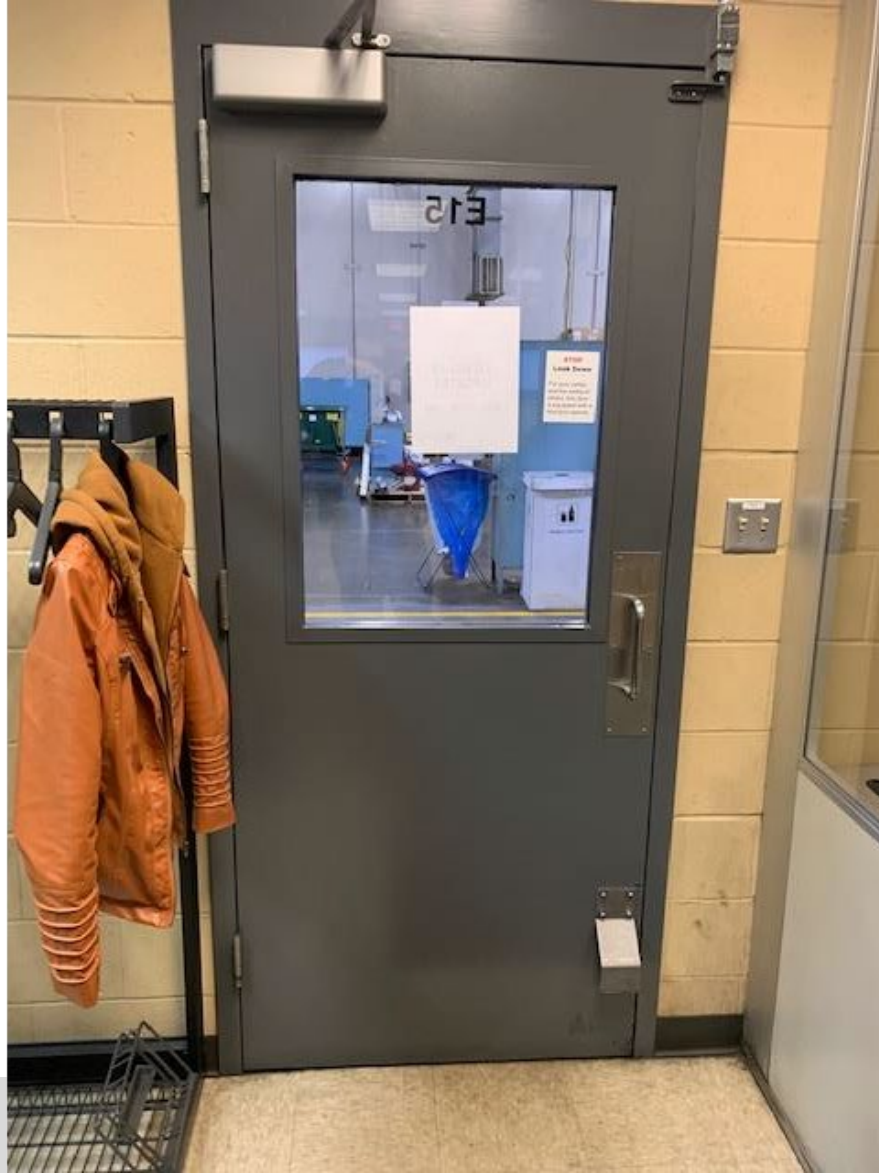
- All doors that can be propped open have door stops in place
 - Fire code doors are using their magnetic openers that will release in event of fire alarm being triggered
- Remaining doors are be evaluated for a 3-D printed solution that allows you to open doors with elbows



<https://www.materialise.com/en/hands-free-door-opener>



Foot Door Openers in Office Areas



Employee temperature screening

Organize on-site support to conduct screenings

- Determine number of screeners, traffic flow and secondary screeners

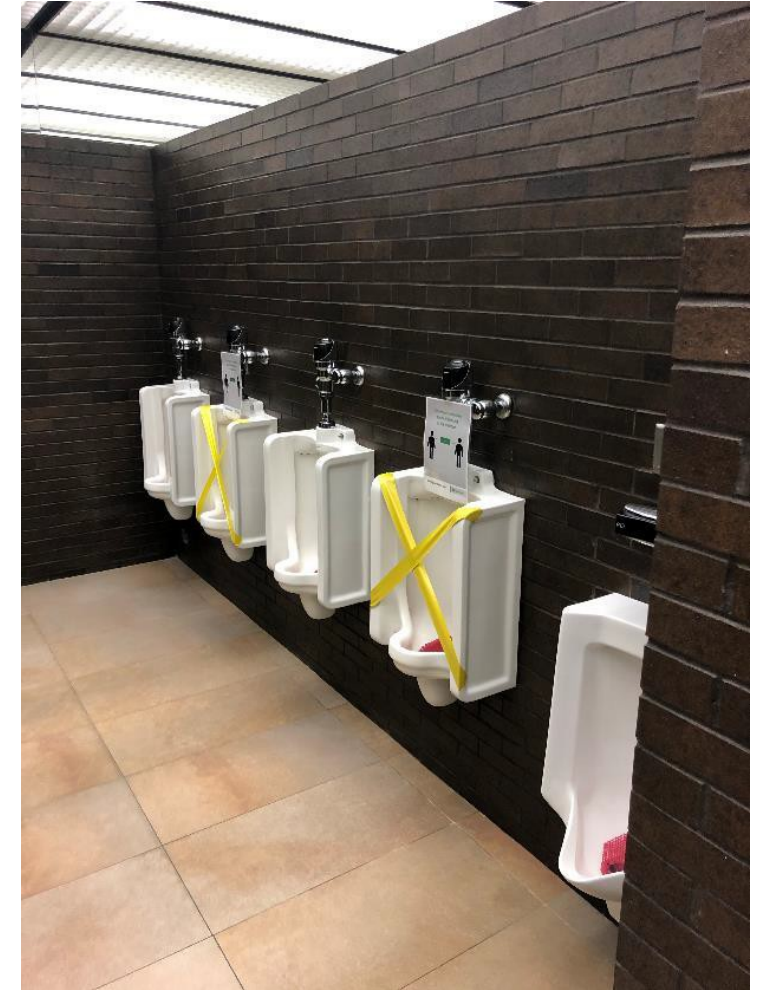
Provide Personal Protective Equipment (PPE) and supplies needed

- Safety glasses, procedure masks, face shields, gloves, gowns
- Hand sanitizer, disinfectant, garbage containers

Process

- Include traffic flow guidance for entrance and exiting
- Explain process, including if employee temp is above 100.4 Fahrenheit
- Utilize Social Distancing Dots on the floors to guide employees through the screening
- Maintain six-foot radius where employees line up
- Provide screening times

Restroom Social Distancing



Restroom Social Distancing

Marking for social distancing



Locker Room

Social distancing in locker room – 8 people max in the room simultaneously



locker room entrance check



locker room exit check

Stand Up Meeting

Briefing of all employees on safety and sanitary instructions



Kits to Employees

Sanitary kit distribution to all employees



Hand Sanitizer



Face Masks – Boil 15 minutes each evening, or wash on hot water cycle

Cleaning and Sanitizer Supplies

Hand Sanitizer / Sanitizer Spray massively available



At building entrance and in break areas



For each individual



At working station

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- Portable hand washing stations located in factory to reduce walking distance for employees.
- Spray bottles with water / bleach mixture provided for employees at each work station.
- Individual bottles of hand sanitizer provided to employees



Face Shields

Facial Shields at minimum for employees where social distancing not possible



Facility Heat Map – Identify High Density Areas

Conduct a heat map of where 6 ft rule is not possible



1 - entrance, 2 - bathroom, 3 – work area 4 -exit

Operations: Transmission Reduction

Ventilation: Aerosol

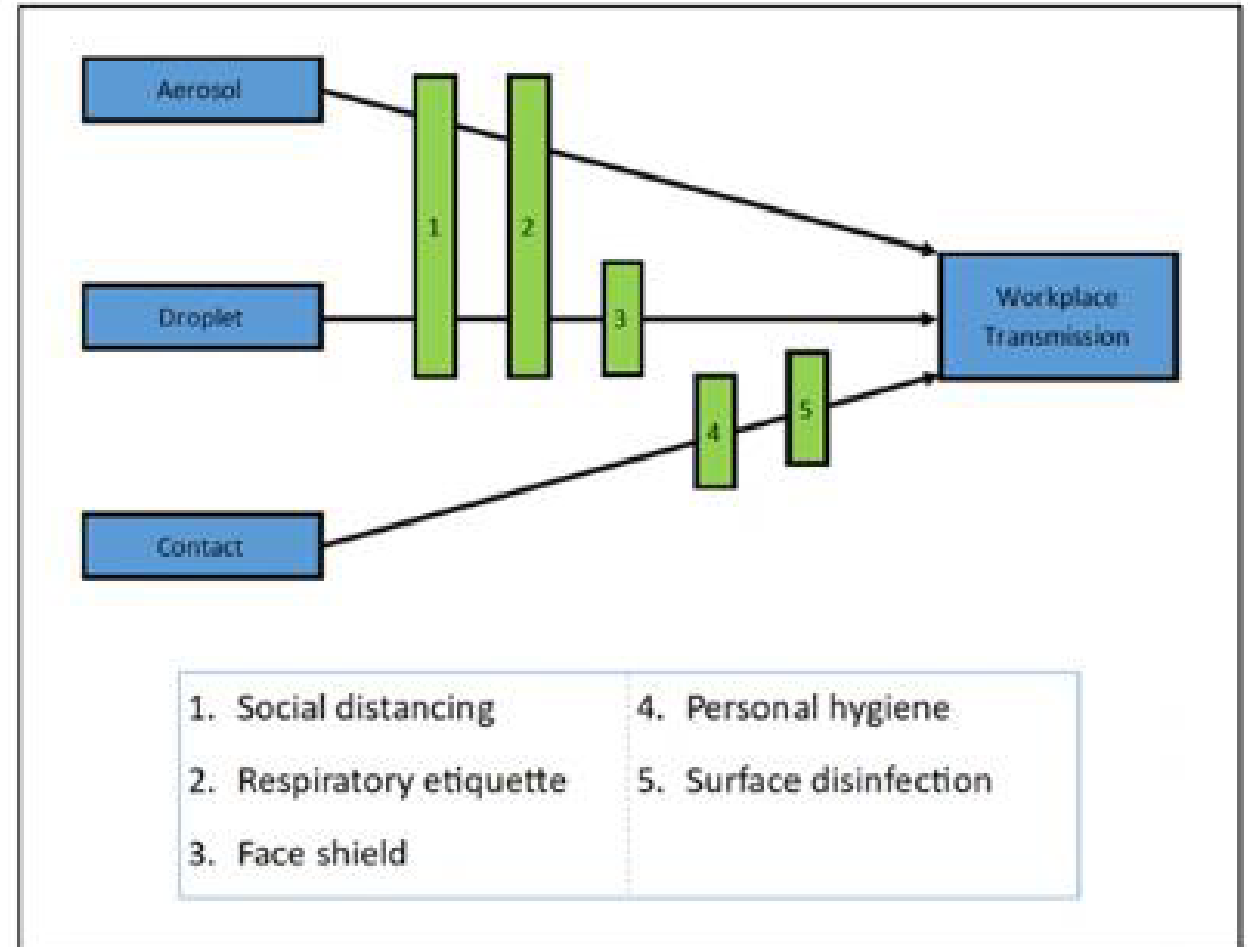
- Make sure equipment and system is in good working condition
- Maximize outdoor air and exhaust
- Eliminate system setback. Run 24hrs.
- Keep HVLS fans on
- Open doors/windows (except where conditioned air or pressure sensitive)

Barriers: Droplets

- Shields between work centers
- Face shields

Personal Hygiene: Contact

- Cleaning
- Gloves/PPE
- Wash hands don't touch face



Entering and Exiting Factory

Turnstiles:

- Utilize handicap entrance to by-pass turnstiles to avoid touch point and congestion
 - Employees still badge in, to maintain list of people who enter our facilities

Clock In/Out:

- Eliminate mouse or create no touch clock in
 - Allow employees option to utilize computers in their work centers
- Cleaning protocol in place for any shared high traffic areas
- Maintain 6 ft distance labeling

Example Marking – placed on floor every 6 ft.

A little social distancing reminder... we are placing these on the floor in key areas (like huddle ups, clock in/out station lines, cafeteria, etc.) to remind people of the 6' requirement.



Social Distancing details

Cafeteria

- Close seating areas
- Close microwaves, vending machines, coffee makers, refrigerators, ice machines and fountain drink dispensers
- Provide grab-and-go and self check-out only
- Place distancing dots accordingly
- Implement one-way traffic

Flexible workplaces

- Close micro cafes
- Remove chairs and add signage to maintain social distance

General hygiene

- Continue daily cleaning and enhanced frequency of high-touch surfaces
- Provide hand sanitizer at entrances, stairs, and common areas
- Provide wipes or spray bottles and towels for workstation disinfecting

Common Areas

Meals/Breaks:

- Service reduced to grab and go, including condiments
- Staggering break times to allow more natural distance
- Social distancing seating
 - Remove seating to ensure social distancing
 - Put in place plexiglass barriers as shown
 - Encourage bench seating to be spread out
 - Policy support to remove PPE during breaks outside of break zones to encourage distancing
 - Daily supervisor talk sheets to reinforce distancing
- Tables/Seating added to the sanitization schedule

Break Area Dividers



Break Areas

No shared food – pot lucks, crockpots, celebrations, cake, eliminated

Cafeteria - Shut down salad bars, elimination of shared utensil

Only to go individually packaged food

Evaluate all touch areas – vending, microwaves, refrigerators, ATM,

Wax Paper for touch prevention

Sanitization frequency increased

Ensure no touch pay / ATM



Use of Wax Paper for Microwave Handles /knobs

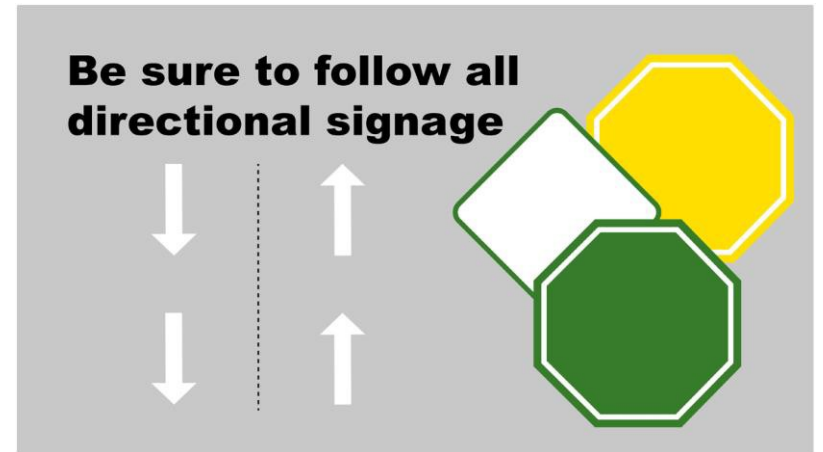
Cafeteria

Reduced seating capacity and also posted seating capacity

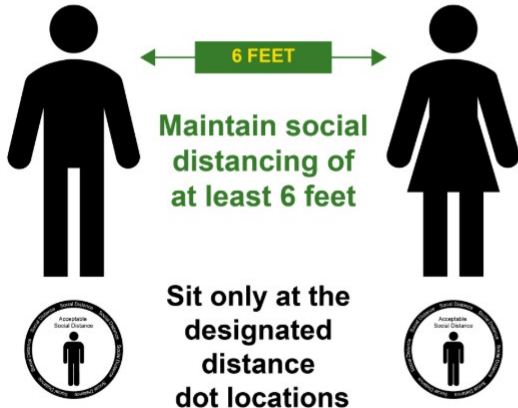


Digital signage

Post signs throughout building



Taking care of each other



Maintain social distancing of at least 6 feet

Sit only at the designated distance dot locations



Clean your desk daily before and after use



RETURN HOME if you have:



FEVER



COUGH



SHORTNESS OF BREATH

If you feel unwell or have one or more of the above symptoms, please return home as soon as possible.

Follow-up with your manager, primary care physician, or occupational health contact.



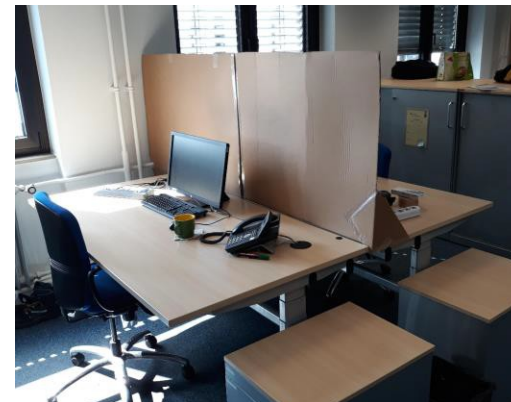
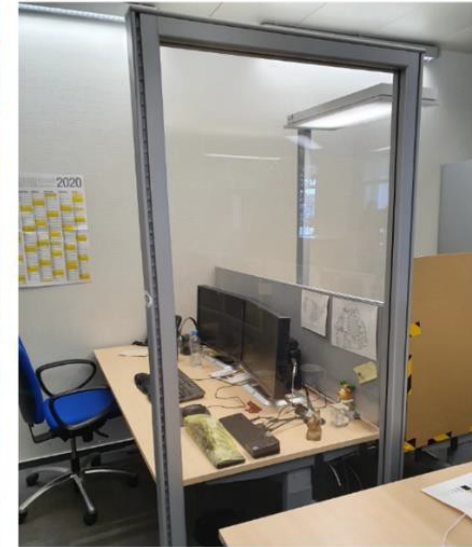
cdc.gov/CORONAVIRUS

Work Center Social Distancing

Create barriers in work stations where 6' is not possible

Stagger office hours

Alternate days of working



Conference room spacing

- Reduced seating capacity.
- Designated seating positions
- Cleaning supplies provided

