

# SAFE WORK PLAYBOOK

An Interactive Guide for COVID-19 Pandemic  
Preparedness and Response

## A NOTE TO ALL EMPLOYEES

The health and safety of our employees is our number-one priority. The information contained in the Nexteer Safe Work Playbook represents the required practices for operation of our facilities, upon return to work following the COVID-19 pandemic.

### Legal Disclaimer

This Playbook is a “living” document that may be updated at any time by Nexteer given the fluidity of the situation.

The information contained in this document does not constitute legal advice and should not be applied arbitrarily to other businesses or workplaces. Nexteer bears no responsibility with respect to third party reliance on the recommendations set out herein. All employers should consult with local legal counsel, medical, and health & safety advisors specific to their jurisdiction and industry.



# A LETTER FROM OUR PRESIDENT

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## **Nexteer Team:**

We are 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, Engineering, Operations, and Communications teams to develop a “Playbook” that lays out processes to raise awareness of new health and well-being protocols, 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, World Health Organization, and local Health Departments to address various scenarios we may face when returning to work. Because locations may have unique circumstances, the recommendations in this Playbook are meant to provide minimum protocol guidelines. Facilities are encouraged to implement additional precautionary measures as appropriate for their site. As we continue to learn, regular updates may be made to the Playbook as appropriate.

## **The manual covers a wide range of topics, including:**

- Pandemic response team
- Return-to-work ramp-up
- Cleaning and disinfection procedures
- Social distancing strategies
- Health & wellness protocols

It is our hope that we re-establish a workplace where employees adapt to new operating protocols and feel comfortable performing their jobs safely.

Stay safe,

**Tao Liu**

President & COO



This Playbook is to be used as a Recommended Practice Guideline and aligns with the Centers for Disease Control (CDC), World Health Organization (WHO), and Local Health Department 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 Nexteer global facilities. Because there may be circumstances unique to a location, there may be some cases in which a Nexteer 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.

The Playbook is sorted by category with specific guidance locations can use to develop a response plan that addresses and considers requirements for their country, region, or area. Each category provides clear guidance on the requirements for pre-screening when coming to work, PPE, cleaning and disinfecting, physical distancing practices, response to positive or suspect cases, education and training.

Communication will be critical to the response plan, so a detailed communication strategy will assist Division leaders, supervisors and employees to understand the complexity of our current environment, and how we will respond, by implementing policies and programs to address the "new normal."

## 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.



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.

[Link example.](#)

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

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# OPENING PROTOCOLS

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Pandemic Response Team

Production Readiness

Material Readiness

Return-to-Work Ramp-Up Guidelines

Global Plant Restart Guidelines

Preventative Material Inventory

Personal Protective Equipment

Facility Access

Daily Health Screening Protocol

Social Distancing Protocol

Doors, Entrances, and Stairs Sanitation

Disinfection Measures

Deep-Cleaning and Disinfection Protocol

Travel and Transportation

Inbound Parts / Materials / Packages

Medical Staff and Isolation Coordinator Protocol

Self-Quarantining and Return-to-Work Protocol

Visitors Access

Security

Labor Relations Alignment

Quality Control / Layered Audit Checklist

## SUMMARY TASK LIST

#	Topic	Task
1	Pandemic Response Team (PRT)	<ul style="list-style-type: none"> <li>Set up the Pandemic Response Team (PRT)</li> <li>Have a plan in place to adopt this corporate framework and develop site-specific protocols</li> </ul>
2	Production Readiness	<ul style="list-style-type: none"> <li>Understand customer's restart plan/demand</li> <li>Evaluate production priorities based on risk level</li> <li>Evaluate employee return</li> <li>Perform maintenance and debug equipment before restart</li> <li>Follow plant escalation rule and backup plan</li> </ul>
3	Material Readiness	<ul style="list-style-type: none"> <li>Validate supplier and logistics readiness, identify risk materials/logistics and alternative components</li> <li>Follow global escalation and allocation processes</li> </ul>
4	Return-to-Work Ramp-Up	<ul style="list-style-type: none"> <li>Form a cross-functional team to execute proactive scenario planning to responsibly restore business functions while working to prevent the spread of the virus</li> <li>Prioritize protocols and support to most efficiently and effectively ramp back up</li> </ul>
5	Global Plant Restart Guidelines	<ul style="list-style-type: none"> <li>Define guidelines based on Local Regulations, People Safety, Quality Control, Production Readiness, and Material Readiness</li> </ul>
6	Preventative Material Inventory	<ul style="list-style-type: none"> <li>Confirm operation has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues</li> <li>Confirm stock of face masks, face shields, gloves, and glasses on-site and on order with lead time</li> <li>Have "non-touch" thermometers on-site for employee screening</li> </ul>
7	Personal Protective Equipment	<ul style="list-style-type: none"> <li>Review and understand protocol</li> </ul>
8	Facility Access	<ul style="list-style-type: none"> <li>Maximize safety of employees entering / exiting facilities</li> </ul>
9	Daily Health Screening Protocol	<ul style="list-style-type: none"> <li>Ensure protocol for pre-shift screening prior to plant entry</li> <li>Ensure barriers are in place to prevent anyone from missing screening protocol</li> <li>Observe for overt symptoms</li> <li>Ensure HR team is prepared to receive inquiries or reports of symptomatic employees prior to shift</li> </ul>
10	Social Distancing Protocol	<ul style="list-style-type: none"> <li>Review and understand the Social Distancing Protocol</li> <li>Use Hierarchy of H&amp;S Controls to review areas and determine actions to comply with Social Distancing Protocol</li> <li>Complete and continue to adhere to the Social Distancing checklist</li> </ul>
11	Doors, Entrances, and Stairs Sanitation	<ul style="list-style-type: none"> <li>Post signage</li> <li>Keep doors propped open where fire doors do not exist</li> <li>Add foot-operated door openers to frequently used doors</li> <li>Disinfect common surfaces</li> </ul>
12	Disinfection Measures	<ul style="list-style-type: none"> <li>Disinfect plant prior to anyone returning to work</li> <li>Replace HVAC air filters or clean / disinfect</li> <li>Implement the General Disinfection Procedures</li> <li>Verify that 3rd party janitorial companies are exercising proper sanitation protocols</li> </ul>
13	Deep-Cleaning and Disinfection Protocol	<ul style="list-style-type: none"> <li>Review, understand, and prepare for the triggering of the Deep-Cleaning and Disinfection Protocol</li> </ul>

## SUMMARY TASK LIST (CONTINUED)

#	Topic	Task
14	Travel and Transportation	<ul style="list-style-type: none"> <li>Follow safe travel protocol for domestic and international travel</li> <li>Encourage individual commuting to and from work; however, when using public communal transportation, local guidelines shall be followed</li> <li>Follow safe car sharing protocol for carpooling and usage of fleet cars</li> <li>Hold meetings with transportation provider(s) to review protocols and implement the Transportation Disinfection Checklist Protocol for buses</li> <li>Encourage protocol is in place for Communal Transportation, Fleet Vehicles, and Test Track Protocol</li> </ul>
15	Inbound Parts / Materials / Packages	<ul style="list-style-type: none"> <li>Manage incoming supplies and mail in accordance with Playbook standards</li> </ul>
16	Medical Staff and Isolation Coordinator Protocol	<ul style="list-style-type: none"> <li>Identify and train Medical staff / Isolation Coordinator (volunteer) identified and trained</li> <li>Make arrangements for employees who become ill at work</li> <li>Review and understand protocol</li> <li>Protocol in place is to isolate employees if they are symptomatic on site               <ul style="list-style-type: none"> <li>Must include: room to isolate the employee, PPE, communication with local health authorities and transport based on their instructions, disinfection of the room</li> </ul> </li> <li>Print out forms and protocol to be available as needed</li> </ul>
17	Self-Quarantining and Return-to-Work Protocol	<ul style="list-style-type: none"> <li>Review and understand protocol and adjust as necessary for local, legal and cultural environment</li> </ul>
18	Visitors Access	<ul style="list-style-type: none"> <li>Ensure plan in place for screening Visitors and Contractors</li> <li>Print Visitors &amp; Contractor Self-Screening Checklist and make available as needed</li> <li>Review and understand protocol and adjust as necessary for local, legal and cultural environment</li> </ul>
19	Security	<ul style="list-style-type: none"> <li>Be aware of and perform the following steps: Recognition, Protection, Personal Protection Equipment (PPE), and How to Respond if Exposed.</li> <li>Develop emergency evacuation plan that adheres to social distancing</li> </ul>
20	Labor Relations Alignment	<ul style="list-style-type: none"> <li>Educate local union on Nexteer's pandemic response plan and return-to-work protocols for their cooperation</li> </ul>
21	Quality Control / Layered Audit Checklist	<ul style="list-style-type: none"> <li>Implement Audit process to ensure quality control</li> </ul>
22	Communications / Employee Trainings	<ul style="list-style-type: none"> <li>Establish a system to communicate regularly with employees</li> <li>Share general work instructions for every employee to review</li> <li>Increase visual communications, posting prominently throughout the site to reinforce learnings</li> <li>Host Pre Return-to-Work Trainings</li> <li>Host first-day training orientation</li> </ul>
23	Signage	<ul style="list-style-type: none"> <li>Download recommended Facility Signage and post prominently per guidelines</li> </ul>

# PANDEMIC RESPONSE TEAM



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

## About:

Nexteer has formed both global and local Pandemic Response Teams (PRT) teams made up of cross-functional representation, whose purpose is to define and implement policies and actions around topics such as:

- The site's pandemic preparedness and response plan
- Employee and visitor access control
- Virus prevention and protocols
- Sanitation and disinfection
- Personal protective equipment
- Communication and training

These teams may also design local protocols and processes necessary to fit the needs of their regional facilities, having regard to unique plant or office restart and return-to-work situations which may arise in various parts of the world.

For questions about the Pandemic Response Team in your area, contact your local HR Business Partner.

## PRODUCTION READINESS



- Understand customer's restart plan / demand
- Evaluate production priorities based on risk level
- Evaluate employee return
- Perform maintenance and debug equipment before restart
- Follow plant escalation rule and backup plan

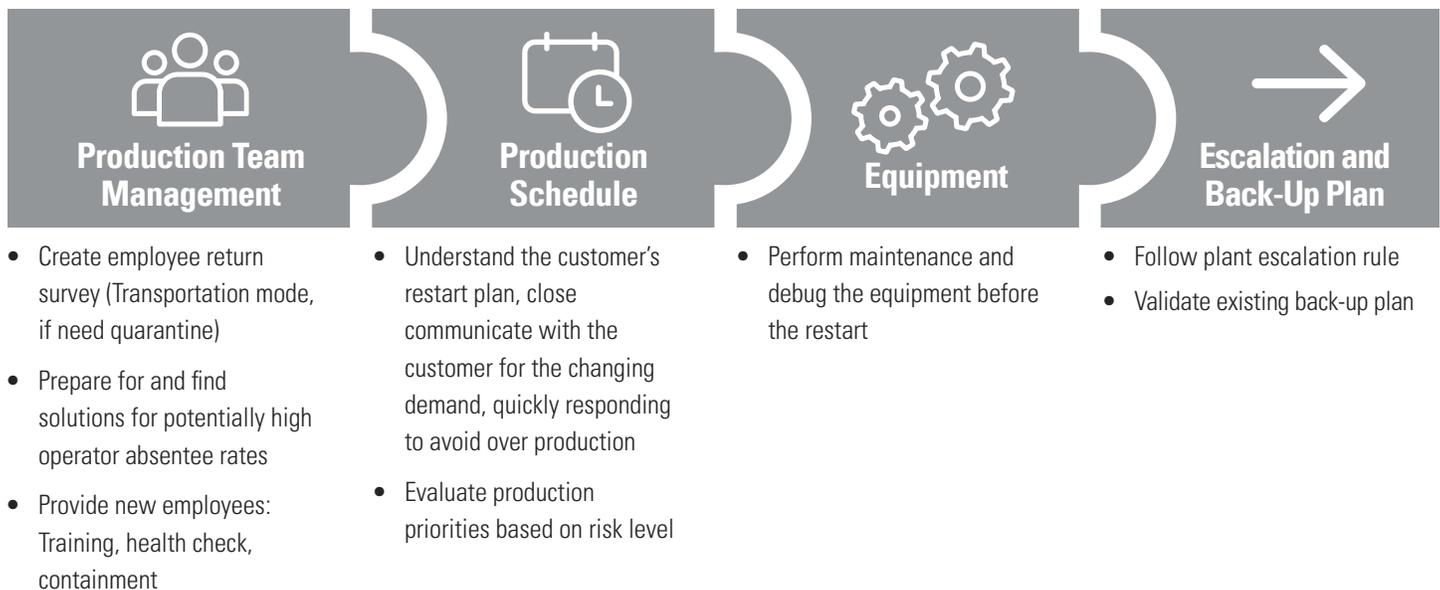
It is extremely important Nexteer understand the Customer's restart plan, closely communicating with the Customer for the changing demand, quickly responding, and avoid over production. Nexteer must evaluate production priorities based on risk level, follow Plant escalation processes, and validate existing back-up plans.

Production teams must understand the requirements for production readiness, including transportation, operator absenteeism, new employee training, and screening processes. Maintenance and Engineering must be actively involved in a successful equipment restart.

**A production readiness task team must be created with a cross-functional team, including:**



The designated production team must review the following key areas listed below in order to ensure an efficient and effective management production process.



# MATERIAL READINESS



- Validate supplier and logistics readiness, identify risk materials / logistics and alternative components
- Follow global escalation and allocation processes

In order to ensure an efficient ramp-up Plant process, all material inventory needs to be established with a two- to four-week supply. This is to include purchased parts / components and all necessary products to sustain Operations with an uninterrupted supply. It is the responsibility of PC&L to ensure all scheduling systems are in place with adequate communication with Suppliers. Scheduling systems and inventory need to be established for schedule fluctuation during Operation ramp-up given the current situation. Communication will be the key for a successful material delivery/inventory system.

## Primary PC&L functions should focus on the following three key areas:



### Supplier

- Use Intelix to monitor supplier status
- Monitor supplier ramp-up plan
- Monitor tier 2 and tier 3 suppliers
- Work with engineering and supply chain teams to identify risk materials and alternative components



### Logistic

- Anticipate potential leadtime and logistic cost increase
- Prepare for limited containers and space for air/sea freight
- Define backup solutions for alternative logistic
- Recognize potential delay on customs clearance due to lockdown
- Maintain detailed records of premium freight caused by COVID-19 for commercial consideration



### Global Escalation and Allocation

- Follow global formal escalation process
- Follow global allocation process
- Work with central team and GSM for the allocation

## RETURN-TO-WORK RAMP-UP GUIDELINES

It's imperative that Nexteer responsibly restores business functions while working to prevent the spread of the virus. This requires proactive scenario planning that integrates financial models with workforce strategies. There will be no "one-size-fits-all" solution. Each location and department require an approach that meets the needs of the size and scale of the business function.

A cross-functional team should think through the various considerations, using a fluid scenario-based approach that integrates data. Protocols and support needed should be prioritized to most efficiently and effectively ramp back up and begin taking action where possible.

With the proper precautions, and the deployment of tools like contact tracing and self-quarantines, employees can safely return to work.



- Form a cross-functional team to execute proactive scenario planning to responsibly restore business functions while working to prevent the spread of the virus.
- Prioritize protocols and support to most efficiently and effectively ramp back up.

### Ramp-up tactics to consider:

- **Operational prioritization and staged return:** Develop operational scaling plans for "must-have" services / roles, including temporary and permanent succession plans; consider staggering return dates based on prioritization; adjust shift schedules and/or working hours to meet evolving operational needs
  - Nexteer Salaried Employees with the ability to work remotely are encouraged to do so until further notice.
  - Critical employees, defined as those who are needed to support Nexteer Strategic Operations or those who require specific needs that cannot be met remotely, will be identified and asked to return to the office by their Manager / Supervisor.
    - If there are particular concerns with returning to the office environment, please speak with your HR Business Partner.
    - Nexteer continues to require employees to follow local government guidelines for social distancing and personal hygiene.
- **Cross-training:** Establish continuous training for mission-critical capabilities and possible upskilling for redundant workers
- **Support function requirements:** Reassess the appropriate size and composition of support functions to enable and stabilize the new realities of operations (e.g., IT, finance, HR)
- **Clearance protocols:** Establish guidelines for how you will assess the ability for workers to safely return to physical / onsite office locations (e.g., doctor's notes)

## Corporate Offices

Manager should assess each of their employees per the criterion below and prioritize work that can be done remotely versus on-site. Employees are to be staggered in their return to minimize exposure and to ensure Plant Operations are fully supported during the return-to-work strategy.

Facility Access Requirement	Identification Criterion
Critical	Employees who are critical to the startup and support of Nexteer Strategic Operations.
Business Critical	Employees who do not have the proper resources to continue a “work-from-home” strategy, or those employees who, for strategic business purposes, should perform their job on-site.
Strategic (Rotational)	Those employees who can perform most duties from home, but would benefit from limited time on site to complete certain tasks.  Staggered employees returning to work on a weekly rotation, or a rotation that benefits the business, while maintaining proper social distancing and limiting exposure.  Supervisors should create a rotation plan that best fits the strategic needs of the department or area with consideration for other surrounding areas / functions within the office environment.
Non-Critical	Employees who are not critical to Nexteer Strategic Operations and can continue to perform their daily work tasks from a remote location.
All	Employees free to resume normal office activities as outlined in this Playbook.

### Return-to-work support must be considered for all Nexteer employees. The support should focus on the following:

- Utilizing existing return-to-work processes (e.g., for leaves of absence)
- Preparation of additional support to those who may be struggling with mental health concerns (e.g., on-call counselors, on-site counselors, coaching)
- Revisit sick leave policies and procedures and update as needed
- Absenteeism coverage and awareness

### Consider at-risk and other scenarios where employees should delay return to work such as:

Vulnerable workers (such as age 65 or older, pregnant or nursing mothers, those with underlying health conditions such as diabetes, chronic respiratory disease, cardiovascular disease, hypertension)

- Review demographic information for age-related vulnerable workers
- Encourage employees to contact their HR Business Partner if they identify as a vulnerable worker
- Ensure any medical information is kept strictly confidential
- Consider accommodation options for those who identify as vulnerable worker
  - A. Work from home where possible
  - B. Work in isolation at workplace, including little to no contact with others
  - C. Job protected leave where possible or applicable

### Non-Compliance:

Any concerns with employee adherence to safety protocol should be directed to the local HR Business Partner.

## The Dos and Don'ts of Returning to Work

Do	Don't
 Wash your hands frequently	Skip washing your hands and just rely on hand sanitizer - soap is the best viral killer
 Keep face masks on at all times, where required	Remove the face mask to have a conversation or to perform any tasks on equipment or machinery
 Have conversations with fellow employees following social distancing requirements – at least 6 feet (2 meters) apart	Have conversations with fellow employees standing less than 6 feet (2 meters) apart
 Where a face-to-face meeting is required, schedule a meeting with 10 or less attendees following social distancing requirements	Schedule all meetings as face-to-face with more than 10 attendees sitting next to each other
 Respect the social distance requirements when passing someone in a hallway	Brush up against a person while passing someone in a hallway
 Enter, and work in, a facility with your face mask on	Enter, or work in, a facility with your face mask in a bag, around your neck or on your desk
 Wave hello when greeting visitors or employees	Shake hands or embrace when greeting a employees or visitors
 Cover your cough or sneeze with a tissue, and then throw the tissue in the trash	Remove your face mask and sneeze in an elbow, toward the ground, or out into the work area
 Be an ambassador for working safely and following CDC and WHO guidelines	Look the other way and hope that someone else addresses an unsafe practice
 Talk your supervisor or local HR Business Partner if you have questions or concerns	Complain to others and not talk to your supervisor or local HR Business Partner

# GLOBAL PLANT RESTART GUIDELINES

Nexteer is committed to a global restart guideline formed by several task-teams / workgroups across the various functions within the company. These guidelines for a successful restart include the following 5 areas:



## Local Regulations

Please reference the appropriate government, regional, and local regulations regarding the following:

- Social distancing recommendations
- Limits on group settings
- Health screening recommendations / requirements
- Case reporting requirements
- Travel restrictions and recommendations
- Operation limitations

Click on link for your country/region:

### Asia Pacific

- [China](#)
- [Indonesia](#)
- [India](#)
- [Singapore](#)
- [Hong Kong](#)
- [Japan](#)
- [Korea](#)

### EMEA

- [Morocco](#)
- [France](#)
- [Poland](#)
- [Germany](#)
- [Italy](#)
- [Spain](#)
- [Turkey](#)

### North and South America

- [United States](#)
- [Mexico](#)
- [Brazil](#)

## PREVENTATIVE MATERIAL INVENTORY

Nexteer understands the importance of following the personal hygiene recommendations from the local and national health departments. Nexteer is recommending additional precautions are taken for an increased frequency of hand washing. Personal Protective Equipment (PPE) should be readily available within inventory on hand for all employees returning to work. Additional PPE recommendations from the local and national health departments must be followed (i.e. cloth-based face coverings, or face mask).

### Below are some of the recommended tasks for guidance:



- Install handwashing stations in heavily populated areas on the plant floor
- 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

### Handwashing Stations

- Place additional handwashing stations in heavily populated areas including more than 20 people within a 500 sq ft / 46 sq meter radius

### Disinfectant Supplies

- Confirm operation has an adequate supply of soap, disinfection spray, hand gel, paper towels, and tissue
- Keep a minimum quantity of 30-day supply of disinfectant supplies in the plants
- Install portable disinfection 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
- Keep a minimum quantity of 30-day supply of PPE in the plants
- Require medical employees, screeners, and cleaning crew to wear gloves, masks, and glasses



Example of portable handwashing station

## Preventative Material Inventory Recommendations

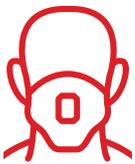
#	Item	Spec	Quantity
1	Masks (surgical)	Disposable surgical masks (1-day)	Min. 30-day supply
2	Nitrile gloves	Touchflex/surgical nitrile gloves	Min. 30-day supply
3	Infrared thermometer or Thermoscan device	Medical infrared thermometer/ Measures ranges 32°C to 42.5°C meets ASTM E965-1998 (2003) or Thermoscan No-Touch Forehead	Infrared: 1 per 100 employees/Shift Thermoscan: 1-3 per plant
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	
6	Sanitization floor stand	Hand sanitizer dispenser floor stand	
7	Hand sanitizer (refills)	Sanitizer with Alcohol 70% / Local Brand "Sanitizer"	Min. 30-day supply
8	Hand soap	Hand soap	Min. 30-day supply
9	Paper towels	Paper towel	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)	<a href="http://www.cloroxpro.com/products/clorox/total-360">www.cloroxpro.com/products/clorox/total-360</a>	

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is imperative to ensure adequate supply of additional personal protective equipment is in physical inventory and available for daily use. Recommendations would include utilizing Global Supply Management for tracking this critical inventory using a database to track all orders and shipments.



Review and understand protocol for PPE



### Masks

Face masks are required PPE for personnel such as:

- 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)

Masks may be required on a regional basis for all employees.

Each employee will be provided with 1-2 masks daily / weekly as needed based on job responsibilities and based on the employee's task.

**Note:** Re-evaluate need for requirements every 30 days.

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.

Surgical (single use) recommended for all others.



### Face Shields

Optional: 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
2. Those performing disinfection of common surfaces per the Playbook. However, the company should provide gloves if mandated by local laws.
3. Common areas such as gage tables
  - Gloves should be disposed of immediately following the use of common tools/equipment.



**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 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.

# FACILITY ACCESS



Dedicated team shall review facility layout, access points, work schedules, and standard practices of employee entrance and exit to identify points of risk and define mitigation steps to ensure social distancing and proper disinfection of common surfaces.

Note: Efforts must be made to ensure physical security barriers and controls are not permanently defeated. Defeating these controls may offer an opportunity for anyone wishing to do harm to Nexteer.

## **Cross-functional team recommended to be made up of the following representation:**

- Security
- Facilities
- GSM
- H&S

## **Recommendations for Flow of Pedestrians to Health Screening Check Point**

- **Limit points of entry**
  - Reduce number of points of entry to flow pedestrians to the check point
  - Use visual guides for wait positions and standing lines to ensure social distancing
  - Develop a sanitizing plan for high touch points on doors, turnstiles and card readers
  - Manage start and end times of shifts to ensure social distancing can be maintained and allow for sanitizing of the health screening checkpoint
- **Monitor Points of Entry**
  - Security should, through on-station, in-person monitoring or CCTV, monitor individual identities of pedestrians trying to enter the facility.
  - Frequently review access points to ensure the integrity of the security access barrier remains functional

# DAILY HEALTH SCREENING PROTOCOL



- Ensure protocol for pre-shift screening prior to plant entry
- Ensure barriers are in place to prevent anyone from missing screening protocol
- Observe for overt symptoms
- Ensure HR team is prepared to receive inquiries or reports of symptomatic employees prior to shift

The Daily Health Screening Protocol is in place to try and prevent sick or symptomatic employees from leaving their homes or entering the site and decrease the likelihood of spreading infection. It is a mandatory requirement for all who enter any Nexteer location to first complete an approved health screen per local guidelines. This activity will need to be completed each day prior to entry.

## Health Assessment

This process should include a health assessment for every employee, contractor and visitor which asks a series of questions prior to coming to work. This assessment can be electronic (for example: phone app or WeChat app) or a paper form; however, the information must be recorded and reviewed daily to ensure the safety of all employees.

Nexteer shall periodically update company guidance on current recommendations from the World Health Organization (WHO) and the Centers for Disease Control (CDC) or equivalent. The daily Health Screening Protocol should be updated to reflect the recommendations from all local and country health requirements.

## Report Access

The Global Health & Safety Manager, onsite Medical staff, and Human Resources shall have access to this report and be able to review the responses from all employees. Managers should have limited access to the report to be able to know if their employees completed the assessment or not. Nexteer encourages all employees who are sick to stay home.

## On-site Assessments

On-Site Health Temperature Screenings may also be conducted prior to employee entry. The requirement of temperature screening of employees shall be based on the local and country health requirements.

## Refer to local guidelines and screening protocol.

- If an employee does not accept the screening, the company (supervisor) 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.
- If the employee does not recognize symptoms in their daily self-screening and if the employee is deemed symptomatic during the employee's shift or after the employee has spent any time in the facility (after the self-screening), reference the isolation Protocol.
- Reference local Self-Quarantine and Return-to-Work Protocol for employees who are confirmed positive for COVID-19 by a medical professional.

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

## Example Self-Assessment Screening Form

[Download COVID-19 Self-Assessment Form.](#)



### COVID-19 Self-Assessment

Updated as of 4/28/2020

The safety of our employees, supplier partners, customers, families and visitors remain Nexteer's overriding priority. As the coronavirus disease 2019 (COVID-19) outbreak continues to evolve and spreads globally, Nexteer HR and Medical are monitoring the situation closely and will periodically update company guidance based on current recommendations from the Centers for Disease Control and Prevention (CDC) and the World Health Organization.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce 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 this building.

Employee or Visitor Name:	Badge Number:
Employee Plant:	Employee Department:

Questions to be answered electronically (phone, tablet, home computer, etc.) or in person

1	<p>Have you been quarantined due to a COVID-19 exposure that may include recommendation by your local health department, HR or medical in the past 24 hours?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
2	<p>Have you come into close contact with (within 6 feet for greater than 10 minutes) or cared for someone who is either a laboratory confirmed COVID-19 diagnosis within the last 14 days or is waiting on COVID-19 test results?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
3	<p>Do you currently have any of the following symptoms? Check all that apply. Source: <a href="https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html">https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html</a></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fever (greater than 100.4°F) with or without chills</li> <li><input type="checkbox"/> Sore Throat</li> <li><input type="checkbox"/> New loss or decrease in sense of smell or taste</li> <li><input type="checkbox"/> New Cough</li> <li><input type="checkbox"/> New Shortness of Breath (difficulty breathing)</li> <li><input type="checkbox"/> Headache or muscle pain (abnormal for you)</li> <li><input type="checkbox"/> No Symptoms</li> </ul> <p>If any boxes other than no symptoms have been checked, please contact your physician or urgent care facility for further guidance.</p>

Nexteer wants all employees and visitors to continue to follow the [CDC guidelines](#) for social distancing and personal hygiene. These questions have been answered to the best of my knowledge.

Signature (employee or visitor): \_\_\_\_\_ Date: \_\_\_\_\_  
Contact information (phone or e-mail): \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: The information on this form will be used to mitigate the spread of the COVID-19 virus and to determine your access right to Nexteer Saginaw facilities.**

Access to facility (circle one): Approved Denied (Medical, Security or HR to complete)

## 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 standard Playbook protocol 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.

## SOCIAL DISTANCING PROTOCOL

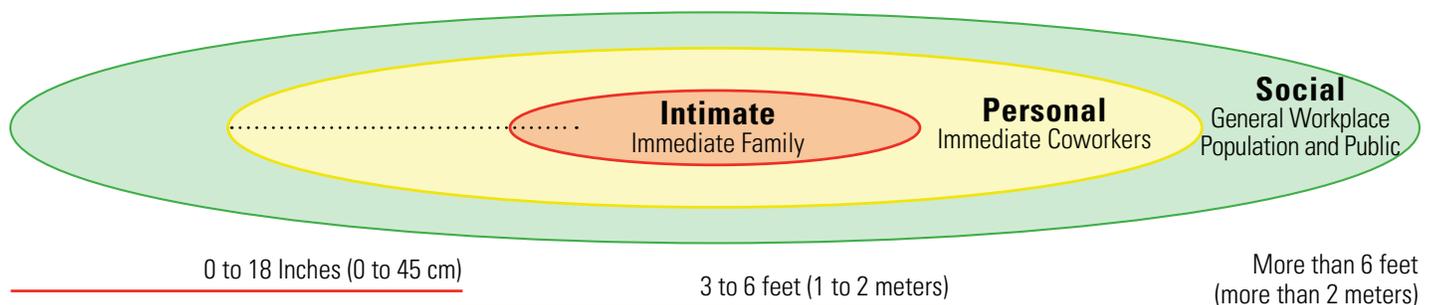
Social distancing is a simple yet very effective mechanism to prevent potential infection, that relies on simple distance to avoid infection.

### Guidelines for social distancing, in practice, is defined as:

- 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

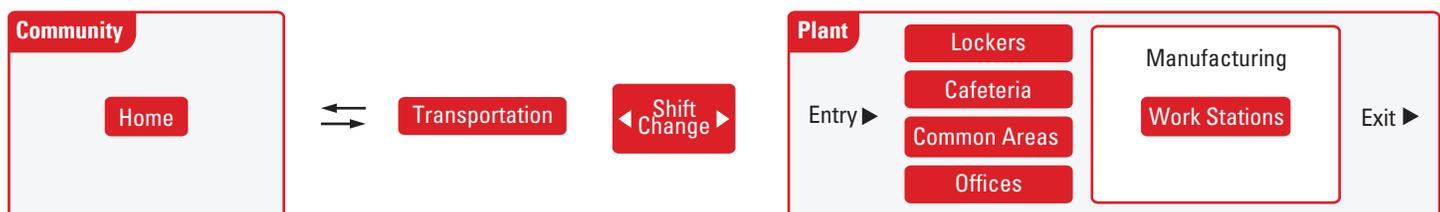
Social distancing guidelines can be broken down into “intimate,” “personal,” and “social” contact.

- **Intimate contact** – this includes immediate family and those living in close proximity with each other, such as roommates, on a daily basis. Transmission of illnesses occurs naturally within these environments and the exposure level is high
- **Personal contact** – this includes immediate coworker interactions that happen regularly in the workplace within relatively close proximity. Transmission of illnesses occurs on commonly shared surfaces, such as door handles, shared workspaces, and shared common areas
- **Social contact** – this includes general workplace populations and the general public; individuals who you may not see on a daily basis. Transmission of illnesses occurs in common shared locations, such as grocery stores, restaurants, department stores, and home improvement stores



**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.



## Hierarchy of Safety Controls

Nexteer is using the Hierarchy of Health & Safety Controls to manage risk when reviewing manufacturing and office layouts. Areas should be reviewed and categorized by level of risk. The risk of contracting an illness is higher for those who had close contact with a person who has a confirmed diagnosis.

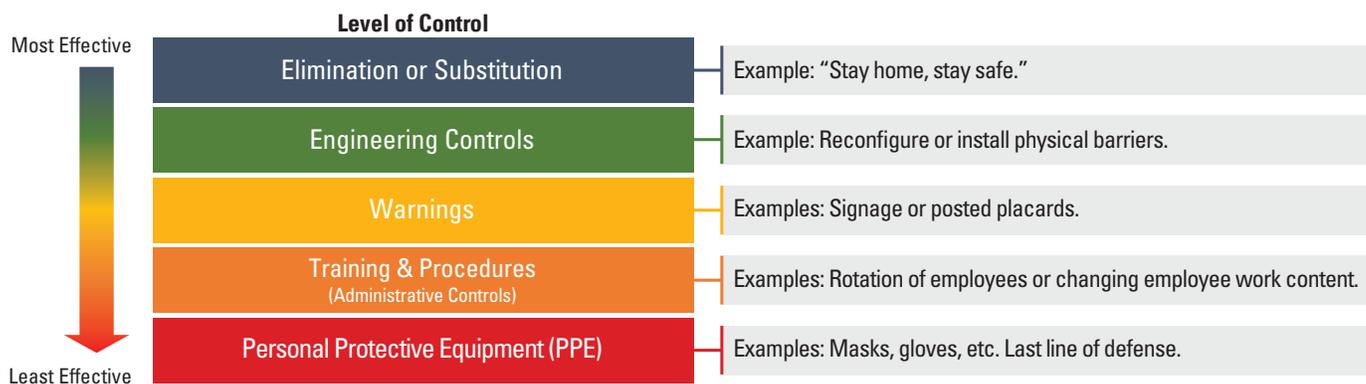
### There are three levels of contact:

- **High Risk:** People who have cared for or lived with the person who was diagnosed, or people who had a high likelihood of direct unprotected contact with respiratory secretions and/or body fluids of the person who was diagnosed (such as family members and health care workers) are considered to have had close contact. Examples of close contact are kissing, hugging, sharing eating or drinking utensils, talking within two meters (6 feet) of the person, and direct touching. Sitting next to someone for hours in an enclosed space (such as on a plane or in a meeting room or cinema) would be considered close contact.

**Close contact does NOT include activities such as walking past a person or briefly sitting across a waiting room or office.**

- **Medium Risk:** Colleagues, social contacts, fellow employees who may have shared an environment for prolonged periods of time but did not come within two meters (6 feet) for more than a short period.
- **Low Risk:** People who were with the person who was diagnosed, in public places and facilities for brief periods of time.

**Based on risk level, the hierarchy of safety controls should be used to determine whether adjustments are required for layouts, work content, etc.**



The table below indicates the effectiveness of Health & Safety Controls and the associated value and cost.

Effectiveness	Control Solutions	Value	Cost
Most  Least	Elimination or Substitution	Hazard are eliminated or reduced.	Long-term cost reduced or eliminated.
	Engineering Controls	Exposure to hazards are controlled.	Potential for higher initial cost, however, offset by reduced long-term cost.
	Warnings	Alerts people that hazards exist.	Cost to maintain and implement.
	Training and Procedures	Only trained personnel operate and maintain equipment; Safe operating practices and procedures are established.	Cost associated with training/retraining. Resources to establish Safe Operating Practices.
	PPE	Provides a personal/last resort barrier to the hazard.	Recurring operating cost associated with the use and maintenance of PPE.

# Social Distancing

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

## Guidelines:

- Maintain a social distance of 1 to 2 meters (3 to 6 feet)
- Workstations should be reconfigured to limit / minimize situations not aligned to social distancing and to avoid face-to-face layouts where able (i.e. raising cubical walls)
- 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
- Eliminate contact with others, such as handshakes with others, embracing coworkers, visitors or friends
- Avoid individuals who appear to be sick, coughing, or sneezing
- Avoid touching surfaces touched by others, where possible
- Alternating work patterns / schedules to minimize additional exposure. Consider rotation schedules in offices
- Prior to completing the workday, employees are encouraged to clean their personal areas
  - Recommended: Provide cleaning kits to each group of workstations: at the end of a work session, clean area using the kit
- Employees should avoid migrating in workspaces
- Employees should not share work equipment, such as tablets

## Recommended Work Areas

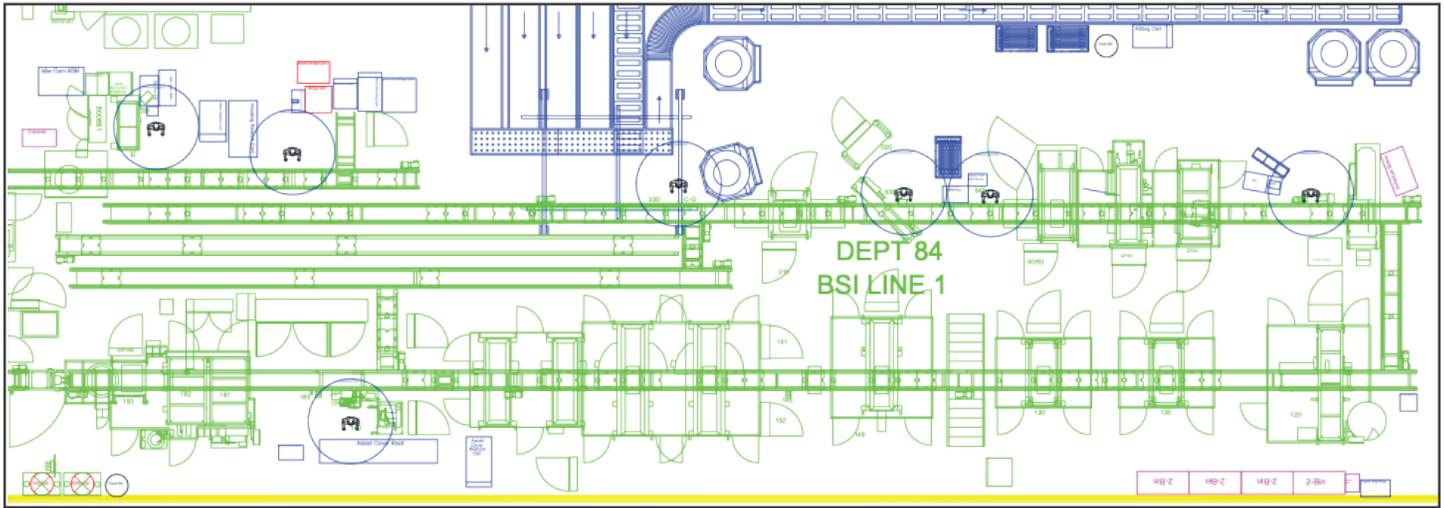
Whenever possible, work areas should be arranged to allow separation of 2 meters (6 feet), 360° work window.

- Where reconfiguring is not possible, physical barriers will be constructed between work areas
- Employees are strongly encouraged to disinfect their own workspace 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
- Employees should not share equipment, such as tablets

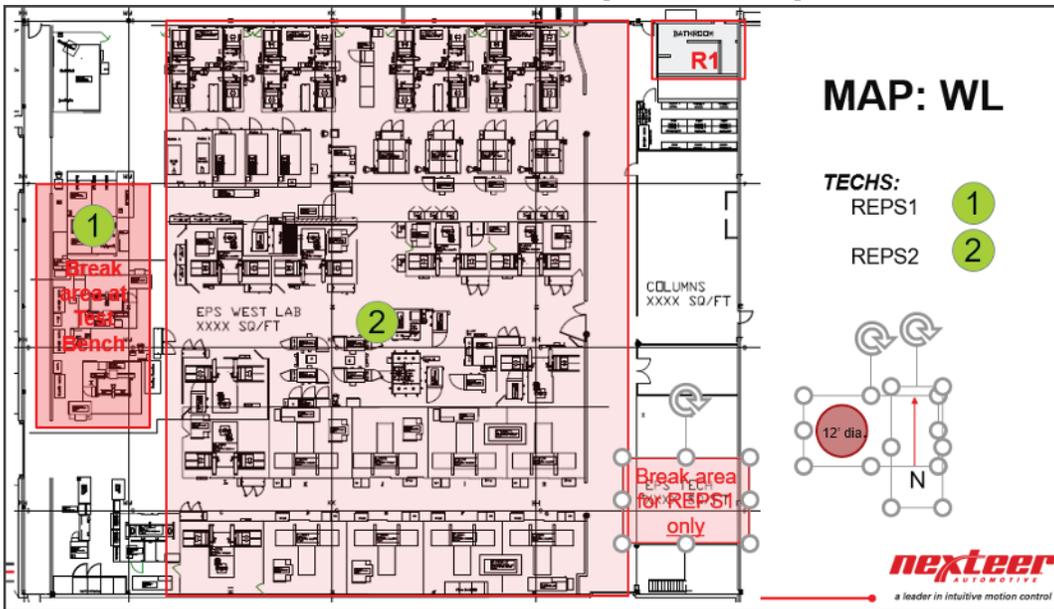
## What to do if the work areas are less than the recommended spacing?

- 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 be 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 day

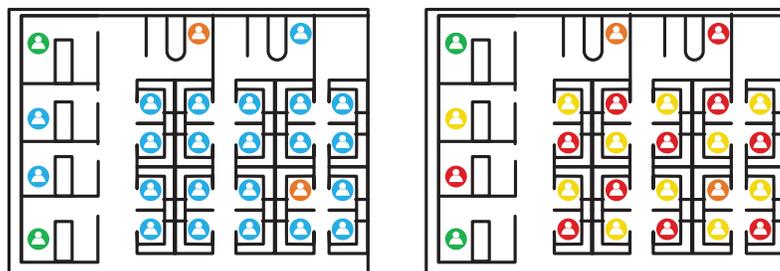
### Manufacturing Workstations example of acceptable layout:



### Manufacturing Workstations example of acceptable layout:



### Corporate Office Workstations example of acceptable layout:



- Non-Critical Employee
- Critical Employee
- Business Critical Employee

- Critical Employee
- Business Critical Employee
- Strategic Employee Wave 1
- Strategic Employee Wave 2

## 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.

## Shop Floor Information and / or Start-up Meetings

### Recommendations:

- Team huddles are cancelled
- Utilize team boards or easels for sharing of essential information and instructions
- Team leaders transfer key messages (utilize multiple communication modes as appropriate: kiosks, digital monitors, email, intranet, posters, etc.)
- Safe meeting spaces could be marked 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.

## 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.

### Locations with full-service cafeteria in a Nexteer facility

- Do not allow self-service in full cafeteria service
- Place a permanent mark on the floors to ensure proper distance (anywhere where there is a line)
- Eliminate cash sales where possible
- Close communal dining areas or install social distancing stickers on tables to identify acceptable seating
- Limit sales to prepackaged foods
- Increase cleaning frequency
- Require gloves and masks for dining staff
- Implement delivery or pickup systems where able

### 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 and increase the number of seats where able
  - Place signage on tables to ensure proper social distancing in each seat – sign says yes or no to sit
  - Post capacity

## Restroom Usage During the Workday and at Break Times

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

## Social Distancing for Locker Rooms

### Recommended

- Follow shift start and end times, break and lunch schedule.
- Limit access to only employees who must have a locker as a matter of health or safety and / or changing into uniform
- Employees are encouraged to come to work in their work clothes
- For particularly dirty operations, access to the changing rooms remains open (operations/maintenance specific job tasks)
- The number of people accessing the changing rooms simultaneously is limited to no more than 10 persons
- A member of management will monitor to ensure that access to the changing rooms is limited

## Social Distancing in Common Areas

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

## Meeting Rooms

- Limit face-to-face meetings whenever possible
- Create a visual standard for the meeting room that demonstrates appropriate social distancing (See [Downloadable Signage](#) for example)
  - Display visual standard prominently and ensure distances are respected
- Do not leave personal objects in the room after the end of the meeting
- Wipe the table and electronic controls with disinfectant prior to the next meeting
- Recommended: Air the room for 15 minutes between meetings



## Social Distancing Visual Distance Standards

- Add Visual Standards on the ground to define the 2m / 6ft. social distancing spacing to all common or high-traffic areas :
  - Visitor reception / lobby areas
  - Turnstile entrances / exits
  - Break / lunch areas
  - Coffee machines, drinking fountains
    - Recommended: Cover and shut off drinking fountain mouth spouts to prevent usage
- Beverage and vending dispensers
- Recommended: Define “one-way” hallway routes to minimize face-to-face contact from passing employees



## Reception Area Safety

- Where social distancing cannot be maintained, install clear plastic barrier at reception
- Provide markings on the floor to promote social distancing
- Require visitors / contractors to use personal pens
- Disinfect sign-in tablet prior to each use, provide disinfectant wipes

## Smoking Area Safety

- Post signage to limit the number of smokers in one shelter at a time

Recommended if feasible:

- Establish more smoking areas or increase the size current area to encourage social distancing
- Stagger break times to administratively control the number of smokers

## DOORS, ENTRANCES, AND STAIRS SANITATION



- Post signage on every door (interior and exterior)
- Prop doors open where able or add foot-operated door openers as appropriate to limit touch

### Details:



On every door, including interior doors, posting signs to systematically remind employees of the COVID-19 precautions



Keep doors propped open as much as possible (except fire doors)



Add foot-operated door openers to frequently used doors



Recommended: Addition of anti-microbial paint or copper to all doors, door handles, and stair railings (copper) to reduce the life span of the virus

## DISINFECTION MEASURES

Prior to returning to work, increased sanitation and disinfecting protocol should be in place utilizing external and internal janitor work scopes to effectively manage the identified high traffic and frequently touched surfaces (i.e. door handles, light plates, HMI's, cycle start switches, etc.).



- 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
- Verify that third-party janitorial companies are exercising proper sanitation protocols
- Recommended: Increased interval (for example – hourly) handwashing and sanitizer for those not wearing gloves

Utilize your local 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:

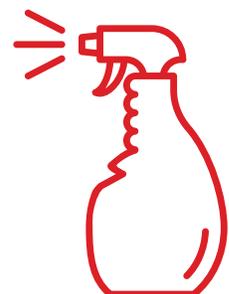
- Tools
- Workstations and equipment
- Screens on Plant Floors
- Restrooms
- Cafeteria
- Lockers
- Break rooms
- Common surface areas
- Computer screens and keyboards

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

- Security
- Sanitization vendors

### 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 restroom use are also necessary.



## **Frequent Handwashing and Sanitizer**

- The organization of the work allows increased frequency of hand washing for those not wearing gloves.
- On production lines, washing is ensured during a line stop.
- Washing is encouraged after each rotation and at breaks and lunch.
- Cleaning is done either with hand sanitizer gel or with soap and water (20 seconds minimum).
- Recommended: Hand sanitizer (gallon) placed at every team area and break room with personal (4-8 oz) sanitizers provided to every employee.
- Recommended: De-activate hand dryers; replace with disposable paper towels.

## **Waste Removal**

- Daily removal of trash from all receptacles

## Air Circulation Management

It is recommended to reduce air movement within the facilities to minimize the opportunity of spreading any potential airborne COVID-19 virus. Review potential opportunity areas such as:

- A. Upgrade air circulation (HVAC maintenance / filter replacement schedules-high efficiency filter use) to increase air flow based on conditions
- B. Ensure ventilation rates are adequate
- C. Increase the percentage of outside air that circulates into the system

### Example Plant Air Flow Plan

- Personal fans
  - Unplug and place bags over all personal fans
- Ventilation Systems
  - Ensure all filter PMs are up to date (Filtration will help but not totally filter out this virus. This would require a HEPA filter which is cost prohibitive. However, during the summer months, ventilation systems do not recycle air but pull clean air from the outside).
  - Increase the filter change PM to a minimum of twice / year going forward versus once / year as in many cases today.
  - Reduce airflow output of ventilation system to reduce risk of spreading airborne virus
    - Plant facilities engineers will reduce fan drive speed to 30%, which will keep fresh air coming into the plant but at a reduced velocity.
    - Operations should manage the air flow direction via diffuser vent control, where feasible, to minimize direct air flow around groups of employees.
  - Air makeup units will be shut off during the month of May, as these units:
    - Have no filtration and are not variable speed
    - Should not be needed during May
    - Will increase temperature trigger point from 60 degrees to 70 degrees once units are turned back on in June

## **ATMs (Money Machines)**

Place a cleaning kit by each ATM or consider covering the machine to prevent usage.

## **Communal Kitchen Areas**

- Eliminate the use of serving trays, reusable cutlery, glasses, mugs, silverware
- Increase cleaning of refrigerators, microwaves, coffee machines, vending machines
- Provide wipes for cleaning areas subject to general use
- Assess whether the ongoing use of communal kitchen appliances is practical, having regard to the need for additional social distancing and regular cleaning and disinfection

## **Offices and Desks**

- Recommended to provide a cleaning kit for each office area and encourage employees to clean and sanitize their personal workspace on a daily basis, including work surfaces, equipment, chairs, etc.

## Disinfection Frequency in Workshops and Offices

#	Area/Place	Disinfection Content	Disinfectant	Disinfection Method	Frequency
1	Entrance Touch Points	Doors, handles, handrails, trash cans, floors, & turnstiles	Hospital-grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate	Spray with hand held sprayer or wipe	At least 3 times per day
2	Work cell / Operator Work Station common Surfaces	Including control buttons, tools, and other common surfaces		Spray with hand held sprayer or wipe	Minimum at the end of each shift
3	Offices, Desk, and Conference Rooms	Table and chair surface; Touch points: i.e. light plates, doorknobs, phone, computer, filing cabinets, trash cans		Spray with hand held sprayer or wipe	Minimum at the end of each shift
4	Hallways, Lobbies, and Stairs	All flat surfaces. Touch points: i.e. light plates, doorknobs, handrails etc. Floors		Spray with hand held sprayer or wipe	Continuous Rotation Daily
5	Satellite Break Areas	All flat surfaces; Touch points: i.e. light plates, doorknobs, etc.		Spray with hand held sprayer or wipe	At least 3 times per day
6	Conveyor Belts	Wipe areas of common employee interphase		Spray with sprayer	At least once respectively in the morning and afternoon
7	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
8	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
9	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
10	Restrooms / Locker Rooms	Toilets/urinals/sinks both inside and out; Touch points: light plates, door handles, dispensers, etc. Floor		Spray with sprayer / wipe; Mop floors	At least 2 times per day

## Disinfection Frequency in Workshops and Offices (Continued)

#	Area/Place	Disinfection Content	Disinfectant	Disinfection Method	Frequency
11	Vending machines	Interface surfaces (pay, selection and vending surfaces)	Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate	Spray with sprayer	Daily
12	Forklifts	Wipe areas of common human interaction		Spray with sprayer	After each use
13	Multi-user safety vest and other PPE	All surfaces		Spray with sprayer	Between use
14	Transport vehicles	Common surfaces (e.g. seat surfaces rails, belts, door and window controls)		Spray with sprayer	After each use
15	All floors and walls	All general floors and walls at site		Mop	Periodic, where frequently touched; mop hard surfaces daily
16	Ventilation	Change filters, clean vents	Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate	Spray with sprayer / wipe	Weekly PM schedule
17	On-site Medical Facility (where applicable)	Doors, Countertops, Tabletops, Chairs, Sinks, Faucets, Light Switches, Soap Dispensers, Sanitary Dispensers, Toilets/Urinals, & Floors		Spray with sprayer / wipe Mop floors	At least 3 times per day
18	Security Shack (where applicable)	Doors, Tabletops, Chairs, Keyboards, Phones, Light Switches, Trash Cans, & Floors		Spray with sprayer / wipe	Daily
19	Cafeteria (where applicable)	Doors, Countertops, Tabletops, Chairs, Sinks, Faucets, Microwaves, Trash Receptacles, Vending Machines, Handles, Light Switches, Soap Dispensers, Sanitary Dispensers, & Floors		Spray with sprayer / wipe Mop floors	Every 30 minutes during service hours
20	Vehicle Garage	Tabletops, door handles, work surfaces, and handles on shared equipment	Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate	Spray with handheld sprayer or wipe	Minimum once per shift

# DEEP-CLEANING AND DISINFECTION PROTOCOL



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

## About:

The General Disinfection Measures Protocol should be followed regularly whereas the Deep-Cleaning and Disinfection Protocol is triggered when an active employee is identified as a laboratory-confirmed positive for COVID-19 by testing.

## COVID-19 Deep Cleaning and Disinfection

COVID-19 “deep-cleaning” is triggered when an active employee is identified as being a laboratory-confirmed COVID-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 of greater than a shift, the site is to gain consensus from both their local Operations and Health & Safety leaders and take steps to perform an additional disinfection of potentially impacted common surfaces during the interim period.

The scope of deep cleaning shall include all potentially exposed areas per governmental or local health department guidelines.

### **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 Nexteer disinfectant protocol)

### **2. The facilities and health and safety teams shall coordinate and supervise the cleaning and disinfection process. They must ensure that:**

- There is a specific plan and strategy to clean all identified 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.
- Ensure that employees are made aware that the work areas have been disinfected. Recommend posting signage.

**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 bio-hazard 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](http://www.EPA.gov)

# TRAVEL AND TRANSPORTATION



- Follow safety protocol for international and domestic travel including flights and communal transportation
- Hold meetings with transportation provider(s) to review protocols and implement disinfection protocol for buses

## Safe Travel Protocol

- Travel restrictions will change over time depending on conditions, regulations, and restrictions in each region, country state, or community therefore necessitating an evolving but stringent travel approval process.
- Follow COVID-19 Safety Practices at home, work and traveling. Customer and suppliers may have additional requirements to conform to when visiting their facilities.
- Avoid all non-business essential travel. Travel approval required for all domestic or international travel.
- Domestic travel between Nexteer facilities in the same city, state, province, or local area is allowed.
- Public transport is discouraged; use personal / pool vehicles to minimize social contact and exposure.
- Use approved regional travel agents to ensure use of approved sources for:
  - Transportation
  - Hotels
  - Rental vehicles
- Do not travel in groups, minimize travelers, and consolidate work.
- Do not dine in groups or use shared/buffet style dining.
- Minimize risk by minimizing time away.
- When using public transportation including Air, Bus, Taxi, use PPE and car share protocol.
- Limit face-to-face meetings and observe safe distancing where possible during travel and stay.

## Personal Transportation to/from Work

- Where possible, employees are encouraged to commute to and from work in their own vehicle. Carpooling and use of collective transport is only possible with Safe Car Sharing protocol.
- If a person drives themselves to work, they need to follow Nexteer COVID-19 Self-Assessment Protocol to enter work.
- If a person uses public transportation for traveling to Nexteer, they need to report this to their HRBP. This may fall into the domestic travel approval policy.

## Communal Transportation To/From Work

Individual commuting to and from work is preferable; however, when using public transportation or transportation provided by a third party, local guidelines shall be followed.

- 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 have exited the bus at the company facilities
- Bus drivers must wear a mask all the time while providing the service.
- Supply of antibacterial gel / hand sanitizer should be kept for employees to use upon boarding the busses.
- It is the supplier's responsibility to ensure drivers are in good health condition.
- All surfaces, high touch areas, seats, dashboards, door handles, seatbelts, windows, etc., must be washed down with a disinfectant solution in advance of transporting employees.
- Consider reducing the seating capacity of vehicles to help maintain social distancing when passengers are seated:
  - Block-off seats to establish a minimum of 6 feet / 2 meter separation between passengers.
  - Add additional busses or trips to account for reduced capacity.
- Establish boarding and exiting procedures to ensure social distancing is maintained:
  - Direct individuals to board one at a time, starting with rear-most seats first.
  - Direct individuals to exit one at a time, starting with the front-most seats first.
- Prohibit passengers from eating or drinking while onboard.
- Employees and the driver must not board the bus if they feel ill, are symptomatic, or have been confirmed to have COVID-19, have been in contact with a confirmed case in the past 14 days or have traveled outside of the country in the past 14 days.
- The driver should complete a screening questionnaire at the start of each route. (local regulations to dictate specific requirements).
- Passengers should complete screening questionnaires prior to boarding. (local regulations to dictate specific requirements)
- The mandatory use of passenger masks 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 Nexteer's requirement to fill out a daily [Health Assessment Form](#).

# Transportation Sanitation Checklist

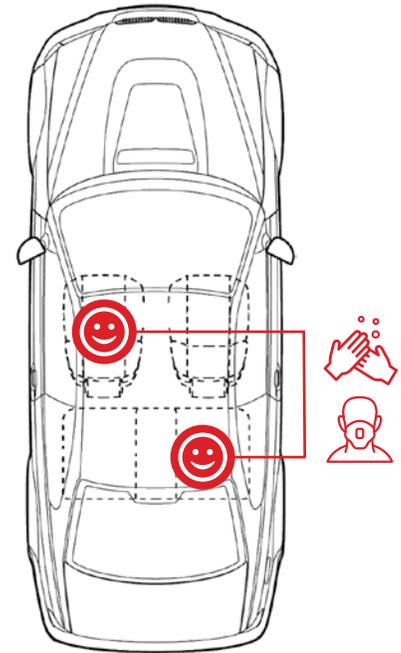
[Click here for a downloadable Sample Transportation Sanitation Checklist.](#)

Sample 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		

## Car Sharing - Personal or Pool Vehicles

Since vehicle interiors are essentially small contained spaces, it is important to take steps to reduce the risk of contracting the virus while driving or riding inside.

- Car sharing is allowed for persons living in the same household
- Car sharing is possible for others under the following conditions:
  - Wash hands before and after trip
  - Maximum two persons – driver and one passenger in rear opposite side
  - Each person wears a surgical mask prior to entering the car
  - A window is lowered to air the car
- Taxi/Uber/Lyft travel follows the same protocol: one passenger / vehicle.



## Personal Vehicle Cleaning Recommendations

- **Use the Right Tools**

The right disinfectants can kill the coronavirus so that it doesn't live on surfaces such as rubber, plastic, aluminum, and leather. Most common household cleaners will work. It is recommended to keep a tube of disinfectant wipes in your vehicle for regular use. \*Check to ensure that the cleaners you're using are safe for the surfaces in your car.

- **Focus on Touchpoints**

Anything inside the car that your fingers touch should be cleaned: the steering wheel, gear shifter, lane change and windshield wiper stalks, door handles, radio knobs, infotainment controllers, storage bins, and seat belts.

It is recommended to clean touched surfaces daily.

One other area - the top of the dashboard is a prime spot for harboring such microorganisms and should be cleaned to reduce risk.

- **Children and the Elderly**

People who are regularly in contact with both children and the elderly should take extra precautions. Proper and regular cleaning inside the car can greatly reduce the risk of passing the virus on from children and others.

## Domestic Travel outside of Nexteer

If essential travel is required:

- Approval Required – business critical only
- Risk and consultation / approval will occur prior to booking travel
- Follow approval routing as listed on this form: [Online Domestic Travel Approval in DocuSign](#)

Note: Return-to-Work Protocol required after travel. Contact your local HR Business Partner upon return for instructions before returning to work.

## International Travel

- Essential only and will be dependent on regional, country, or destination regulations and limitations at the time.
- Same protocol as domestic travel except International approval requires additional approval by Corporate President, VP Corporate HR, VP Corporate General Council or their delegated designates.
- Follow approval routing as listed on this form: [Online Domestic Travel Approval in DocuSign](#)

For more information on DocuSign, visit the [GSM SharePoint in Compass](#).

Note: Return-to-work Protocol required after travel. Contact your local HR Business Partner upon return for instructions before returning to work.

 <b>Nexteer Domestic Travel Questionnaire/Approval Form</b> <small>(Updated 4/13/2020)</small>	
<p>The safety of our employees, supplier partners, customers, families remain Nexteer's overriding priority. As the coronavirus disease 2019 (COVID-19) outbreak continues to evolve and spreads globally, Nexteer HR and Medical are monitoring the situation closely and will update company travel guidance based on current recommendations from the Centers for Disease Control and Prevention and the World Health Organization.</p> <p>To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce, only essential domestic business travel will be approved. Your cooperation is important to help us take precautionary measures to protect you and everyone in Nexteer.</p> <p>Fill out the questionnaire and contact Jeff Ashley-Corporate Security Lead directly to discuss proposed travel request. Jeff will access current travel restrictions and determine if travel will be allowed before the final approval process and travel itineraries can be made through TI Travel. Jeff will also provide up to date information about the location, restrictions and safe practices while traveling.</p>	
Name:	Phone Number where you can be contacted during travel (mobile/business):
Department:	Supervisor:
Name of Place/Company to visited:	Location: (City/State):
Duration of Trip:	Mode of Travel: (Car, Train, Air, Taxi...)
Name of Hotel (for Overnight stays):	Phone Number for hotel:
Business Critical Reason for Trip Request:	
<p>1. Has the facility you are visiting that has been diagnosed with COVID-19 virus within the last 14 days?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>2. Does the facility you are visiting have COVID-19 safe work practices in place?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

3. Are you traveling by yourself?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Have you experienced any cold or flu-like symptoms in the last 14 days (including fever, cough, sore throat, respiratory illness, difficulty breathing)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>While traveling you must conform to Nexteer safe work practices. You must not travel or make travel plans prior to obtaining approval via this form signed by Corporate Security, your Direct Manager and HRBP. Return to work procedure shall be determined by HRBP and Corporate Safety personnel based on exposure risk and location of travel. Employees must have to quarantine at home upon return from travel for up to 14 days. Employee must contact their HRBP prior to returning to work.</p>	
Employee Signature: _____	Date: _____
Jeff Ashley-Corporate Security Signature* _____	Date: _____
*Note: Jeff Ashley must receive and approve all travel requests before seeking Manager/HRBP approval.	
Manager Approval Signature: _____	Date: _____
HRBP Approval Signature: _____	Date: _____

**Know Before You Go** – Visit [Nexteer's online Searchlight Portal](#) for current travel information and requirements.

## Fleet Transportation and Test Vehicle Protocol

### Vehicle Disinfectant/Use Protocol

PPE: Mask / face covering must be used during entry / exit process and disinfecting.

### Vehicle Disinfecting

- Long- / short-term and complex vehicles will be cleaned prior to use by Engineering Garage Cleaner or similar role.
- Assigned and Engineering Vehicles must be disinfected every day upon entry / exit of any new occupants.

**The following surfaces must be sprayed with a disinfectant and wiped down after each use:**



#### Interior Surfaces

- Steering wheel and controls
- Turn signal lever
- Wiper lever or multifunction lever
- Interior door handles and arm rests
- Dashboard and vents
- Center console
- Gear shift knob
- Touchscreen / radio / HVAC screen / knobs
- All seat belts and seat buckles
- A fine mist will be sprayed in the interior of the vehicle to disinfect all the seats and head rests
- Lightly wipe any test equipment that is touched or handled (including keyboards)



#### Exterior Surfaces

- All exterior door handles (including hatchback)
- The gas door and cap



#### Keys

- Upon receipt of keys, wipe keys with disinfectant / wipe

## Occupant / Use

- If two or more persons in the vehicle, PPE and safe distancing car sharing procedures above must be followed.
- If working alone in vehicle, PPE may be removed.
- Eating and drinking are prohibited.
- Minimize touching face (eyes, mouth, etc).
- If an individual will be working multiple uses / days, disinfecting not required per entry / exit. Care should be taken to ensure others do not have access to the cars, including locking and removal of keys while not in use.
- Following use, hands should be thoroughly washed with soap and water.

## Long-Term and Short-Term Vehicles

- Short-term vehicles will be used as long-term vehicles when necessary to ensure vehicles are dispatched only once per day.
- Keys and badges will be cleaned upon return by Vehicle Dispatch.
- Returned vehicle keys will be collected throughout the day and stored in a tray.
- Vehicles returned after hours will be disinfected at the beginning of each shift the following day.
- The Vehicle Cleaner will coordinate with Vehicle Dispatch to disinfect returned vehicles throughout the day as time allows.
- Note: Vehicle will be dispatched once per day to allow for disinfecting.

## Complex Vehicles (Fleet Garage)

- Will follow same process as Long-Term and Short-Term vehicles

Note: Vehicles to be disinfected between usage and throughout the day as time permits.

## Assigned and Engineering Vehicles

- Vehicle user is responsible to follow the above disinfecting process, before and after use.
- Wipes and disinfectant spray shall be made available in each vehicle.

## Gas Pumps and Controls (On-Site)

Disposable hand sanitary bags should be used when fueling and disposed of in waste receptacles.

## Disposal of Trash

- Vehicle user is responsible for removing any / all trash from vehicle before returning or upon using:
  - Waste receptacle at fuel pumps
  - Waste receptacles in pool parking lot

## Dispatch

- Install physical barrier such as plexiglass shield at dispatch window
- Provide wipes for disinfecting keys and badges

## INBOUND PARTS / MATERIALS / PACKAGES



Manage incoming supplies and mail 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. Here are the guidelines:

- Deliveries of external parts by parcel (Taxis, MHF, etc) as well as mail deliveries shall be put in a waiting area for three hours. Otherwise, the recipient must wear protective gloves.
- Trays and tables should be used to prevent any physical contact with the delivery person.
- Synchronized parts deliveries are submitted to specific rules (see Manufacturing).
- Non-essential deliveries should be discouraged. Examples: flowers, gifts, business material, or any material that is not essential for operations.
- It is safe practice to wear gloves, avoid touching your face, and wash your hands after handling any delivered materials.

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).

## Delivery, Contractor, or Personal Vehicle Logistics Instruction

All normal Security procedures for processing inbound and outbound shipments will apply with health screening considerations. Follow local procedures for the issuance of PPE to drivers entering the facility.

### Evaluation of Visiting Truck Drivers/Contractors/Delivery Drivers:

- A. Communicate with customers and delivery companies the need for the completion of the Health Risk Screening Questionnaire
- B. Isolate truck / delivery driver from general population and prohibit entrance into plant
- C. Provide additional external portable toilets for truck drivers / contractors
- D. Ensure proper cleaning procedures are followed
- E. Post written confirmation of cleaning times



**Inbound Shipments** – A health screening questionnaire must be developed to assess the possible exposure of the driver to COVID-19. If it is determined there is possible exposure, the driver will be denied entry. Coordination must be made with the PC&L department to determine the disposition of the shipment.



**Contractor/Service Vehicle** – A health screening questionnaire must be developed to assess the possible exposure of the driver to COVID-19. If it is determined there is possible exposure, the driver will be denied entry. Contact must be made with the drivers Nexteer point of contact to inform them of denial of entry.



**Personal Vehicle** – A health screening questionnaire must be developed to assess the possible exposure of the driver to COVID-19. If it is determined there is possible exposure, the driver will be denied entry. All interior perimeter parking should cease while health screening points are active. If practical, Nexteer employee should park in general employee parking and access the facility through a health screening check point.

See the [Health Assessment Form](#) for example of Health Screening.

# MEDICAL STAFF AND ISOLATION COORDINATOR PROTOCOL

It is important for our employees to understand the isolation process and how it impacts the work environment. All employees need appropriate training and the proper guidance in accordance to their local government requirements for isolation protocol.



- Identify and train Medical staff / Isolation Coordinator (volunteer). See Pre Return-to-Work Trainings for training materials
- Make arrangements for employees who become ill at work
- Review and understand protocol
- Ensure protocol is 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 a Medical staff member or Isolation Coordinator as determined by each plant (see below).

**Isolation Coordinators, determined by each plant, should be selected from the following employees, as appropriate:**

- Medical Provider and / or Nurses
- Health and Safety Representative (union and Nexteer)
- HR Business Partner
- Supervisor
- Security
- Emergency Response Team Members (or equivalent)

If the Medical staff or Isolation Coordinator is directly contacted by an employee with a suspected infection, they must advise the employee to go directly to the designated Isolation Room by the most direct route.

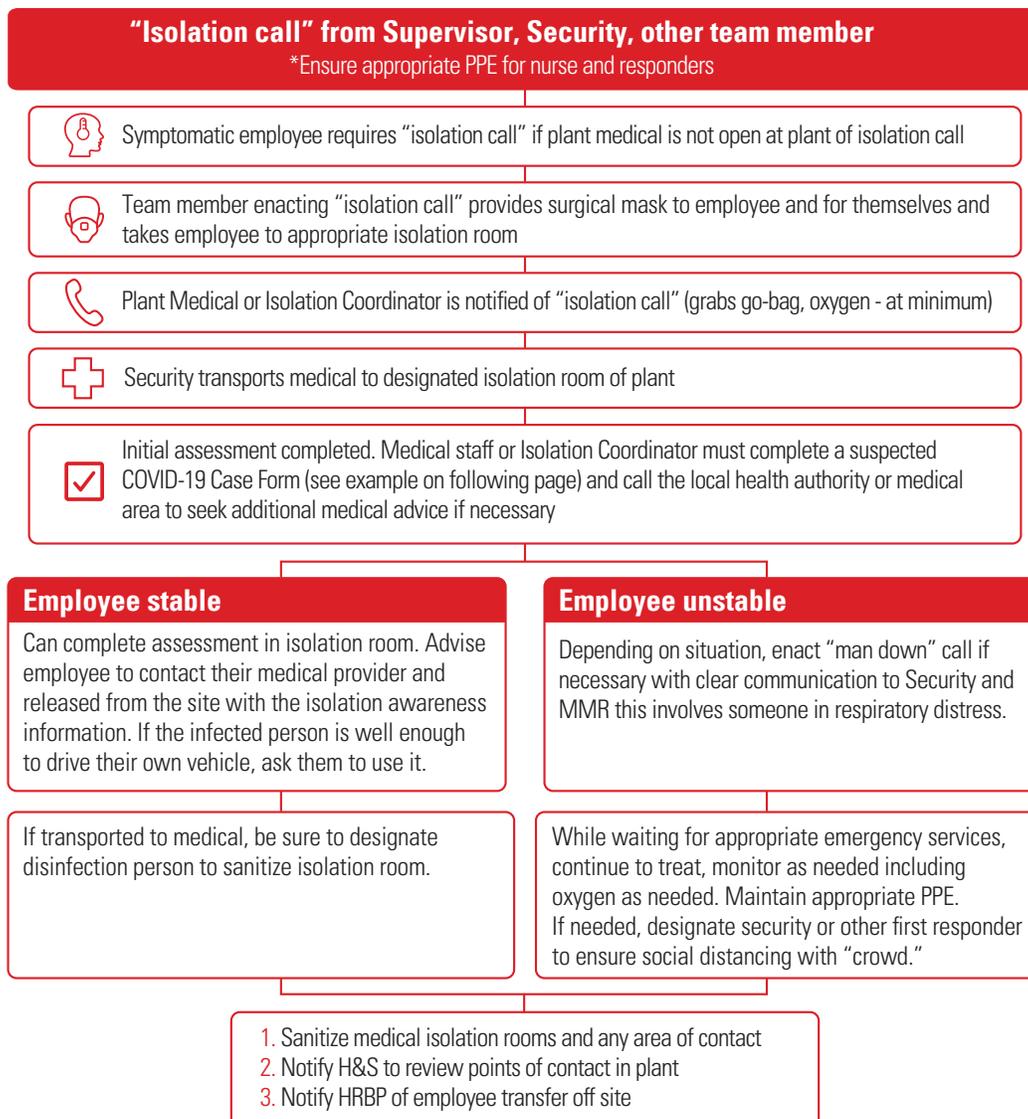
Note: DO NOT use the infirmary as the Isolation Room.

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

## Key Guidance for isolation of an individual that arrives at work or becomes ill at work:

1. Isolate the individual by asking them to go to their car if available or in a designated isolation room  
Avoid using the first aid room if possible
2. If severely ill, isolate in designated isolation area and have member of Emergency Management Team wear PPE and stay with individual while emergency services are called
3. Speak to the individual and use the Contact Tracing Questionnaire to identify close contacts
4. Send the individual home
5. Have them contact their doctor or public health for further guidance
6. Complete contact tracing at the site
7. Send close contacts home
8. Clean and disinfect potentially affected areas at the site. (Recommend using outside professional service)
9. Contact the employee to determine what medical or public health guidance they were given

## Suspect COVID-19 flow chart where on-site medical is not available or is located at a separate plant on site:



## Location

Where possible, the isolation room should be near exit door at front of plant and contain desk and hard surface chair. If not, then an enclosed area away from the general population can be used.

## PPE

The Medical staff / Isolation Coordinator, and any others attending the suspected infected person, should also wear appropriate PPE including protective face mask and nitrile (surgical) gloves while working with the suspected infected person. Depending on severity of symptoms, face shield may be recommended.

### PPE Cleaning:

1. Instruct employees to avoid sharing PPE
2. Recommend use of disposable PPE
3. Train users in the care and cleaning of PPE
4. Clean reusable PPE prior to each use and after each use
5. Train users to safely don / remove / dispose of PPE

# Sample Plant Medical Suspected COVID-19 Evaluation Form

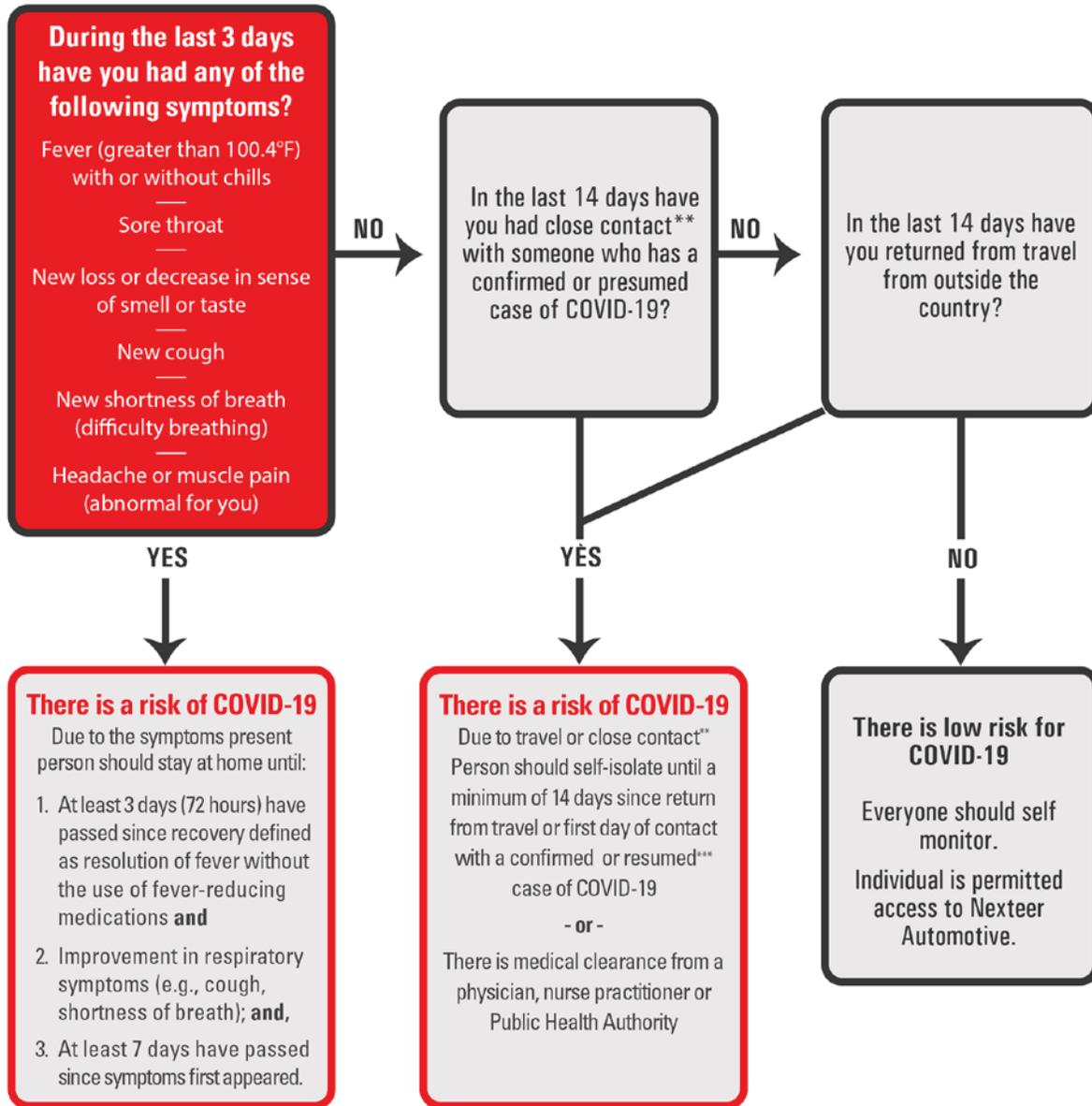
Report for employees/visitors presenting symptoms at work.

[Download](#) form.

Plant Medical Suspected COVID 19 Evaluation			4/17/2020
Mark the following completed, by initially boxes:			
Employee isolated <input type="checkbox"/>		Employee wearing surgical mask <input type="checkbox"/>	
Medical Staff wearing appropriate PPE (surgical mask, gloves, safety glasses) <input type="checkbox"/>			
EE name:		EIN:	P/D/S:
Supervisor:		Date:	Time:
Contact phone number:		County of Residence:	
Temp:	RR:	Pulse:	
BP:	O2 Sat:	Smoking hx:	
PMH: <input type="checkbox"/> COPD <input type="checkbox"/> Asthma <input type="checkbox"/> Cancer <input type="checkbox"/> Cardiovascular disease <input type="checkbox"/> Diabetes <input type="checkbox"/> Immunodeficiency <input type="checkbox"/> HTN <input type="checkbox"/> Chronic Liver Disease <input type="checkbox"/> Chronic Kidney Disease			
Risk Assessment: <input type="checkbox"/> Recent Travel <input type="checkbox"/> Known COVID 19 exposure			
Other Relevant Data: _____ _____			
Respiratory Assessment			
Respiratory Pattern: <input type="checkbox"/> Regular, Unlabored <input type="checkbox"/> Irregular <input type="checkbox"/> Labored		Breath Sounds: <input type="checkbox"/> Clear <input type="checkbox"/> Diminished <input type="checkbox"/> Abnormal- wheeze, rhonchi	
		Cough <input type="checkbox"/> Present <input type="checkbox"/> Not Present	
Additional Assessment Notes: _____ _____			
COVID 19 risks identified: <input type="checkbox"/> YES, see right <input type="checkbox"/> NO, see below		If YES- Contact HRBP, notify Supervisor to bring belongings to Plant Medical, EE remains isolated. Plan for transfer off site (home, further evaluation, etc)	
If NO – treat as typical for personal medical conditions, may be discretion of EE and supervisor regarding VR, etc.		If YES- ask EE to start contact tracing for previous 14 days any close contact (within 6 ft face to face) in event results in positive COVID 19 testing.	
<b>Medical Name:</b>		<b>Medical Signature:</b>	

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

# COVID-19 Risk Assessment



\*Cough: Coughing may persist for several weeks. A cough, as long as it is not NEW or WORSENING, means individual is permitted access to Nexteer Automotive locations.

\*\* Close Contact: Defined as; Living with or otherwise caring for an individual who has a presumed case of COVID-19. OR Close contact means being within 6 feet (1.8 m) of an individual who has a confirmed or presumed case of COVID-19.

\*\*\*Presumed Case: Individual has symptoms consistent with COVID-19 but has not received formal testing or diagnosis.

### IF AN EMPLOYEE BECOMES SYMPTOMATIC WHILE AT WORK

**Supervisor/Manager will:**

- Send employee to designated isolation room
  - Ensure proper PPE is being worn, mask and gloves
  - Contact medical department to respond to symptomatic employee for further evaluation
- Contact Health and Safety Department and designated Covid Response Team

**Health and Safety Dept and Covid Response Team will:**

- Identify scope and depth of area to be disinfected
  - Work Area
  - Break Area
  - Bathrooms
  - Locker Room

# SELF-QUARANTINING AND RETURN-TO-WORK PROTOCOL

To ensure employees are reducing the risk of COVID-19 transmission or exposure, it is extremely important to understand how to self-quarantine or isolate themselves in guidance with local regulations. Nexteer has specific recommendations for returning to work. These include a daily self-assessment and return-to-work questionnaire. The daily self-assessment is to be completed daily (on the day of work) prior to entry on site. The return-to-work questionnaire is to be completed upon returning from quarantine related to positive COVID-19 diagnosis or related to exposure.



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.

## Definitions

### Quarantine

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Someone in self-quarantine stays separated from others, and they limit movement outside of their home or current place. A person may have been exposed to the virus without knowing it (for example, when traveling or out in the community), or they could have the virus without feeling symptoms. Quarantine helps limit further spread of COVID-19.

### Isolation

Isolation is used to separate sick people from healthy people. People who are in isolation should stay home. In the home, anyone sick should separate themselves from others by staying in a specific “sick” bedroom or space and using a different bathroom (if possible).

### Guidance for Self-Quarantining and Return to Work: COVID-19

If employees are experiencing COVID-19 symptoms (see the COVID-19 Daily Self-Assessment) or have been directly exposed to COVID-19 they should self-quarantine (see above definition). Work while at home is expected to continue where possible during self-quarantine. Employee shall coordinate with their supervisor.

If an employee receives a positive COVID-19 test result, they should isolate (see above definition). Employee should refer to their local HR guidelines for sick time or other options.

## Additional Guidance for Isolation

- Stay away from other people in your home as much as possible, staying in a separate room and using a separate restroom 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, restroom fixtures, toilets, phones, keyboards, tablets, and bedside tables.
- 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.
- When possible, arrange to have groceries and toiletries delivered. Also, make sure to inform health care providers of any medications you'll need, so they can arrange prescription delivery when possible.

## Returning to Work After Home Isolation

People with COVID-19 themselves, presumed or tested, or those who have been directly exposed to others with COVID-19 and 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 HR Business Partner prior to returning to work to advise you have met the above criterion for your return, and to discuss documentation that may be required prior to return to company premises.

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.

# VISITOR ACCESS



- Identify critical visitors
- 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 accordance 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.
- A health screening questionnaire must be completed by all visitors and contractors with a PASS result before entering the site each day. [See downloadable form here.](#)

## Host Directions for Visitors and Contractors:

- In accordance with company policy, visitors shall be escorted at all times throughout the site.
- A health screening check list must be completed each time the visitor enters the facility. Only one screening is required per day.
  - 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 facility, notifying appropriate site personnel to disinfect any common surfaces touched by the visitor.
- Visitors must wear all PPE according to local facility policies, and regional and country health directives.
- 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 on 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, using dedicated meeting rooms where possible, which should have common surfaces disinfected between meetings.

# SECURITY



Security staff to add to current service responsibilities by being aware of and performing the following steps: Recognition, Protection, Personal Protection Equipment (PPE) and how to Respond if Exposed.

During a pandemic, security personnel are not only expected to continue their usual levels of service to employees, contractors and visitors, but are also expected to assist in Nexteer's efforts to combat the virus. It is important that security officers are aware of the following information: Recognition, Protection, Personal Protection Equipment (PPE), and How to Respond if Exposed. Below are helpful guidelines from the Center for Disease Control (CDC) and law enforcement and security protocols.

- 1. Recognize the signs and symptoms of COVID-19.** The symptoms may include fever, sore throat, new loss or decrease in sense of smell or taste, new cough, new shortness of breath, or headache or muscle pain (abnormal for person). Symptoms after exposure can appear in as few as 2 days or as long as 14 days.
- 2. Protect yourself from exposure.** Try to maintain a distance of at least 2 meters (6 feet) from other persons, particularly those exhibiting the above symptoms. Practice proper hand hygiene and do NOT touch your face with unwashed hands. Have medical personnel assess any persons who are suspected of having COVID-19. Know your facilities plan for exposure control.
- 3. Recommended Personal Protection Equipment:** At a minimum, have disposable latex gloves, a face mask/face covering, and protective eyewear. And use them! They do you no good left on your belt or in your locker.
- 4. If close contact is made with any individual suspected of having COVID-19,** clean and disinfect all your gear prior to re-use. Use a household cleaning spray or wipe, according to the product label. Follow standard procedures for the containment and disposal of a used PPE. Follow standard procedures for containing and laundering clothes. Avoid shaking the clothes. Make sure that you document any possible exposure.

Remember, be aware of who you come in contact with and watch for signs of exposure. Keep your distance. Follow common hygiene protocols. Don't hesitate to ask Nexteer medical personnel for assistance if you think it is needed. You are a key component in combating this virus and keeping Nexteer safe.

## LABOR RELATIONS ALIGNMENT



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

### 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.

## QUALITY CONTROL

Nexteer is committed to delivering world-class products. We consistently meet all applicable requirements by promoting, living and leading a culture of quality. Our Culture is based on building quality into everything that we do with a commitment to prevention. We stop and fix what is wrong. We improve by utilizing a continuous improvement process. Each of us is accountable for the Quality of our work.

Our commitment to quality also applies to the health and safety of our employees. Nexteer promotes a Leadership-led health & safety culture where we consider safety to be part of everyone's job. We encourage everyone to speak up when they see unsafe acts or conditions. We utilize our robust design-in process along with our risk identification and mitigation processes to achieve health and safe working conditions. We commit to provide consultation, communication, and training, and require all individuals participate in our health and safety programs.



### Quality Prevention

- Use PFMEA methodology to review the whole process
- Collaborate with customers, suppliers, and cross functions to identify, assess and mitigate risk



### Daily Verification

- Conduct prudent Quality checks at incoming inspection and/or point of use for impacted components
- Start production only when start-up check OK and first party OK
- Strictly follow control plan and standardize work



### People Qualification

- Offer new Operator training and certification
- Provide containment for new operator
- Ensure job rotation control



### Change Management

- Strictly follow change management process for product and process changes
- Offer supplier change management

## Audit Team

An audit team will be dedicated to the COVID-19 follow-up in order to ensure the correct application of the reinforced barrier measures and support for all sites in their implementation. This audit task team is responsible for ensuring guidelines are being followed and visuals are posted and in good condition. The audit team needs to consist of a cross-functional team engaging the department H&S Champion.



Implement Audit (recommended to be completed by "zone" or sections of the work area).

# Example Audit Checklist

[Download](#) audit checklist.

Nexteer Plant XX - Layered Audit Checksheet				COVID-19 Response						
Health & Safety Rep, Plant ( ) Staff Member - Dept XX										
Reviewer:		Dates:		Shift:		Focus Team / Workstation:				
				Status						
				M	T	W	T	F	S	
<b>Pre-Screening</b>										
weekly	1	Are <b>thermometers</b> available for the employees to take their temperature?								
daily	2	Have all employees completed the <b>Employee Health &amp; Wellness screening</b> protocol (verify via Power BI report)?								
once	3	Do all employees have the <b>Welcome Kits</b> & proper Personal Protective Equipment (PPE) received on day one of return to work?								
<b>Enhanced Cleaning and Sanitation</b>										
weekly	1	Do you have cleaning and sanitizing <b>work instructions</b> for all workplaces and frequently visited places (break area, restrooms)?								
weekly	2	Do you have a cleaning <b>frequency plan</b> established?								
daily	3	Are you using US Environmental Protection Agency (EPA) or <b>HMCC</b> equivalent <b>approved cleaning chemicals</b> ?								
daily	4	Do you <b>discourage workers</b> from using other workers' phones, desks, offices, or other work tools and equipment ?								
weekly	5	Has a <b>pre/post start-up cleaning checklist</b> been implemented?								
daily	6	Are you providing <b>hand washing/hand sanitizer stations</b> throughout the plant/department and requiring use?								
daily	7	Are you providing <b>hand washing/hand sanitizer stations</b> as soon as you enter/exit the workplace and requiring use?								
daily	8	Do you have enough COVID-19 specific <b>cleaning products</b> available and are they being used?								
<b>Social Distancing Policies and Providing PPE</b>										
daily	1	Is <b>spacing</b> in accordance with CDC/WHO/Health Authorities recommendations in all seating areas, office, cafeteria, conference rooms, etc ( <b>greater than 6 feet</b> ). And are they <b>being followed</b> by all employees?								
daily	2	Are all workstations/office desks and work assignments in compliance with <b>6 foot minimum distancing</b> or is there an acceptable <b>mitigation plan</b> (eg. shielding, plexi-glass barrier) and are they <b>being followed</b> by all employees?								
daily	3	Have you implemented <b>staggered breaks/lunch</b> and shift separation?								
daily	4	Have you provided minimum <b>spacing</b> in all areas a crowd can gather, entrance, turnstile, lobby, breakrooms, etc. in accordance with CDC/WHO/Health Authorities recommendations ( <b>greater than 6 feet</b> )?								
daily	5	Are you ensuring proper <b>spacing</b> during flow of personnel in/out of the workplace in accordance with CDC/WHO/Health Authorities recommendations ( <b>greater than 6 feet</b> )?								
weekly	6	Are there <b>plans/controls</b> for <b>people flow</b> (in & out) of the workplace (eg. different entrance/exits)?								
daily	7	Are social distancing <b>visual standards</b> in place and in <b>good condition</b> ?								
daily	8	Is there sufficient supply of <b>Surgical Masks</b> (ASTM Level 1 Mask) or <b>Face Coverings</b> and are they being worn by all employees?								
daily	9	Is there sufficient supply of <b>Gloves, Safety Glasses, and Hand Sanitizer</b> ?								
<b>Education &amp; Communication to the Workforce</b>										
weekly	1	Do you provide mandatory <b>training</b> and ongoing <b>communication</b> for all personnel and safety talks for COVID-19?								
daily	2	Are you <b>communicating: if you are sick, stay at home message</b> ?								
daily	3	Do you have visual standard <b>signage/posters</b> throughout plant (conference rooms, cafeteria, restrooms, etc.) and are they in good condition?								
daily	4	Are you encouraging <b>respiratory etiquette</b> , including <b>covering coughs and sneezes</b> in a tissue or the inside of your elbow?								
daily	5	Have you <b>turned off</b> shop floor fans, restroom dryers, etc. ?								
daily	6	Have you verified <b>ventilation systems</b> to ensure appropriate ventilation provided (see Preventative Maintenance System)?								
daily	7	Do you inform and encourage employees to <b>self-monitor for signs and symptoms</b> of COVID-19 if they suspect possible exposure?								
<b>Material Delivery Process Changes</b>										
daily	1	Is there a <b>material delivery process</b> to minimize <b>person to person contact</b> & lag in put-away time?								
daily	2	Are <b>staging areas identified</b> for in-process material to <b>eliminate person to person contact</b> ?								
X - Deviation Found      O - Okay      NA - Not Applicable  <b>Any non-conformances that cannot be immediately resolved must be documented on the Team Issue Board</b>										

## Audit Conformance Card

[Download](#) conformance card.

### Weekly Conformance Audit Card

Weekly Conformance Audit Card				
Plant:		Department:		
Name of Auditor:			Yes	No
<b>General Disinfection Measures</b>				
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/break area/canteen (tables, chair surfaces, dispensers, vending machines, etc.)?				
7. Did the team conduct a comprehensive cleaning on floors, walls and multiuse areas (tables, chair surfaces, dispensers, vending machines, etc.)?				
<b>2nd Layer Audit</b> Audit of the above performed by a higher-level manager		<b>3rd Layer Audit</b> Audit of Layer 2 by EHS or a higher-level manager		
1. Were non-conformities raised? Y/N		1. Were all non-conformities closed? Y/N		
2. If yes, were they actioned?		2. If no, please provide reasons:		
3. If no, please provide reasons:				

# COMMUNICATIONS/ EMPLOYEE EDUCATION

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## **Communications:**

Communications / Employee education

Pre-Start Communications

Day-One Communications

Ongoing Communications

## **Training:**

Pre-Return to Work Trainings

First-Day Trainings

## COMMUNICATIONS / EMPLOYEE EDUCATION



- Establish a system to communicate regularly with employees
- Share general work instructions for every employee to review
- Increase visual communications - Posting prominently throughout the site to reinforce learnings
- 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 Medical Staff / Isolation Coordinators
  - Host training for Disinfection Team
  - Host training for HR and Managers
- Host First-Day Trainings / Orientation as groups of employees return
  - 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)

# PRE-START COMMUNICATIONS

## Operations Employees (office and shop floor)

Information to be shared before employees come back to the workplace

### Communications (recommend to mail packet or use phone app):

- The date / time they are expected to come back to the workplace
- Cleaning and disinfecting measures that have been taken and will continue
- What guidelines / training they must review / abide by:
  1. Social distancing
  2. Personal Protection Equipment (PPE)
  3. Employees MUST complete a daily health screening prior to coming to work. Any employee must PASS the assessment to be able to enter the site.
  4. Employees should be encouraged to purchase a suitable thermometer for home use if they do not already have one.
- The building entrance they should use and the process to follow (i.e. line up, turnstile protocol, maintain social-distancing, temperature check if applicable, etc.)
- Name, phone, and email address of person to contact if they have questions their supervisor is unable to answer

## Office Employees

Information to be shared before employees come back to the workplace

### Email stating:

- The date / time they are expected to come back to the workplace
- Cleaning and disinfecting measures that have been taken and will continue
- What guidelines / training they must review / abide by:
  1. Social distancing
  2. Personal Protection Equipment (PPE)
  3. Employees MUST complete a daily health screening prior to coming to work. Any employee must PASS the assessment to be able to enter the site.
  4. Employees should be encouraged to purchase a suitable thermometer for home use if they do not already have one.
- The building entrance they should use and the process to follow (i.e. line up, turnstile protocol, maintain social-distancing, temperature check if applicable, etc.)
- When they get to their desk the first day, the first thing they need to do is visit the company's intranet or check email and follow the instructions.
- Timing of conference call with leadership or HR on Day 1 back in the office
- Name, phone, and email address of person to contact if they have questions their supervisor is unable to answer

## DAY-ONE COMMUNICATIONS (AS GROUPS OF EMPLOYEES RETURN)

### Operations Employees (office and shop floor)

Shift Meeting (small group where social distancing can be maintained)

- Recommend providing each employee with a welcome back goodie bag containing PPE (such as mask and gloves), instructions, etc.
- Utilize Day 1 Slide Deck or local work instructions
- Relay welcome back message from facility leadership
- Review instructions for the new normal workplace protocols (i.e. restrooms, locker rooms, break rooms, meetings, visitors, supplies, coffee and kitchenette areas, food, shared equipment such as copiers / printers, etc.)

### Office Employees

Building / Group specific all people conference call

- Recommend providing each employee with a welcome back goodie bag containing PPE (such as mask and gloves), instructions, etc.
- Welcome back message from leadership
- Utilize Day 1 slide deck
- Review instructions for the new normal workplace protocols (i.e. restrooms, meetings, travel, visitors, mail / supplies, coffee and kitchenette areas, food, shared equipment such as copiers / printers, etc.)

## ONGOING COMMUNICATIONS

Comprehensive and regular communication with employees, coupled with proactive education, will help us gain support for these protocols among workers and achieve alignment with leaders.

Employee consultation and buy-in will be essential to ensuring that these protocols will be respected and applied by employees as a means of keeping everyone in the workplace safe and healthy.

The employee relations environment will differ considerably from plant to plant, and across various countries. In formulating an action plan to implement these protocols, local leadership will need to understand their employee relations environment, including any legislative, contractual, or policy requirements that might need to be factored into the local COVID-19 strategy.

### **Several considerations may apply:**

- For unionized plants, local management should review requirements of applicable collective bargaining agreements with respect to any prior notice, consultation, and/or negotiation requirements that may be required in order to implement protocols.
- Management should be mindful of, and monitor, any health & safety standards being adopted in their community to determine if these standards are consistent with Nexteer's standards or whether the Nexteer standards need to be adapted for their Division.
- Where Works Councils exist, applicable co-determination rights that might apply must be understood, as well as applicable requirements for consultation and / or negotiation.
- Where employee health screening is being implemented, we must consider the need to consult with local employee representatives (if applicable) to resolve any concerns regarding the process being considered, the type of screening to take place, technology being applied, and any personal privacy concerns that might exist.
- Conduct a review with leadership with respect to employee's rights to refuse unsafe work and applicable work refusal protocols.
- Meet with and utilize local HR to help communicate the need for new standards, as well as proactively resolve employee concerns or continuous improvement suggestions that may arise.
- Leverage internal employee representatives and communication tools to help roll out the necessary information and education needed to help ensure the workforce alignment to support these protocols.
- Conduct a regular cadence of conversations and communications with employees, committees and local employee representatives (if applicable) to inform them of plans and ongoing progress.

## **Establish a system to communicate regularly with employees to include:**

- A schedule for management meetings to standardize communications
- Daily team meetings (in small groups or via Teams) to mitigate concerns
- Written FAQs to maintain answers to questions from employees
- Updates on Nexteer initiatives and information released
- Summary of government updates and essential services
- Postings to show areas that have been cleaned (consider posting cleaning schedule of areas with signoffs)

## **Increase visual communications to help workers stay safe by:**

- Ensuring any posting of information is from a trusted source only
- Reviewing posters and digital signage for posting around facility
- Utilizing digital signage (TV monitors) to increase information messaging
- Including topics such as:
  - Common symptoms of COVID-19
  - Next steps for employees who experience symptoms
  - Social distancing reminders
  - Hand washing reminders

## **Provide Mental Health Support Awareness through:**

- Increased information on availability of employee support services as applicable
- Acknowledgement that employees may find changes to daily routine difficult

# TRAINING

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 sites' various teams and audiences, in alignment with Nexteer's COVID-19 Safe Work Playbook.

Employees will receive various levels of training on the controls, procedures, protocols, and safety requirements being used to prevent the spread of COVID-19 in Nexteer facilities.

Depending on an individual's job, the following training may be made available in small groups, emails, or mailings, and teleconferences:



## Pre Return-to-Work Trainings

To be presented remotely or by mail in order to ensure management and employee understanding and preparedness in alignment with Nexteer's Safe Work Playbook.



## First-Day Trainings/Orientation

To present the protocols and procedures to staff as aligned with Nexteer's Safe Work Playbook but consistent with location.

## Details

- All training topics can be reinforced with signage ([See Signage Location Guide](#)) in the plants.
- For unionized facilities, if possible, please work with the Union for ongoing support and endorsement of training content and delivery methods.
- **Recommended:** Nexteer Hourly Employees shall be individually contacted directly by Nexteer HR or their immediate Supervisor with return-to-work guidelines, training processes, screening processes, and educational communication. All employees are provided with a return-to-work kit that outlines the specific guidelines for the return-to-work process.

## PRE RETURN-TO-WORK TRAININGS



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 Nexteer's COVID-19 Safe Work Playbook response protocols and resources – HR and Manager roles and responsibilities	HR and Managers	Virtual overview via Teams meeting of the following: <ul style="list-style-type: none"> <li>• Safe Work Playbook</li> <li>• HR and Manager roles and responsibilities</li> <li>• Ramp-up tactics and operational prioritization</li> <li>• At-risk scenarios and non-compliance</li> <li>• Mental health support awareness</li> </ul>
Overview of Nexteer's COVID-19 Safe Work Playbook response protocols and resources	Two versions appropriate for each group: <ul style="list-style-type: none"> <li>• All plant salaried and contract employees working remotely</li> <li>• All office salaried and contract employees working remotely</li> </ul>	Virtual Overview of Safe Work Playbook via Teams meeting (~1 week prior) <ul style="list-style-type: none"> <li>• Plant Startup Checklist</li> <li>• Pandemic Response teams</li> <li>• Preventative Material Inventory</li> <li>• Personal Protective Equipment</li> <li>• Disinfection Measures</li> <li>• Transportation (where applicable)</li> <li>• Isolation protocol</li> <li>• Social distancing protocol</li> <li>• Daily health screening protocol</li> <li>• Self-quarantining and return to work</li> <li>• Visitors and contractors screening</li> <li>• Labor relations alignment (where applicable)</li> <li>• Signage</li> </ul> <b>Next Steps:</b> <ul style="list-style-type: none"> <li>• Checklist items</li> <li>• First-day-back training</li> <li>• Other trainings</li> </ul>
Overview of company's COVID-19 Safe Work Playbook response protocols and resources	All plant hourly and contract employees without email access	Mailing of Training Packet with Overview of Safe Work Playbook (~1 week prior) <ul style="list-style-type: none"> <li>• Plant or Office Opening Protocols: <ul style="list-style-type: none"> <li>• Plant Startup Checklist</li> <li>• Pandemic Response teams</li> <li>• Preventative Material Inventory</li> <li>• Personal Protective Equipment</li> <li>• Disinfection Measures</li> <li>• Transportation (where applicable)</li> <li>• Isolation protocol</li> </ul> </li> </ul> <b>Next Steps:</b> <ul style="list-style-type: none"> <li>• Checklist items</li> <li>• First-day-back training</li> <li>• Other trainings</li> </ul>
Disinfection Team Training	Varies- internal cleaning crew or external vendor	<ul style="list-style-type: none"> <li>• In-depth review of the role, responsibilities, and safety requirements for the disinfection team including daily cleaning requirements defined by area (such as manufacturing work cell, office, conference room, hallway, etc)</li> <li>• PPE – content from Personal Protective Equipment (PPE)</li> <li>• Deep Cleaning – understand protocol, but they will not be the ones practicing. External group to perform</li> </ul>
Medical Staff / Isolation Coordinator and Health Screening Leads	On-site Medical staff, health screeners and volunteer Isolation Coordinator(s)	In-depth review of the role, responsibilities, and safety requirements for the Medical staff / Isolation Coordinators and on-site health screeners: <ul style="list-style-type: none"> <li>• PPE</li> <li>• Isolation Protocol</li> <li>• Health Screening (daily and on-site)</li> <li>• Self-Quarantine and Return-to-Work</li> </ul>

## FIRST-DAY TRAININGS (as Groups Return)



- 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
 <p>Operations Training – Return to Work from COVID-19.pptx</p>	<ul style="list-style-type: none"> <li>• Company's COVID-19 response</li> <li>• Signs and symptoms of COVID-19</li> <li>• Daily health screening</li> <li>• Isolation Protocol for symptomatic employees</li> <li>• Social distancing measures</li> <li>• Personal hygiene</li> <li>• Disinfection measures</li> </ul>
 <p>Office Training – Return to Work from COVID-19.pptx</p>	

### Training Logistics:

- Host training on the first day of facility reopening or employee groups returning
- Invite all staff
- Staff clocks in for training (if applicable)
- Operations: Meeting area must adhere to social distancing protocol (will vary by plant)
  - Might be divided by department, etc.
- Offices: Training to be held via virtual Teams meeting

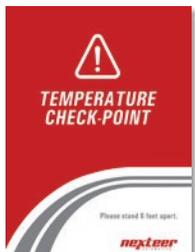
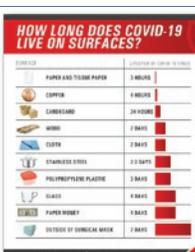
# FACILITY SIGNAGE

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Signage Location Guide

# SUGGESTED SIGNAGE LOCATION GUIDE

[Download](#) the signage.

<p>Exterior of Entrance Doors</p> 	<p>Outside of Restrooms</p> 	<p>Entrance of Cafeterias</p> 	<p>Entrance of Cafeterias</p> 	<p>Cafeteria Food Trays</p> 	<p>Entrance of Break Rooms</p> 
<p>After Employee Entrance Area</p> 	<p>Exterior of Entrance Doors</p> 	<p>Exterior of Entrance Doors</p> 	<p>Inside of Restrooms</p> 	<p>Exterior of Dedicated Area</p> 	<p>Inside Conference Rooms</p> 
<p>Indoors at Exit Doors</p> 	<p>Exterior of First Aid Room</p> 	<p>Repetitively Placed in Multiple Areas of Choice</p>    			

## Printing Guidelines

### Option One: Poster Size

- Poster size should be 11" x 17" / 27.94 cm x 43.18 cm
- Orientation portrait (vertical)
- Material: 32# card stock, #6008 vinyl (waterproof), or foam-core

### Option Two: Letter Size

- Poster size should be 8.5" x 11" / A4
- Orientation portrait (vertical)
- Material: card stock or glossy card

# APPENDIX

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Global Best Practices and Lessons Learned

## CHINA PLANTS RESTART BEST PRACTICES



**Everyone must take a body temperature check when entering the plant**

Follow LOCAL regulations



**Only one entrance to enter the plant**



**MUST wear a mask in public**

Follow LOCAL regulations



**Strict visitor control**



**Office staff eat in the office, tables are separated by partitions in canteen**



**Daily disinfection with chlorine disinfectant**



**Place hand sanitizer (liquid soap) on each hand sink**



**Online meeting is recommended instead of meeting room**