

# SAFE WORK GUIDELINES QUICK REFERENCE GUIDE FOR ASSOCIATES

A GUIDE FOR COVID-19 PANDEMIC PREPAREDNESS AND RESPONSE



May 18, 2020

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Based on OSHA’s Risk Pyramid for COVID-19 and the demographics of our business, FCC (Adams) is presumed to have a Medium Exposure Risk.

## Worker Exposure Risk to COVID-19

### Classifying Worker Exposure to SARS-CoV-2

Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may depend in part on the industry type and need for contact within 6 feet of people known to have, or suspected of having, COVID-19.

OSHA has divided job tasks into four risk exposure levels, as shown below. Most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels.

### Occupational Risk Pyramid for COVID-19

#### VERY HIGH EXPOSURE RISK

Jobs with a high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers include:

- Healthcare and morgue workers performing aerosol-generating procedures on or collecting/handling specimens from potentially infectious patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.

#### HIGH EXPOSURE RISK

Jobs with a high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery, healthcare support, medical transport, and mortuary workers exposed to known or suspected COVID-19 patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.

#### MEDIUM EXPOSURE RISK

Jobs that require frequent/close contact with people who may be infected, but who are not known or suspected patients. Workers in this category include:

- Those who may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings), including individuals returning from locations with widespread COVID-19 transmission.

#### LOWER EXPOSURE RISK (CAUTION)

Jobs that do not require contact with people known to be, or suspected of being, infected.

- Workers in this category have minimal occupational contact with the public and other coworkers.

For more information, see the [Guidance on Preparing Workplaces for COVID-19](#).



The four exposure risk levels represent probable distribution of risk.

## Requirements

### Pandemic Response Team

<b>POSITION</b>	<b>PRIMARY</b>	<b>ALTERNATE</b>
<b>PRT Director</b>	<b>Sandra Affolder</b>	<b>Kyle Andrews</b>
<b>PRT Members</b>	<b>Brian Bentz, Jeff Caffee, Dan Hunley, Jason Barton, Scott Lowe, Jeff Horn, Adam Rockwell, Shannon Wurster, Cara Conley</b>	
<b>1<sup>st</sup> Shift Isolation Team Members (ITM)</b>	<b>Nicole Jennings, Paula Fleming</b>	
<b>2<sup>nd</sup> Shift Isolation Team Members (ITM)</b>	<b>Pat Young, Doug Sarver, David Sprowl</b>	
<b>3<sup>rd</sup> Shift Isolation Team Members (ITM)</b>	<b>Staggered coverage</b>	

### Personal Protective Equipment (PPE)

Face masks/coverings are required PPE for all associates.

The company will supply Manufacturing and Office associates with reusable/washable cloth face masks. Replacements will be at the associate's expense. Associates can choose to wear a company supplied face mask or their own personal face covering. Personal face coverings may consist of handmade masks, handkerchiefs or purchased masks. Personal masks cannot display offensive or vulgar pictures or language.

The company will provide Die Cast associates with 100% cotton reusable/washable face mask. This will be the only face mask allowed for Die Cast associates. Replacements will be at the associate's expense.

### Areas to Wear Face masks/coverings

1. Face masks/coverings are required in all areas of the facility.
2. Face masks need to be on when entering the building.

**Breaktimes:** Wear face mask/covering when entering the break room. Remove face mask once seated and ready to eat. Put face mask back on before leaving the table.

Cloth face coverings should:

- Fit snugly but comfortably against the side of the face.
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Allow for breathing without restriction.
- Be able to be laundered and machine dried without damage or change to shape.

**The proper way to use a face mask/covering:**

1. Before putting on a mask, wash hands with soap and water or use hand sanitizer.
2. Cover mouth and nose with mask, making sure there are no gaps between your face and the mask.
  - Avoid touching the mask while using it. If you do, wash you hands with soap and water or use hand sanitizer.
3. Replace the mask when it gets damp. Do not reuse disposable masks.
4. Remove the mask from behind being careful not to touch the front of the mask. Immediately throw disposable masks away and wash hands with soap and water or use hand sanitizer. Launder personal face coverings.

**Nitrile gloves are not required PPE for all associates.**

**Associates who need to wear gloves are:**

- 1. PRT Members dealing with a potentially infected person,**
- 2. Associates cleaning and performing disinfection of high touch areas,**
- 3. Shipping and Receiving associates handling inbound parts/materials/packages.**

Follow guidelines for How to Remove Gloves (page 4) and dispose of used gloves properly.

# How to Remove Gloves

To protect yourself, use the following steps to take off gloves



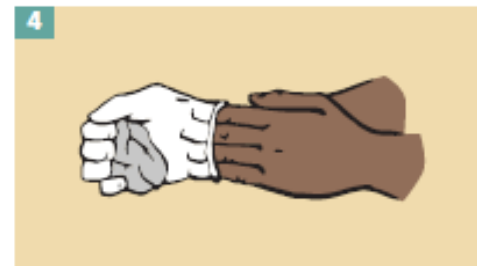
Grasp the outside of one glove at the wrist.  
Do not touch your bare skin.



Peel the glove away from your body,  
pulling it inside out.



Hold the glove you just removed in  
your gloved hand.



Peel off the second glove by putting your fingers  
inside the glove at the top of your wrist.



Turn the second glove inside out while pulling  
it away from your body, leaving the first glove  
inside the second.



Dispose of the gloves safely. Do not reuse the gloves.



Clean your hands immediately after removing gloves.

## **Temperature and Daily Screening Protocol**

The Equal Employment Opportunity Commission (EEOC) allows for employers to take employee's temperatures in an attempt to stop the spread of COVID-19.

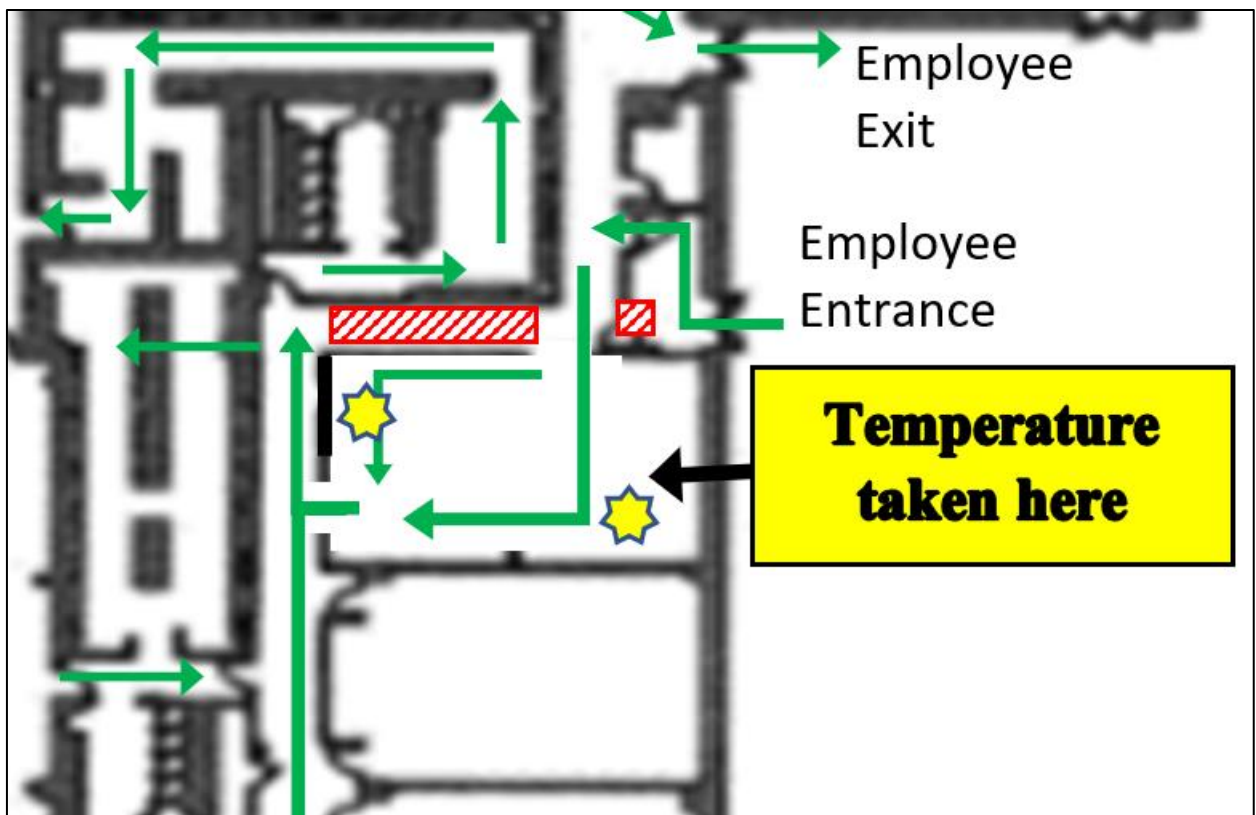
**All associates will be required to submit to a non-invasive temperature check and a daily screening confirmation (page 7) before entering the facility. This is a pre-shift screening only. Information will be kept confidential.**

The PRT Director and Members will organize the screening process and select additional team members to help.

- This procedure will stop when the local Health Department has determined the COVID-19 Pandemic is not a threat to our community.

### **Guidelines**

1. All associates will enter the main employee entrance and proceed directly to the uniform room for the temperature check and daily screening.
2. Bypassing the temperature check station will result in suspension.

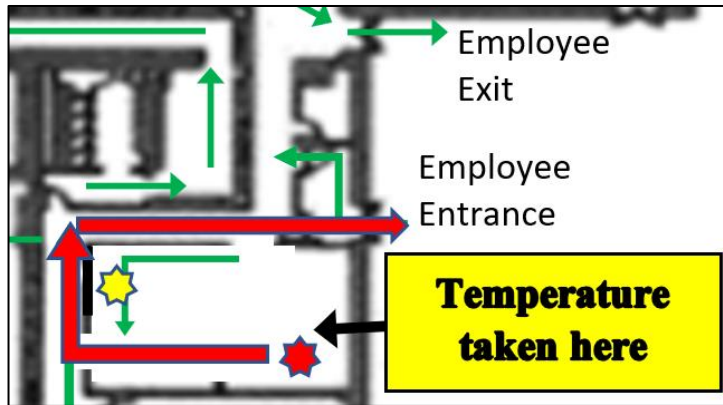


### **Temperature and Screening-Good Results**

1. If the associate's temperature and screening are confirmed good, exit the uniform room to the locker rooms and work area.

### Temperature and Screening-Failed Results

1. If an associate displays a temperature of  $\geq 100.4^{\circ}\text{F}$  ( $38^{\circ}\text{C}$ ) or answers yes to any of the screening questions they will not be allowed to continue to their work area.
2. The associate will be instructed to return to their vehicle and park in the visitor parking.



3. The Isolation Team Member will be notified and will follow up with the associate in the parking lot.

### Screening Questions

This information is for the purpose of providing you access in to the facility.

Please answer yes or no to each screening question:

1. Have you received a confirmed positive diagnosis for coronavirus (COVID-19) by a coronavirus (COVID-19) test or from a diagnosis by a health care professional in the past 14 days?
2. Have you traveled by airplane or cruise liner internationally or domestically in the last 14 days?
3. Have you had close contact with or care for someone diagnosed with coronavirus (COVID-19) in the last 14 days?
4. Have you experienced any cold or flu-like symptoms in the last 14 days (to include: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell)?




**Social Distancing Protocol**


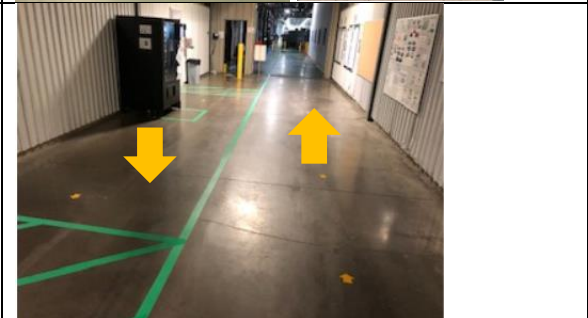
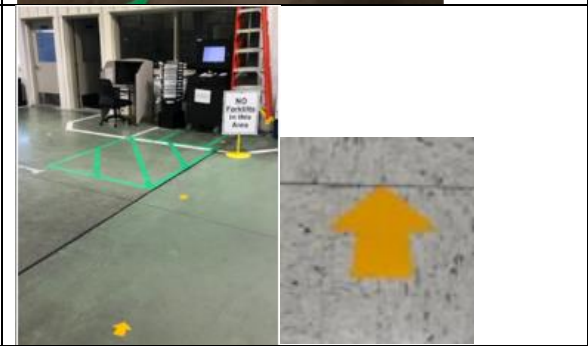
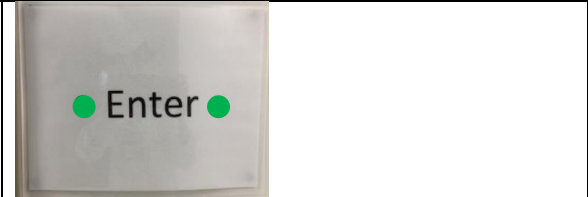
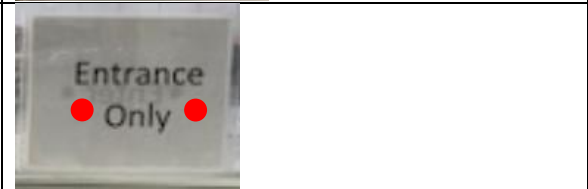

Keeping space between people is one of the best tools we have to avoid being exposed to COVID-19 and slowing its spread. Social distancing, also called “physical distancing,” means keeping space between people.


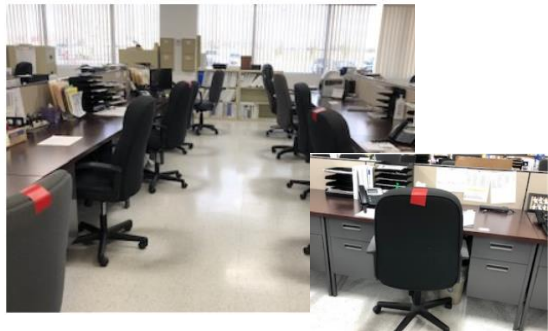


**Safety Note: In the event of an emergency situation, please follow normal Emergency Action Plan protocol. In the event of an evacuation, wear face masks, avoid touching whenever possible and be respectful of everyone around you.**

**Guidelines:**

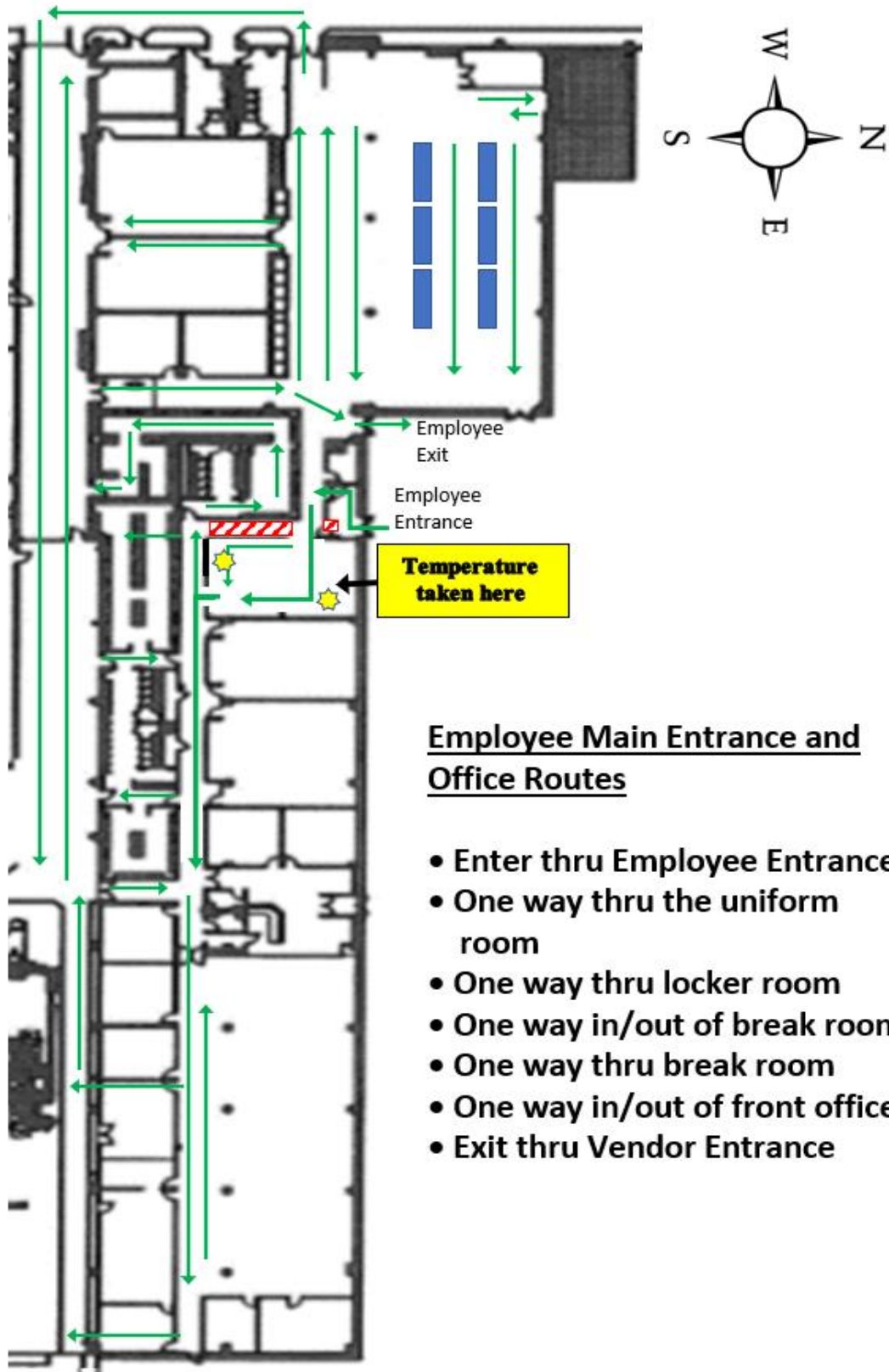
1. Associates, visitors, suppliers and customers are required to maintain a space of 6 feet between themselves and the next person.
2. Where a distance of 6 feet cannot be maintained due to workplace design, one or more mitigation strategies need to be implemented including engineering, PPE and/or administrative controls as appropriate.
  - Mitigation strategies include but are not limited to body orientation, physical barriers, PPE.
3. Do not gather in groups.
4. Stay out of crowded places and avoid mass gatherings.
5. Social distancing includes but is not limited to production lines, break areas, locker rooms, restrooms, entrance/exit areas and offices.

#	ITEM	GUIDELINE	EXAMPLE
1	Green box	1 person only in the box.	

2	Green box with cross marks	Traffic will merge. Watch for others and be courteous and patient.	
3	Green aisleways	One-way traffic	
4	Yellow arrows	Traffic flow direction	
5	Green Dots on signs	Confirm correct direction	
6	Red Dots on signs	Confirm incorrect direction	
7	Red floor line	Do not enter the area	

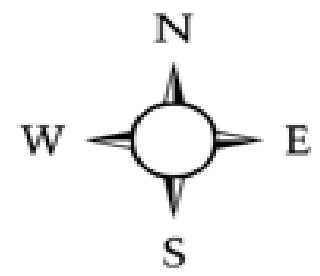
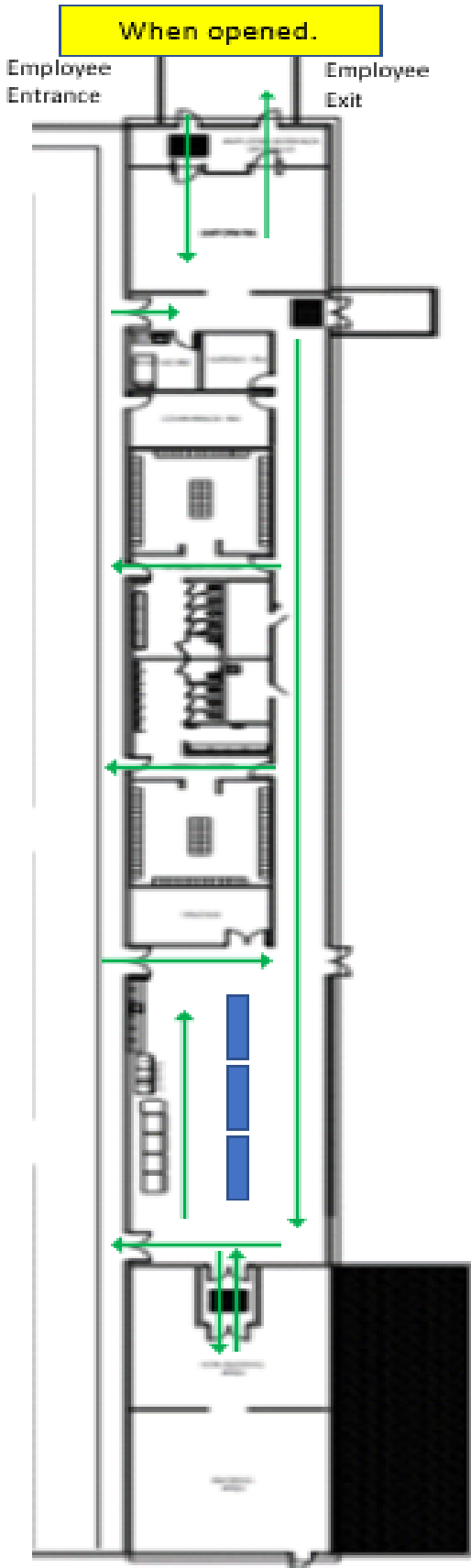
8	Red seats at break room tables	Do not use	
9	Red desks/chairs in office	Do not use	
10	Additional Mitigation		 

**Facility Map**



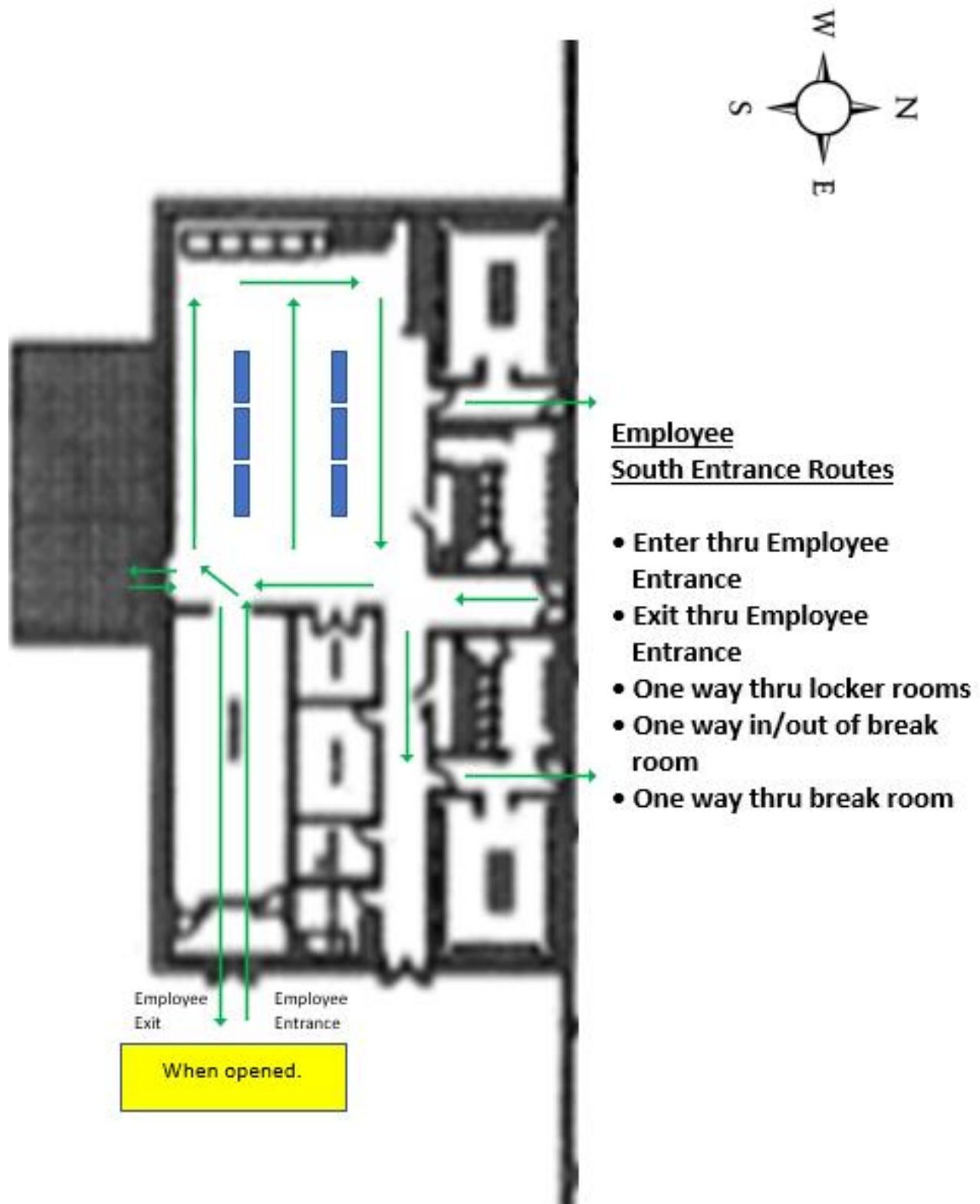
**Employee Main Entrance and Office Routes**

- Enter thru Employee Entrance
- One way thru the uniform room
- One way thru locker room
- One way in/out of break room
- One way thru break room
- One way in/out of front office
- Exit thru Vendor Entrance











**Employee East Entrance Routes**

- Enter thru Employee Entrance
- Exit thru Employee Entrance
- One way thru locker rooms
- One way in/out of break room
- One thru break room



## Social Distancing During Shift Change

Start and end times will be staggered to manage the number of associates entering/exiting the facility at one time. A “straight 8 shift” will be implemented for Production.

3rd Shift Production	10:00 PM      11:00 PM      6:00 AM      7:00 AM	
	 *10:00pm Group 1 starts      *6:00am Group 1 leaves *10:15pm Group 2 starts      *6:15am Group 2 leaves *10:30pm Group 3 starts      *6:30am Group 3 leaves *10:45pm disinfect	
1st Shift Production	6:00 AM      7:00 AM      2:00 PM      3:00 PM	
	 *5:45am Group 1 starts      *1:45pm Group 1 leaves *6:00am Group 2 starts      *2:00pm Group 2 leaves *6:15am Group 3 starts      *2:15pm Group 3 leaves *6:30am Group 4 starts      *2:30pm Group 4 leaves *6:45am disinfect	
Office Staff	7:00 AM      8:00 AM      3:00 PM      4:00 PM	
	 *7:00am Group 1 starts      *3:30pm Group 1 leaves *7:15am Group 2 starts      *3:45pm Group 2 leaves *7:30am Group 3 starts      *4:00pm Group 3 leaves *7:45am disinfect	
2nd Shift Production	2:00 PM      3:00 PM      10:00 PM      11:00 PM	
	 *2:00pm Group 1 starts      *10:00pm Group 1 leaves *2:15pm Group 2 starts      *10:15pm Group 2 leaves *2:30pm Group 3 starts      *10:30pm Group 3 leaves *2:45pm disinfect	

1. Remain in your car until prior to your scheduled window of start time (no more than 15 min).
2. Do not gather in groups when entering and exiting the facility.
3. Maintain 6 feet of space between each person while waiting in line to enter the facility.
4. Use hand sanitizer after opening the employee entrance door.
5. Use your elbow or shoulder to push through the turn stile.

## Social Distancing During Breaks

Break times will be staggered to manage the number of associates taking break at one time.

		12:00 AM	1:00 AM	2:00 AM	3:00 AM	4:00 AM	5:00 AM																						
3rd Shift Production		10	10	10							15	15	15																
		*12:00am Group 1 break					*2:00am Group 1 break					*4:00am Group 1 break																	
		*12:15am Group 2 break					*2:15am Group 2 break					*4:15am Group 2 break																	
		*12:30am Group 3 break					*2:30pm Group 3 break					*4:30pm Group 3 break																	
	*12:45am disinfect					*2:45am disinfect					*4:45am disinfect																		
1st Shift Production		10	10	10	10						15	15	15	15					10	10	10	10							
		*7:45am Group 1 break					*9:45am Group 1 break					*11:45am Group 1 break																	
		*8:00am Group 2 break					*10:00am Group 2 break					*12:00pm Group 2 break																	
		*8:15am Group 3 break					*10:15am Group 3 break					*12:15pm Group 3 break																	
	*8:30am Group 4 break					*10:30am Group 4 break					*12:30pm Group 4 break																		
	*8:45am disinfect					*10:45am disinfect					*12:45pm disinfect																		
Office Staff		10	10	10							30	30							10	10	10								
		*8:45am Group 1 break					*10:45am break					*1:00pm Group 1 break																	
		*9:00am Group 2 break					*11:15am break					*1:15pm Group 2 break																	
		*9:15am Group 3 break										*1:30pm Group 3 break																	
	*9:30 disinfect					*11:45am disinfect					*1:45pm disinfect																		
2nd Shift Production		10	10	10							15	15	15						10	10	10								
		*4:00pm Group 1 break					*6:00pm Group 1 break					*8:00pm Group 1 break																	
		*4:15pm Group 2 break					*6:15pm Group 2 break					*8:15pm Group 2 break																	
		*4:30pm Group 3 break					*6:30pm Group 3 break					*8:30pm Group 3 break																	
	*4:45pm disinfect					*6:45pm disinfect					*8:45pm disinfect																		

1. Production Associates will receive two (2) ten (10) minute paid breaks and one (1) fifteen (15) minute paid lunch break. Associates cannot leave the property at break time.
2. Office Staff will receive two (2) ten (10) minute paid breaks and one (1) thirty (30) minute unpaid lunch break. Associates cannot leave the property at break time.
3. Break schedules must be followed. Do not arrive early to break.
4. Do not gather in groups at break time.
5. Maintain 6 feet of space between each person while on break.



6. Wash hands before break and use hand sanitizer before touching vending equipment and microwaves.
7. Consider ice packs in lunch bags to lessen the number of lunch bags in coolers.

### **Social Distancing During Meetings**

1. No more than 10 associates at any meeting.
2. Maintain 6 feet of space between each person during meetings.
3. Use alternate methods to conduct meetings whenever possible.
  - Example: Skype, Teams Viewer, phone conference, etc.

### **Social Distancing for Uniform Rooms and Locker Rooms**

Access to uniform rooms and locker rooms will be limited.

#### **Uniform Rooms**

1. **Associates are required to take all uniforms home and report to work fully dressed in uniforms and safety shoes each day.**
2. The main uniform room will be closed.
  - Clean uniforms and dirty clothes bins will be located for easy walk by access.
3. The East and South uniform rooms will allow for easy walk by access of clean uniforms and dirty close bins.

#### **Locker Rooms**

1. Lockers will be used to secure personal valuables.
2. Associates must limit time spent in locker rooms.
3. Do not take breaks in locker rooms.
4. Do not gather in groups in locker rooms.
5. Maintain 6 feet of space between each person in locker rooms.

### **Social Distancing in the Smoking Areas**

1. **Smokers are encouraged to smoke in their vehicles.**
2. Do not smoke while walking to and from vehicles.
3. Dispose of cigarette butts properly. Do not throw butts on the ground.

#### **Smoking Patios**


1. Seating will be limited under the smoking shelter roofs.
2. Maintain 6 feet of space between each person in all smoking areas.
3. Do not smoke near doors. Indiana law prohibits smoking within 8 feet of an entrance.

### **Good Hygiene – Preventative Measures Protocol**

The practice of simple and basic hygiene is one of the best preventative measure to slow the spread of infectious disease and protect others.

#### **The proper way to wash your hands**

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. Hand sanitizer marked with 

#### **The proper way to cough and sneeze**

1. Cover your mouth and nose with a tissue when you cough and sneeze.
2. Throw your used tissue in the trash! Don't leave used tissues on any shared workplace areas.
3. Don't have a tissue? Cough or sneeze into your upper sleeve, not your hands.
4. Wash your hands with soap and water after coughing or sneezing.

#### **General Preventative Measures**

1. Avoid touching your eyes, nose or mouth.
2. Wash or sanitize hands before touching your face.
3. Use a tissue if you must touch your face with unwashed hands.

4. If you are sick do not come to work:
- Fever of  $\geq 100.4^{\circ}\text{F}$  ( $38^{\circ}\text{C}$ )
  - Coughing/shortness of breath
  - Flu like symptoms

### **Disinfection Measures**

The cleaning steps outlined below will be performed routinely, based on frequency mentioned, to disinfect workplace surfaces, chairs, tables, etc. and protect associates.

**Cleaning** refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

**Disinfecting** refers to using chemicals, for example, hospital grade disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface *after* cleaning, it can further lower the risk of spreading infection.

**Note: Be careful not to use cleaning chemicals on any surface for which they are not intended. Never mix chemicals because it could cause serious or even fatal injury.**

#	AREA/PLACE	DISINFECTION CONTENT	DISINFECTANT	DISINFECTION MEASURES	FREQUENCY
1	Work station common surfaces	Control buttons, tools and other high touch areas	Hospital grade disinfectant or fresh 10% chlorine bleach solution as appropriate	Spray or wipe or mist w/disinfectant cleaner	Based on use; 1x/shift if contacted by 1 person only; otherwise between users
2	Baskets, manual moving device	Handles and other high touch areas		Spray or wipe or mist w/disinfectant cleaner	Based on use; 1x/shift if contacted by 1 person only; otherwise between users
3	Office, desks, conference rooms	Table and chair surfaces, phones and other high touch areas		Spray, wipe or mist w/disinfectant cleaner	At the end of each meeting and end of each day

4	General objects touched often	Doors, windows, handles, faucets, sinks,		Spray, wipe or mist w/disinfectant cleaner	3 or more times/shift to include after all breaks
5	Break room	Table/chair surfaces, dispensers, vending machines		Spray, wipe or mist w/disinfectant cleaner	3 or more times/shift to include after all breaks
6	Restrooms, Locker Rooms	Restrooms and lockers		Spray, wipe or mist w/disinfectant cleaner	3 or more times/shift
7	Vending machines (PPE & inserts)	Buttons and other commonly touched areas		Spray, wipe or mist w/disinfectant cleaner	3 or more times/shift
8	Forklifts	All commonly touched areas		Spray or wipe w/disinfectant cleaner	Based on use; 1x/shift if contacted by 1 person only; otherwise between users
9	Multi-user PPE	All surfaces		Spray or wipe w/disinfectant cleaner	Based on use; 1x/shift if contacted by 1 person only; otherwise between users
10	Company vehicles	Common surfaces		Spray, wipe or mist w/disinfectant cleaner	After each use
11	Computers	Laptop and desktop	70% Alcohol based disinfectant	Refer to page 23	Based on use; 1x/shift if contacted by 1 person only; otherwise between users

Twin Oxide disinfectant marked with 

## How to Properly Disinfect Your Computer Keyboard and Mouse

Computers should be cleaned daily if contacted by one person only; otherwise between multiple users.

- Make sure your computer is powered off and unplugged to avoid potential shock.
- Wet a disposable cloth with an alcohol based cleaner; ring out any excess moisture and thoroughly disinfect the keyboard. Pay attention to areas between the keys as well as the sides and bottom of the keyboard. Do not remove keys when cleaning.
- Do not saturate the keyboard or allow liquid to pool on the keyboard. This could cause unreparable damage to the laptop.
- Disinfect the laptop case, top and bottom.
- Disinfect the outside frame area of the screen. This applies to laptops and desktop computers.
- Allow your computer and keyboard to air dry.
- Do not clean your computer screens with alcohol-based disinfectant.
- Use the appropriate disposable screen cleaning cloth.
- Contact the IT Department if your computer needs additional cleaning.



- Note: It is recommended to clean your cell phone daily with an alcohol-based disinfectant.



### **Attendance Policy and Return to Work Protocol**

Time missed from work due to valid COVID-19 reasons will be addressed accordingly. Due to the fluid nature of this pandemic situation, this protocol is not all inclusive and may be adjusted as needed.

<b>SITUATION</b>	<b>PROCEDURE</b>	<b>DETAIL</b>
<b>Confirmed Positive COVID-19 Case</b>	Normal FMLA/STD Procedures – Follow Attendance Policy (Company will not require vacation to run concurrently).	Return to work with a doctor’s note confirming full recovery.
<b>Company Directed Quarantine (<u>direct contact w/confirmed case</u>)</b>	Unpaid Leave of Absence – Associate can choose to use vacation time, no quota.	Return to work 14 calendar days after the person with confirmed case has fully recovered, provided you are asymptomatic or you have a doctor’s note confirming you don’t have the virus.
<b>Medically Directed Quarantine</b>	Unpaid Leave of Absence – Associate can choose to use vacation time, no quota.	Return to work 14 calendar days after you were medically directed to quarantine, provided you are asymptomatic or you have a doctor’s note confirming you don’t have the virus.
<b>Self-Quarantine</b>	No Leave of Absence, must use personal or vacation time.	

### **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 associates and visitors. Where business-critical, in-person visits do occur, such as to allow equipment or facilities to remain operational, the visitor should align with these Safe Work Guidelines.

### **Host Directions for Visitors and Contractors**

Visitors or contractors (including their family members) who have recently traveled to a high infection area (international or domestic) or who have been on a cruise will not be allowed access to our facility without prior approval from Upper Management.

Visitors or contractor work that does occur should limit exposure to associates by practicing safe work habits. For visitors, use dedicated meeting rooms where possible, which should have common surfaces disinfected between meetings.

Communicate the following to all visitors and contractors:

- Ensure the visitor/contractor take a direct route to meeting or work areas and do not unnecessarily interact with associates.
- Practice Social Distancing themselves at all times, adhering to our expectations regarding social distancing (example: no handshakes or embraces, keeping 6 feet distance when interacting, etc.).
- Practicing good hygiene protocol regarding washing hands and covering coughs/sneezes.
- Visitor/Contractor should not enter the facility if they are ill and experiencing symptoms of COVID-19.



Thank You For Your  
Cooperation –  
Please Work Safe!