**DISCLAIMER - LEGAL STATEMENT**

##### Please be advised that some or all of the information contained in this document may not be applicable to ALL businesses or places of work. We strongly recommend that before implementing any of the ideas contained herein you carefully evaluate, and consult with outside legal counsel as appropriate, the legality, applicability and potential efficacy of this information in your place of business. Please note this document may not be up to date with current CDC recommendations, or federal, state or local guidelines, executive orders, or mandates.

The manual covers a wide range of topics, including:

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

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|  |  |  |
| --- | --- | --- |
| **#** | **Topic** | **Task** |
| **1** | **Pandemic Response Team (PRT)** | * Set up the Pandemic Response Team (PRT) * Have a plan in place to adopt this corporate framework and develop site-specific protocols |
| **2** | **Preventative Material Inventory** | * Confirm operation has an adequate supply of soap, disinfection, hand sanitizer, paper towels and tissues * Confirm stock of face masks, face shields, gloves, and glasses on-site and on order with lead time * Have “non-touch” thermometers on-site for employee screening |
| **3** | **Personal Protective Equipment** | * Review and understand protocol |
| **4** | **Disinfection Measures** | * Disinfect plant prior to anyone returning to work * Replace HVAC air filters or clean/disinfect * Implement the General Disinfection Procedures |
| **5** | **Deep-Cleaning and Disinfection Protocol** | * Review, understand, and prepare for the triggering of the Deep-Cleaning and Disinfection Protocol |
| **6** | **Inbound Parts/Materials/Packages** | * Manage incoming supplies in accordance with playbook standards |
| **7** | **Layered Audit Checklist** | * Implement Audit |
| **8** | **Transportation** | * Hold meetings with transportation provider(s) to review protocols and implement the Transportation Disinfection Checklist protocol for buses |
| **9** | **Isolation Protocol & Coordinator Training** | * Review and understand protocol * Isolation Coordinator (volunteer) identified and trained * Protocol in place to isolate employees if symptomatic on site * Print out forms and protocol to be available as needed |
| **10** | **Social Distancing Protocol** | * Review and understand protocol * Complete and continue to adhere to the Social Distancing |
| **11** | **On-Site Health Screening** | * Ensure protocol for pre-shift screening prior to plant entry * Ensure barriers are in place to prevent anyone from missing screening protocol |
| **12** | **Daily Self-Screening Protocol** | * Daily Self-Screening protocol is distributed to all employees for voluntary, home self-screening * HR team prepared to receive inquiries or reports of symptomatic employees prior to shift |
| **13** | **Self-Quarantining and Return to Work Protocol** | * Review and understand protocol and adjust as necessary for local, legal and cultural environment |
| **14** | **Visitors & Contractors Self-Screening** | * Plan in place for screening Visitors and Contractors * Visitors & Contractor Self-Screening Checklist printed and available as needed |
| **15** | **Labor Relations Alignment** | * Educate local union on Lear’s pandemic response plan and return to work protocols for their cooperation |
| **16** | **Employee Trainings** | Host Pre-Return to Work Trainings:   * Review of Safe Work Playbook with Salaried employees * Training for Health Screeners & Isolation Coordinators * Training for Disinfection Team & HR Team Host First Day Trainings/Orientation: * Localize playbook presentation & materials to be consistent with facility * Host first-day training orientation for all plant staff |
| **17** | **Health & Wellness** | * Self-Screening Checklist * Health & Wellness Video |
| **18** | **Signage** | * Facility Signage |

**Pandemic Response Team**

#### Tasks



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

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

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

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

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

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

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

**Communications & Training**

**Lead**

**Publicity and Education**

**Virus Prevention & Protocols Lead**

**Isolation and Curing**

**Sanitization & Disinfection Lead**

**Environmental Disinfection**



**Plant Manager**

**Employee Access Control Lead**

**Personal Protective Equipment (PPE) Lead**

**Access Control**

**Materials Preparation**

**Details:**

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

### Preventative Material Inventory

#### Tasks



* Confirm operation has an adequate supply of soap, disinfection, hand sanitizer, paper towels and tissues
* Confirm stock of face masks, face shields, gloves, and glasses on-site and on-order with proper lead time
* Have “touchless” thermometers on-site for employee screening

**Disinfectant Supplies:**

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

#### PPE:

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

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

### Personal Protective Equipment (PPE)

#### Tasks



* Review and understand protocol for PPE

**About:**

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

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

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



**Masks**

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

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

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



**Face Shields**

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



**Gloves**

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

**Gloves**

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

*Note: Gloves put employees at higher risk of exposure and are not recommended for general protective use for the following reasons:*

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

**Disinfection Measures**

**Tasks**



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

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

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

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

* Tools
* Workstations and equipment
* Restrooms
* Cafeterias
* Lockers
* Common surface areas
* Computer screens and keyboards
* *ADD AS NEEDED*

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

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

#### General Disinfection Measures:

##### This checklist should be implemented in facilities to reduce the risk of spread of infection

* The cleaning steps outlined below should be taken routinely, based on frequency mentioned to disinfect workplace surfaces, chairs, tables, etc. and protect employees
* Along with these workplace disinfection activities, proper personal sanitary practices including washing hands after bathroom use are also necessary

### Disinfection Frequency in Workshops and Offices

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Area/Place** | **Disinfection Content** | **Disinfectant** | **Disinfection Measures** | **Frequency** |
| **1** | **Work cell common surfaces** | Including control buttons, tools, and other common surfaces | Hospital grade disinfectant or fresh 10% chlorine bleach solution  (sodium hypochlorite solution), as appropriate | Spray with handheld sprayer or wipe | Minimum at the end of each shift |
| **2** | **Offices, desk, and conference rooms** | Table and chair surface | Spray with handheld sprayer or wipe | At the end of each meeting and end of day |
| **3** | **Conveyor belts** | Wipe areas of common  employee interphase | Spray with sprayer | At least once respectively in the morning and afternoon |
| **4** | **Moveable trays or containers** | Handles and other commonly touched areas | Spray with sprayer | Based on use; Once per shift if contacted by 1 person only; otherwise,  between users |
| **5** | **General objects often used or touched** | Doors and windows, handles, faucets, sinks, and bathrooms | Spray with handheld sprayer or wipe | At least four times per day |
| **6** | **Cafeteria/Canteen** | Table and chair surfaces, dispensers, vending machines, etc. | Spray with sprayer | Generally, 3 or more times per shift to include after all breaks and meals |
| **7** | **Tableware** | Disinfection of tableware | Hospital grade disinfectant or fresh 10% chlorine bleach solution  (sodium hypochlorite solution), as appropriate | Place in high- temperature disinfection cabinet, with temperature higher than 60°C, and time longer than half an hour | After use |
| **8** | **Vending machines** | Interface surfaces (pay, selection and vending surfaces) | Spray with sprayer | Generally, 3 or more times per shift to include after all breaks and meals |
| **9** | **Forklifts** | Wipe areas of common human interaction | Spray with sprayer | After each use |
| **10** | **Multi-user safety vest and other PPE** | All surfaces | Spray with sprayer | Not applicable/ not allowed |
| **11** | **Transport vehicles** | Common surfaces (e.g. seat surfaces rails, belts, door and window controls) | Spray with sprayer | Before and after each use |
| **12** | **All floors and walls** | All general floors and walls at site | Mop | Periodic, where frequently touched; mop hard surfaces daily |

### Deep-Cleaning and Disinfection Protocol

#### Tasks



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

**About:**

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

**Corona Virus COVID-19 - Deep Cleaning and Disinfection**

COVID-19 “deep-cleaning” is triggered when an active employee is identified as being 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 regional Operations and EHS leaders and take steps to perform an additional disinfection of potentially impacted common surfaces during the interim period.

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

Notwithstanding the above, if an active employee is confirmed to have a COVID-19 positive test, sites may in lieu of performing deep cleaning shut down the plant for a period of at least 72 hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.

1. Identify an approved external company that should carry out the deep cleaning activity; this company must have the minimum requirements of:
   * Trained personnel to execute the process of cleaning, disinfection and disposal of hazardous waste
   * Proper equipment and PPE to perform the task
   * All necessary procedures and local authorizations or permits to perform disinfection services and manage any wastes generated.
   * Use of approved COVID-19 disinfectant chemicals to perform this activity (see Lear disinfectant protocol)
2. The plant Pandemic Crisis Management Team must coordinate and supervise the cleaning and disinfection process. They must ensure that:
   * There is a specific plan and strategy to clean all site, machinery / equipment, common areas, offices and any typical areas where employees interact
   * Only authorized people can access the site during the cleaning operation
   * All 3rd party team members are using any required PPE and that it is also properly disposed at the end of the process
   * Assure that employees are made aware that the work areas have been disinfected

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

1. Personal Protective equipment (PPE) requirements for the Deep Cleaning team:
   * The use of PPE is to be determined by the cleaning contractor based on the chemicals used to conduct the disinfecting process including proper wearing, storage, cleaning, decontamination and disposal of PPE as biohazard waste.
2. 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/)

### Inbound Parts/Materials/Packages

#### Tasks



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

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

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

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

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

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

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

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

### Layered Audit Checklist

#### Tasks



* Implement Audit

**Conforming Audit Card**

|  |  |  |
| --- | --- | --- |
|  | | |
| **Shift:** | | **Card #** |
| Inspection Area: | | |
| **General Disinfection Measures**   1. Did the cleaning crew / employees receive training about the disinfection method and frequency? 2. Was hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution) used as appropriate? 3. Did the team conduct a comprehensive cleaning in all work cell common surfaces (control buttons, tools conveyors, trays, containers, forklifts, machines)? 4. Did the team conduct a comprehensive cleaning in all offices, desk and conference rooms (cabinets, desk, table and chair surface)? 5. Did the team conduct a comprehensive cleaning in all general objects often used or touched (doors, windows, handles, faucets, sinks, bathrooms)? 6. Did the team conduct a comprehensive cleaning in cafeteria/canteen (tables, chair surfaces, dispensers, vending machines, etc.)? 7. Did the team conduct a comprehensive cleaning in all common surfaces of personnel buses (Seat surfaces, rails, belts, door, windows, floor)? 8. Did the team conduct a comprehensive cleaning in floors, walls and multiuse areas (tables, chair surfaces, dispensers, vending machines, etc.)? | | |
| **2nd Layer Audit**  Audit of the above performed by a higher-level manager   1. Were non-conformities raised? Y/N 2. If yes, were they actioned? 3. If no, please provide reasons: | **3rd Layer Audit**  Audit of Layer 2 by EHS or a higher-level manager   1. Were all non-conformities closed? Y/N 2. If no, please provide reasons: | |

### Transportation

#### Tasks



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

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

### Isolation Protocol & Coordinator Training

#### Tasks



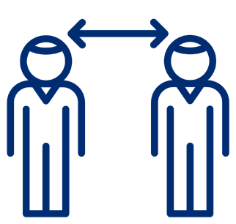
* Review and understand protocol
* Isolation Coordinator (volunteer) identified and trained (see Pre-Return to Work Trainings for training materials)
* Protocol in place is to isolate employees if they are symptomatic on site
  + Must include: room to isolate the employee, PPE, communication with local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

Isolation Protocol for employees who become ill at work: Advise employees that if a person feels ill, or if someone observes that another person is exhibiting symptoms of

COVID-19 at work, they are to contact an Isolation Coordinator as determined by each plant (see below).

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

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



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

* Doctors and/or Nurses
* Health and Safety Leader
* Human Resources Manager
* Supervisor
* Emergency team and/or First Aid team leaders

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

**Procedure**

##### Once the suspected infected employee arrives in the Isolation Room, immediately provide them with a mask and nitrile gloves. Explain to them that it is to help protect other employees and prevent the spread of a potential virus.

1. The Isolation Coordinator must complete a **Suspected COVID-19 Case Form**

##### and call the local health authority or medical office to seek advice regarding transportation and location.

1. The Isolation Coordinator, and any others attending the suspected infected person, should also wear a protective mask and nitrile (surgical) gloves while working with the suspected infected person.
2. The Isolation Coordinator should direct the ill employee to leave work and go home or to the nearest health center as advised by the local health authority. Public transportation should not be used.
   * If the infected person is well enough to drive their own vehicle, ask them to use it.
   * If the PRT team is to transport the person in another vehicle, ensure that the infected person always keeps the mask on their face and wears a pair of nitrile gloves.
   * The driver must wear a mask and gloves whilst making the journey and keep them on for the return journey for proper disposal.
   * Once the vehicle has returned to the site, ensure that it is cleaned, and all surfaces, seats, dashboards, door handles seatbelts etc., have been washed down with a disinfectant solution. All persons cleaning the vehicle must wear a mask and gloves whilst doing so.

##### The Isolation Coordinator, in coordination with Human Resources (HR) and EH&S, must:

* + Identify persons who may have been in contact with the suspected infected employee. Unless required by the local health authority, the name of the infected employee should not be provided.
  + Advise employees that they may have been in contact with a suspected infected employee, to carry out a self-screening check every morning, and based on the results, contact the HR department.
  + Advise employees to contact a physician to obtain medical clearance to return to work.

##### Ensure that both the isolation area and suspected employee’s workstation or

office is thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the infected employee. All persons carrying out this cleaning must wear disposable nitrile (surgical type) gloves, and all support persons’ PPE should be appropriately discarded prior to resuming normal work functions.

**Location**

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

**PPE**

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

### Sample COVID-19 Case Form

**Report for employees/visitors presenting symptoms at work**

#### Name: Date:

##### Visitor

Employee

Contractor

**Job Title: Worksite:**

**Location of Isolation:**

**Address:**

**Symptoms noticed:**

Temperature >38ºC (100.40F) or higher Shortness of breath, difficulty breathing Cough

Running nose Sneezing Muscle Pain Tiredness

Time of fever on-set: Time of isolation:

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

#### Where referred to:

**Notes:**

**DETAILS OF REPORTER**

**Name: Job title:**

**Telephone Number:**

*Coronavirus preparation and arrangements to be made for employees who become ill at work*

### Employee Symptom & Isolation Protocols



**Employee**

**is Symptomatic**

*COVID-19*

*Symptoms detected at site entry*

Sent to isolation area

for further assessment

Take temperature after 5 minutes to confirm

*Symptoms not detected*

Send to Work

*COVID-19*

*Symptoms detected*

*COVID-19*

*Symptoms detected on the shop floor*

Send Home

*\*Radio / telephone communication is preferred*

Report symptoms to

line manager

Line manager reports to EHS, HR, GM

Employee goes to designated Isolation Room for further evaluation

Transportation Guidelines:

*Isolation Room Protocol*

* If employee is well enough, they may drive their own car
* If the employee is transported in another car, all passengers much wear masks and nitrile gloves

-Disinfect the car; all persons cleaning the car must wear masks and gloves

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

The Isolation Coordinator completes a

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

*COVID-19 Symptoms detected*

Isolation Coordinator directs the employee to leave work and go home

or to a healthcare provider

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

*COVID-19 Symptoms are not detected*

Discretion is taken by employee and

supervisor to return to work or send home

*Negative COVID-19*

*Positive COVID-19*

Employee may return to work

*Persons identified*

* Provide a copy of the **Self-Screening Protocol** (see page 36)
* Advise employees to carry out a daily self-screening check

and contact local HR if symptomatic

* Follow the **Self- Quarantine Protocol** (see page 36)

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

Disinfect the Isolation area and employee’s workstation, in addition to all other surfaces recently touched by employee following the **Disinfection Protocol**

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

### Social Distancing Protocol

#### Tasks

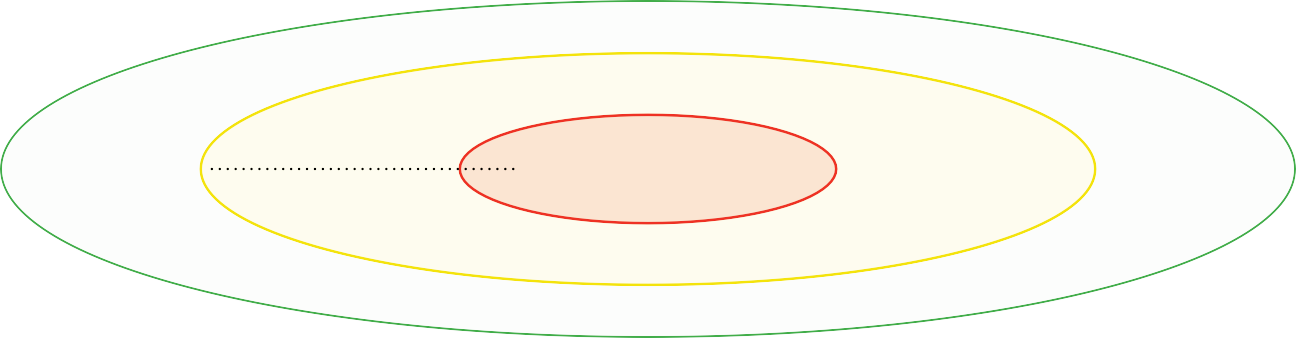


* Review and understand the Social Distancing Protocol
* Complete and continue to adhere to the Social Distancing checklist

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

In practice this means:

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



Intimate

*Immediate Family*

Personal *Immediate Coworkers*

Social *General Workplace Population and Public*

*0 to 18 Inches (0 to 45 cm) 3 to 6 feet (1 to 2 meters) More than 6 feet (more than 2 meters)*

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

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

Community Plant

Home

Transportation

Shift Change

Lockers

Manufacturing

Cafeteria

Entry

Common Areas

Work Stations

Exit

Offices

### Social Distancing in Manufacturing

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

#### Guideline:

* + Maintain a social distance of 1 to 2 meters (3 to 6 feet) throughout the manufacturing process and operations.
  + Where a minimum distance cannot be maintained due to workplace design, one or more mitigation strategies need to be implemented including engineering, PPE and/or administrative controls as appropriate.

### Recommended

#### Work Stations

* + - Whenever possible, work stations should be arranged to allow separation of 1 meter (3 feet)
    - Clear signage about the desired position of the operators may be placed in each work station but is not required
    - Utilize production transfer aids (such as inclined shelves, push boards) to minimize the risk to social distance violations
    - Conveyor lines need to have operator boundaries clearly marked on the floor. Operators need to stay within their marked areas
    - Workers are strongly encouraged to disinfect their own work space multiple times during the shift, giving special attention to common surfaces
    - Employees must be reminded to avoid touching their faces and must wash their hands thoroughly with soap and water several times during the work hours to reduce risk and prevent person-to- person potential infections

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

* + - Work designs should avoid face-to-face operations with less than the minimum requirement (1 meter or 3 feet). If this condition cannot be met, then employees should provided with alternative measures to mitigate their exposure such as the following:
      * Face Masks
      * Face Shields
      * Body Orientation
      * Physical barriers may also be installed where practical; the barriers must be cleaned multiple times a shift
    - Employees with symptoms of Illness and/or if other employees make a complaint – reference

**Isolation Protocol & Coordinator Training** (see page 22)

### Social Distancing During Shift Changes

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

**Recommended**

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

### Helpful Tips to Communicate

* + - Avoid gathering when entering and exiting the facility
    - Remain in your car until your scheduled window of start time
    - Ensure 1 to 2 meters (3 to 6 feet) of space between each person while you wait in line to enter the plant
    - When you talk to someone in line, make sure you do not point your head directly at them
    - Do not touch the time clock or entry door handle with an exposed finger(s) or hand
    - Do not touch your face before you have had a chance to wash your hands

### Things to consider

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

or Coach or Supervisor

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

* + Safe meeting spaces could be painted on the floor to encourage the Social Distancing of 1 to 2 meters (3 to 6 feet).
  + No more than 10 employees at any meeting; times for meetings may be staggered and larger groups must be divided to meet the 10 employee maximum.
  + Several meeting spaces can be designated for one large area; for example, meetings may be held

at the same time on different conveyor/assembly lines, in different manufacturing cells, meeting rooms, offices, etc.

### Social Distancing During Breaks

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

**Recommended**

For facilities with less than 100 on a shift example:

###### 1st Break

* + - Team 1 – 8:00 to 8:10 a.m.
    - Team 2 – 8:20 to 8:30 a.m.
    - Team 3 – 8:40 to 8:50 a.m.

###### 2nd Break

* Teams 1 – 1:00 to 1:10 p.m.
* Team 2 – 1:20 to 1:30 p.m.
* Team 3 – 1:40 to 1:50 p.m.

*\*For plants with over 100 employees, the number of times might need to be increased*

### Helpful Tips to Communicate

#### Seating and Capacity

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

#### Break Times

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

**Cleanliness and Sanitation**

* Station one to two employees to observe the safe 2 meter (6 feet) distance and to disinfect the items noted above if they are inadvertently touched
* Provide enough supplies for employees to clean up after themselves. Ex: wiping down tables, etc.

**Food Storage**

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

### Social Distancing During Lunch Break

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

**Recommended**

For facilities with less than 100 on a shift example:

**Separate the plant into two groups**

* + Alternating days or weeks - Group A will be asked to go to their car/truck for lunch, allow

5-10 extra minutes for travel time to incent employees to go to their vehicle (if reasonable and practical)

* + Group B will be able to use the lunchroom. Or, limit entry to a certain number and all others will go to the vehicle. In effect employees can choose which option they prefer.

#### Facilities with full-service Cafeterias

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

**Additional Options:**

* Schedule Food trucks that have the necessary municipality credentials and certified by the local Health Department
* Designate their parking space(s)
* Place a permanent mark on the pavement to ensure proper distance (anywhere where there is a line)
* Use outside pavilions
* Increase the number of seats
* Place signage on tables to ensure proper social distancing in each seat – sign says yes or no to sit
* Post capacity

### Bathroom usage during the workday and at break times

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

**Recommended**

* Establish maximum capacity for the facility that allows for social distancing
  + Post the maximum capacity
* Cleanliness & Sanitation
  + Station one to two employees to observe the safe 2 meters (6 feet) distance and to disinfect the items noted above if they are inadvertently touched
  + Provide enough supplies for employees to clean up after themselves. Ex: wiping down tables, etc.)

**Social Distancing for Locker Room**

**Recommended**

* Access to locker room
  + Follow shift start and end times, break and lunch schedule

**Helpful Tips to Communicate**

* Re-assign lockers to ensure distancing by each employee group’s start time
* Ensure proper social distancing during shift change

**Additional Options**

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

### Social Distancing in Common Areas

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

**Recommended**

Access to locker room

* Social distancing is a simple yet very effective mechanism to prevent potential infection, that relies on simple distance to avoid infection. In practice this means:
* Staying a minimum of 1 but preferably 2 meters (3 to 6 feet) from others as a normal practice
* Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or friends
* Avoiding touching surfaces touched by others to the extent feasible
* Avoiding anyone that appears to be sick, or is coughing or sneezing

### Social Distancing in Offices

* Office work should be organized to ensure social distancing to keep separation of employees between 1 to 2 meters (3 to 6 feet) as a minimum
* Avoid face-to-face desk layouts

**Recommended**

* Cubicles should have dividers when people are working in 1 meter (3 feet) of one another
* Meeting rooms should be organized to hold no more than 10 chairs with the appropriate spacing and 10 employees at a time. Sitting or standing positions should not exceed the minimum distance required.
* Communicate similar messages and arrange meetings over two or three shifts when possible to help reduce the number of people in office at any given point in time
* Interaction to exchange information or quick meetings on the office floor space should respect the Social Distancing of 1 to 2 meters (3 to 6 feet)
* Remote work may be assigned when possible or when mandated by the government to keep the operation efficient and communications flowing
* Self-cleaning of the work space is encouraged multiple times during the shift with special attention of the most used surfaces such keyboards, monitors, chair arm rest, desks, cubicle divider among others

### Communal Transportation

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

**Recommended**

**Buses**

* + It is the supplier’s responsibility to ensure drivers are in good health condition

*Note: A bus driver is considered a contractor/visitor and must follow the company’s Visitors and Contractors Self-Screening Protocol.*

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

### On-Site Health Screening

#### Tasks



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

**Overview of Health Screening Procedure**

##### Temperature reading

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

**Details:**

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



### On-Site Health-Temperature Screening Protocol

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

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors, temperature and health screenings will be implemented at all company sites in pandemic phase 5 or earlier if two COVID-19 positive infections occur at a given facility.

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

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

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

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

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

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

### Daily Self-Screening Protocol

#### Tasks



* Daily Self-Screening protocol is distributed to all employees for voluntary, home self-screening
* HR team prepared to receive inquiries or reports of symptomatic employees prior to shift

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

* If the employee does not recognize symptoms in their Daily Self-Screening and:
  + If the employee is deemed symptomatic upon reporting to work, reference the On-Site Health Screening Protocol.
  + If the employee is deemed symptomatic during the employee’s shift or after the employee has spent any time in the facility (after the On-Site Health Screening), reference the Isolation Protocol.
* Reference the Self-Quarantine and Return to Work Protocol for employees who are confirmed positive for COVID-19 by a medical professional.

###### Daily Screening PDF

**Self-Quarantining and Return to Work Protocol**

**Tasks**



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

*Note: Any adjustments made to the standard playbook protocol (below) should comply with local legal requirements and health authority direction.*

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

Clarification of “self-quarantine” requirement: Employees are requested to remain off the property for 14 days if COVID-19 symptoms are present (see the COVID-19 Self-Screening Information), directly exposed to COVID-19 or if a test shows positive results. Employees should avoid leaving the

home if possible, but if necessary should practice exceedingly good hygiene and social distancing. Work while at home is expected to continue where possible.

#### Additional Guidance

* Stay away from other people in your home as much as possible, staying in a separate room and using a separate bathroom if available.
* No visitors unless the person needs to be in your home.
* If you need medical attention, call ahead to ensure you’re going to the right place and taking the necessary precautions.
* Wear a face mask if you must be around other people, such as during a drive to the doctor’s office.
* When you cough/sneeze: cover your mouth and nose with a tissue; immediately throw tissues in garbage; wash your hands with soap and water for at least 20 seconds; if that’s not available, clean with hand sanitizer that has at least 60% alcohol.
* Avoid sharing household items, including drinking cups, eating utensils, towels or even bedding. Wash these items thoroughly after using.
* Clean high-touch surfaces daily using a household cleaner or wipe. These include: “counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets and bedside tables,” the CDC says.
* Clean surfaces that may be contaminated with blood, stool or bodily fluids.
* Shared spaces in the home should have good airflow—use an air conditioner or open windows.
* Continue monitoring for any symptoms. If they worsen, such as you if you begin to have difficulty breathing, call your health care provider.
* Arrange to have groceries and toiletries delivered by local or state health departments. Also, make sure to inform health care providers of any medications you’ll need, so they can arrange drop-offs of prescriptions as well. In terms of getting laundry done for those without machines at home, ask health care providers about that as well.

### Returning to Work After Home Isolation

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

###### If you will not have a test to determine if you are still contagious, you can leave home after these three things have happened:

* You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers) AND
* other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
* at least 7 days have passed since your symptoms first appeared

###### If you will be tested to determine if you are still contagious, you can leave home after these three things have happened:

* You no longer have a fever (without the use medicine that reduces fevers) AND
* other symptoms have improved (for example, when your cough or shortness of breath have improved) AND you received two negative tests in a row, 24 hours apart. Your doctor will follow local health authority or CDC guidelines.

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

**Visitors and Contractors Self-Screening**

#### Tasks

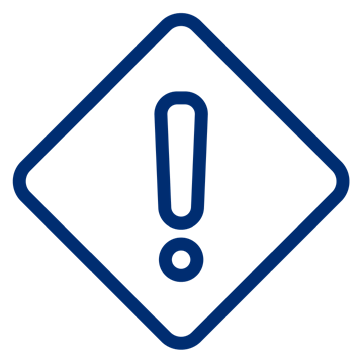


* Put a plan in place for screening Visitors and Contractors
* Ensure Visitors and Contractors Self-Screening Checklist printed and available as needed

**Visitor Restrictions:**

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

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



### COVID-19 Visitor & Employee Self-Screening Form

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

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

*Thank you for your time and co-operation.*

**I am a:**

Company employee

Visitor

**Contact Information:**

Name: Mobile Number:

E-mail Address: Location Name:

**Employee Details:**

Payroll ID:

**Visitor Details:**

Visitor’s Company Name:

Name of Company Host:

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

###### Are you showing any signs of one or more of the following symptoms?

Temperature >38ºC (100.4 ºF) or higher, cough, shortness of breath, difficulty breathing, tiredness?

Yes No

1. **Is the information you provided on this form true and correct to the best of your knowledge?**

Yes

**Host Directions for Visitors and Contractors**

Please adhere to the company’s pandemic preparedness and response plan with respect to visitors and contractors. This means:

* Visitation or contractor work is forbidden if there has been any YES response to the COVID-19 Self-Screening Checklist. If yes is checked for any response, please advise the visitor to leave the premises, notifying appropriate site personnel to disinfect any common surfaces touched by the visitor and advising EH&S and HR of the incident.
* Visits or contractor work that do occur should limit exposure to employees to the extent feasible, by:
  + Ensuring visitors/contractors take a direct route to meeting or work areas and do not unnecessarily interact with employees.
  + Practicing Social Distancing themselves at all times, and instructing visitors regarding our expectations regarding social distancing (e.g. no handshakes or embraces, keeping 1-2 meters (3-6 feet) distance when interacting, etc.).
  + Practicing expected hygiene regarding washing hands and covering coughs/sneezes, pointing out or providing company guidance on this topic.
  + For visitors, use dedicated meeting rooms where possible, which should have common surfaces disinfected between meetings.

### Labor Relations Alignment

#### Tasks



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

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

**Details:**

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

* Develop a cadence of conversations with Union Leadership to inform them of the plans in place is suggested.
* If possible, involve Union Leadership and assign to the **Pandemic Response Team (PRT)**

##### (see page 9).



EMPLOYEE TRAINING

Return to Work Training Plans

Pre-Return to Work Trainings

First Day Trainings / Operations

### Return to Work Training Plans

#### Tasks



**Host Pre-return to Work Trainings**

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

**Host First-Day Trainings/Orientation**

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

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

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

**Pre-Return to Work Trainings** (see page 45)

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

**First-Day Trainings/Orientation** (see page 46)

To present the protocols and procedures to

staff as aligned with the playbook but consistent with location.

**Details**

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

### Pre-Return to Work Trainings

#### Tasks



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

|  |  |  |
| --- | --- | --- |
| **Topic** | **Audience** | **Content Included** |
|  |  | Virtual Overview of Safe Workplace Playbook |
|  |  | Can be reviewed through Skype Virtual Training (1 week prior) or Daily review with Operations Directors |
| **Overview of company’s Covid-19 Safe Place Playbook response protocols and resources** | All plant salaried employees working remotely | **Plant Operating Protocols: Next Steps:**   * Plant Startup Checklist • Checklist Items * Pandemic Response teams • 1st Day Back Training * Preventative Material Inventory • Other Trainings * Personal Protective Equipment * Disinfection Measures * Transportation * Isolation protocol * Social distancing protocol * On-site health screening * Daily self-screening protocol * Self-quarantining and return to work * Visitors and contractors screening * Labor relations alignment * Health and Wellness * Signage |
| **Disinfection Team Training** | Varies- internal cleaning crew or external vendor | In-depth review of the role, responsibilities and safety requirements for the disinfection team.  PPE – content from **Personal Protective Equipment (PPE)** (see page 12) General Disinfection Measures Presentation  Deep Cleaning – Understand protocol, but they will not be the ones practicing. External group to perform |
| **Isolation** | On site-health screeners and volunteer Isolation Coordinator(s) | In-depth review of the role, responsibilities and safety requirements for the Isolation Coordinator and on-site health screeners   * PPE * **Isolation Protocol** (see page 22) * Self-Screening (daily & on-site) * Self-Quarantine |
| **Coordinator** |
| **and Health** |
| **Screening** |
| **Leads** |
| **HR/Attendance Policy** | HR Team | In-depth review of the protocols related to employee attendance Isolation Protocol  Self-Quarantining and Return to Work Protocol Visitors and Contractors self-screening |

### First Day Trainings/Operations

#### Tasks



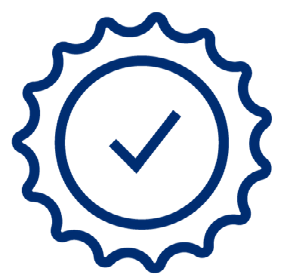
* Modify or create new training materials from the Playbook to be consistent with site
* Deliver training on all topics described on this page to all plant staff

**Staff Training Program:**

|  |  |
| --- | --- |
| **Material** | **Content** |
| **Full Training - Return to Work from**  **COVID-19.pptx** | * Company’s COVID-19 Response * Signs & Symptoms of COVID-19 * Daily self-screening for symptoms * Isolation Protocol for symptomatic employees * Social distancing measures * Personal Hygiene * Disinfection measures |

**Training Logistics:**

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



# HEALTH

& WELLNESS

### Sample COVID-19 Case Form

**Report for employees/visitors presenting symptoms at work**

#### Name: Date:

##### Visitor

Employee

Contractor

**Job Title: Worksite:**

**Location of Isolation:**

**Address:**

**Symptoms noticed:**

Temperature >38ºC (100.40F) or higher Shortness of breath, difficulty breathing Cough

Running nose Sneezing Muscle Pain Tiredness

Time of fever on-set: Time of isolation:

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

#### Where referred to:

**Notes:**

**DETAILS OF REPORTER**

**Name: Job title:**

**Telephone Number:**

*Coronavirus preparation and arrangements to be made for employees who become ill at work*

**Health and Wellness Recommendations**

You can utilize **COVID-19 Awareness PowerPoints** for Health and Wellness recommendations

throughout your locations.



# **WEBSITES & LINKS**

# **Interim Guidance for Businesses & Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)**

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

# **Resources for Businesses and Employers**

# <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

# **Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19**

# <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

# **General Business Frequently Asked Questions**

# <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>

# **Return to Work for Healthcare Personnel with Confirmed or Suspected COVID-19**

# <https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>

# **OSHA** Guidance on Preparing Workplaces for COVID-19

# <https://www.osha.gov/Publications/OSHA3990.pdf>

# **OSHA** Safety & Health Topics for COVID-19

# <https://www.osha.gov/SLTC/covid-19/standards.html>

# Other states have developed good information including Minnesota. Below is a template issued by the State of Minnesota on April 23rd.

# **Minnesota Business Plan Template**

# <https://www.dli.mn.gov/sites/default/files/pdf/COVID_19_business_plan_template.pdf>

# COVID-19 Preparedness Plan template and instructions Executive Order 20-40, issued by Gov. Tim Walz on April 23, 2020, requires each business in operation during the peacetime emergency establish a “COVID-19 Preparedness Plan.”

# A business’s COVID-19 Preparedness Plan shall establish and explain the necessary policies, practices and conditions to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19 and federal Occupational Safety and Health Administration (OSHA) standards related to worker exposure to COVID-19. The plan should have the strong commitment of management and be developed and implemented with the participation of workers. The Minnesota Department of Labor and Industry, in consultation with MDH, has the authority to determine whether a plan is adequate.

# Your COVID-19 Preparedness Plan must include and describe how your business will implement at a minimum the following:

# 1. infection prevention measures;

# 2. prompt identification and isolation of sick persons;

# 3. engineering and administrative controls for social distancing;

# 4. housekeeping, including cleaning, disinfecting and decontamination;

# 5. communications and training for managers and workers necessary to implement the plan; and

# 6. provision of management and supervision necessary to ensure effective ongoing implementation of the plan.

# This document includes a sample COVID-19 Preparedness Plan that meets the criteria listed above. No business is required to use this model. If you choose to use this model, you must adapt it to fit the specific needs of your business.

# **COVID-19 Preparedness Plan for [Company name]**

# [Company name] is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

# Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan. [Company name] managers and supervisors have our full support in enforcing the provisions of this policy.

# Our workers are our most important assets. We are serious about safety and health and keeping our workers working at [company name]. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by [Describe how worker concerns have been addressed, how worker suggestions and feedback have been requested, and how those have been integrated into developing the plan]. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

# • hygiene and respiratory etiquette;

# • engineering and administrative controls for social distancing;

# • housekeeping – cleaning, disinfecting and decontamination;

# • prompt identification and isolation of sick persons;

# • communications and training that will be provided to managers and workers; and

# • management and supervision necessary to ensure effective implementation of the plan.

# **Screening and policies for employees exhibiting signs and symptoms of COVID-19**

# Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers’ health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. ***[Describe how you will address topics such as health screening, how workers will communicate with the business if they are sick or experiencing symptoms while at home, how workers report they are sick or experiencing symptoms while at work and how workers will be isolated in the workplace until they can be sent home.]***

# [Company name] has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. [Describe your sick leave, the Family Medical Leave Act (FMLA) and other policies addressing these situations.] Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. ***[Describe policy.]***

# [Company name] has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. ***[Describe policy.]***

# In addition, a policy has been implemented to protect the privacy of workers’ health status and health information. ***[Describe policy.]***

# **Handwashing**

# Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. ***[Describe how necessary handwashing and/or sanitizer facilities will be provided, supplied and maintained, and that workers will be allowed to perform handwashing to meet this precaution.]***

# **Respiratory Etiquette: Cover Your Cough or Sneeze**

# Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. ***[Describe how these instructions and reminders will be communicated.]***

# **Social Distancing**

# Social distancing is being implemented in the workplace through the following engineering and administrative controls: ***[Describe what your company is doing to: use telework, flexible work hours, staggered shifts and additional shifts to reduce the number of employees in the workplace at one time; maintain six feet of distance between workers; provide signage or instructions for employees and visitors; regulate riding in or sharing of vehicles; support communications plans to address employee concerns; etc. Describe how you will provide recommended protective supplies, such as masks, gloves, disinfectant, shields, etc. Also describe any physical workplace changes, such as increased distance between workstations or between workers on production lines, use of barriers when spacing cannot be increased, etc.]*** Workers and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other workers’ personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

# **Housekeeping**

# Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. ***[Describe your cleaning schedule, who will be conducting the cleaning, what products you will be using to clean the workplace and how you will disinfect the workplace if a worker is diagnosed with COVID19.]***

# **Communications and Training**

# This Preparedness Plan was communicated ***[explain how]*** to all workers ***[date]*** and necessary training was provided. Additional communication and training will be ongoing ***[explain how]*** and provided to all workers who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented by ***[explain how]***. Management and workers are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by ***[Company name]*** management and was posted throughout the workplace [date]. It will be updated as necessary.

# Certified by:

# ***[Signature]***

# ***[Title of management official]***

# Appendix A – Guidance for developing a COVID-19 Preparedness Plan

# General

# [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

# [www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

# [www.osha.gov](http://www.osha.gov)

# [www.dli.mn.gov](http://www.dli.mn.gov)

# Handwashing

# [www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)

# [www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

# <https://youtu.be/d914EnpU4Fo>

# Respiratory etiquette: Cover your cough or sneeze

# [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

# [www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

# [www.cdc.gov/healthywater/hygiene/etiquette/coughing\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

# Social distancing

# [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

# [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

# Housekeeping

# [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

# [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

# [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

# [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

# 

# Employees exhibiting signs and symptoms of COVID-19

# [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

# [www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

# Training

# [www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

# [www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

# [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)