

# Pandemic Planning – Reintegration Guidelines

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## Purpose

The purpose of these Reintegration Guidelines is to provide a framework for leadership to reopen safely after a pandemic. This would include continued use of various mitigation strategies for a period of time, such as social distancing, increased hygiene, schedule rotations, and other flexible approaches.

## Guiding Principles

As we begin to restart our operations, we should continue the focus on our values of integrity, energy, excellence, respect for people, and customer passion. In addition, the following will act as our overall guiding principles:

- Abiding by any required guidance, as mandated by federal, local or state law
  - See Ohio Section Specific Operating Requirements at <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/responsible-restart-ohio/Sector-Specific-Operating-Requirements>
- Encouraging flexibility for employees to continue to work remotely if able, especially those considered higher risk
- Continuing to practice social/physical distancing
- Enhancing sanitization efforts
- Focusing on overall mental well-being and support of our employees as many may experience concerns with the idea of returning to work or may have continued personal issues (childcare, spouse's career, care for relatives, etc.) that they are balancing

For the remainder of FY2020, assuming that the pandemic spread continues to be a risk in the regions where we operate, we will remain conservative in its approach with the goal of keeping our employees safe and healthy.

## Facility Operations

Managers are required to follow and support the guidelines below. Signage should be posted on doors and within the facility to inform employees and essential visitors of the site requirements.

- **Returning employees to work**
  - As of 5/1/20, the State of Ohio is currently mandating that employees work from home whenever possible. For this reason, we will be limiting the on-site employees to only those deemed essential for critical operations. We will communicate with our active employees to let them know if they will be working remotely or onsite during this period

- As government orders are lifted, we will begin to return remote employees to on-site work. We expect to complete this transition in clear phases as follows:
  - Phase I – Limited on-site staffing to only those employees required to meet critical business requirements. All other employees will be working remotely as possible
  - Phase II – Additional on-site staffing to increase our capacity. All at-risk employees working remotely
  - Phase III – All employees, except at-risk employees, working on-site
  - Phase IV – Post-Pandemic – All employees back on-site to pre-COVID levels
- **Employee Self-Assessments**
  - As of 5/1/20, the state of Ohio is currently mandating that employees perform a daily symptom assessment including taking their temperature with a thermometer, monitoring for fever, and watching for coughing or trouble breathing. For this reason, we are requiring employees to self-assess their health before coming to work. Employees that are symptomatic (i.e., fever, cough, or shortness of breath) should notify their supervisor and are required to stay home
  - Sick employees should follow CDC-recommended steps (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>)
  - Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments (<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>)
  - Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions (<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html#precautions>)
  - We will not require a healthcare provider's note to validate the illness or return to work of employees sick with acute respiratory illness; healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way
  - We will ensure that our sick leave policies are up to date, flexible, and non-punitive to allow sick employees to stay home to care for themselves, children, or other family members
- **Social distancing**

Social distancing, also called “physical distancing,” means keeping space between people. Per the CDC, to practice social or physical distancing means: staying at least six feet (two meters) from other people, not gathering in groups, and staying out of crowded places

- **Personal Workspace/Workstations**
  - The less we come in contact with other people, the less likely we are to put ourselves at risk. To achieve this in our workspaces, we will be implementing the following practices:
    - We will remain isolated when possible
    - We are limiting the number of people in the building to 100
    - As possible, we will always maintain six feet of separation between people. If this is not possible, we will install barriers between people
    - We will redesign office areas to ensure that desks are not facing each other unless guarded by a cubicle wall or similar barriers
    - Employees shall not sit directly across from one another
    - We will establish limits on encroaching into an individual's workspace using visual indicators such as floor tape, barricade tape, traffic cones
    - We will close office doors when possible
    - When phasing in employees, we will consider where they will sit and who comes in at what phase to avoid a cluster of employees together
    - We will designate one-way walking paths including offices, warehouses, storage areas or similar where traffic is common and other safety protocols will not be impacted
    - We will relocate work surfaces, equipment and inventory storage locations as necessary and possible to maintain the six-foot separation between people
    - We will redesign the work methods and assignments and add tools as necessary and possible to maintain the six-foot separation between people
    - We will avoid sharing equipment and tools when possible. If necessary, we will purchase duplicate equipment
    - When equipment must be shared, such as powered industrial trucks, ladders, rolling carts, copy machines, computers, etc. – the employee is required to properly disinfect the equipment after each use
    - We will avoid coming within six feet of outside personnel – including those making deliveries (i.e. truck drivers, parcel delivery, post office) – or other individuals coming onsite
      - Do not receive items directly from delivery personnel. Rather, allow the driver to place items down and back away

- If the dolly or hand truck is used by delivery personnel within the facility, ensure that it is disinfected immediately afterwards
- **Break Lunch/Room**
  - Reducing the number of employees congregating in all areas of the facility will help ensure the safety of all our company employees. Adjustments will be made for areas such as cafeterias, break rooms, time clocks, and locker rooms to reduce the number of employees in one area
    - We will establish alternate break/lunch/start times to reduce the number of people congregating to the smallest number possible
    - We will remove or assign seating to provide additional space between people eating in break rooms
    - We will open alternative spaces such as empty offices and outdoor areas to allow for more room with less people
    - We will provide prepacked meals and food delivery to offices or operating departments to reduce lines and waiting
    - We will consider temporarily installing plexiglass at lunch tables to create a separated clean space for employees to eat but remain social
    - We will consider temporarily removing appliances such as coffee pots and microwaves
    - We will place hand sanitizer and sanitary wipes near “high touch” areas, such as coffee pots, microwaves and refrigerators. Employees are required to use cleaning protocols after touching, similar to wiping down equipment at the gym after use
    - We will consider moving or purchasing more equipment (coffee pots, microwaves), if necessary, to maintain appropriate physical distancing
    - We will consider eliminating the use of vending machines
- **Meetings**
  - We will not hold large meetings (more than 20 people) without Executive Vice President (EVP) approval
  - Utilizing technology should remain the primary approach for conducting meetings:
    - Utilize Skype or Microsoft Teams for internal office meetings
    - Use Instant Messaging (IM) or phone to speak to people versus physically going to their workspace to talk
    - Provide needed information on whiteboards in the workplace or printed instructions delivered to workstations and mailboxes rather than communicating such information face-to-face

- When meetings must happen, we will provide an area that allows for adequate space between participants (remove seats and/or limiting participants to critical need only). Depending on the capacity of the meeting room, participants are limited to 30-40% of the normal seating capacity (or up to a maximum of 50% of the fire code per Ohio guidelines)
- **Shift Schedules**
  - To improve the process of social distancing and comply with Ohio mandates, we will be redefining the production shift schedules to temporarily not overlap
    - We will post the updated shift schedules and arrival times in work areas and provide verbal instruction as necessary
  - The on-site work schedules for non-production employees will also be modified to reduce the number of employees arriving and leaving in clusters. The revised schedule will be communicated via the employee managers/supervisors verbally and via email
  - We encourage employees to not car-pool when traveling to work during this period to minimize potential exposure
- **Wearing of masks**
  - Wearing of masks for employees is mandatory in Ohio (5/3/20) unless one of the following reasons applies:
    - Facial coverings in the work setting are prohibited by law or regulation
    - Facial coverings are in violation of documented industry standards
    - Facial coverings are not advisable for health reasons
    - Facial coverings are in violation of the business's documented safety policies
    - Facial coverings are not required when the employee works alone in an assigned work area
    - There is a functional (practical) reason for an employee not to wear a facial covering in the workplace
  - Businesses must provide written justification, upon request, explaining why an employee is not required to wear a facial covering in the workplace. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin
  - We will also require any visitors to wear face coverings at all times when working in our facilities or near our personnel

### Employee and Visitor Testing

Temperature taking of all employees and visitors is required when first entering any of the company buildings. To ensure that social distancing is not compromised, we will place markers on the floor at six-foot intervals for people queuing to be tested.

- **Testing**
  - We will use the CDC guidelines for testing employees and visitors (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html>)
  - We will adhere to state regulations regarding testing requirements as found on the Ohio Department of Labor Coronavirus website
  - See Attachment A for an example of a survey to use for people in the lobby who will be entering the facility
  
- **Contact Tracing**
  - To prepare for the possibility of a confirmed COVID-19 case, it's encouraged to implement proactive Contact Tracing (<https://www.cdc.gov/coronavirus/2019-ncov/php/principles-contact-tracing.html>) within the facility where it is allowable by law. This process would log dates and contact of employees working together closer than 6ft / 2m for more than a specified time (i.e. 10 minutes). The purpose is to increase the timeliness of performing Contact Tracing in the event of someone being confirmed

### Hand Washing

Per Ohio mandates (5/1/20), employees are required to regularly wash their hands while at work.

- In addition to the normal hand washing procedures, we require employees to wash their hands for at least 20 seconds:
  - When they first enter the building
  - At scheduled times throughout the day per their department guidelines
  - Before and after scheduled breaks and lunch
  - After blowing their nose, coughing or sneezing
- If soap and water are not readily available, the employee can use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry
- As possible, we will provide visual and audio reminders and checklists to help ensure compliance with this policy.
- General guidelines for hand washing from the CDC are at <https://www.cdc.gov/handwashing/when-how-handwashing.html>.

### Cleaning and Disinfection

To manage the potential impact of the virus in our locations, the following additional cleaning protocol is required:

- In general, we will follow the cleaning and disinfecting guidelines as provided by the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>)
- Before restarting operations, we will engage a third-party service to professionally clean/disinfect our facility
- We require a daily cleaning of all high-touch surfaces (for example: tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, equipment, control panels, phones, handrails, etc.) with approved cleaners, followed by disinfection at the end of each day
  - We will post a cleaning schedule with signoff and a contact if concerned with cleanliness
- Alcohol based hand sanitizer containing at least 60% alcohol will be made readily available for all employee use in conference rooms, lunch areas, restrooms, etc.
- Disinfecting / antibacterial wipes will be made readily available for all employee to clean their assigned work areas and meeting areas before and after use
- We will minimize common touch points by keeping interior doors open where appropriate and where it will not compromise safety, i.e. fire doors should remain closed.
  - We will have hand sanitizer and sanitizing wipes available near closed doors to allow for immediate self-cleaning
- To improve air purity in the workplace, we plan to immediately replace our current air conditioning/HVAC filters and plan to follow CDC/WHO guidelines regarding the replacement of filters going forward

### Travel

Travel will be limited to business essential travel, and always aligned with CDC, WHO or other health agency guidance

- We will work to significantly minimize the number of employees permitted to attend any required external meetings or events
- Using the CDC for guidance, travel restrictions to other countries will be enforced. Travel guidelines can be found on the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>. As CDC restrictions are eased, we may also ease restrictions

### Remote Work

To reduce the likelihood of employee exposure and comply with Ohio's RestartOhio mandates, we will be asking all non-essential or at-risk employees to work from home during this period:

- We will communicate with all active employees on if they are required to work remotely or if they must return to on-site work
- All personnel that must work remotely will be provided a laptop with required software and, as necessary, a work phone and printer
  - This equipment is the responsibility of the employee and must be returned (if not part of normal equipment) when the employee restarts their on-site work
- Personnel working remotely on a computer must agree to comply with the current IT security procedures (Use of VPN and other software protocols)
- We are open to the use of flexible work schedules for our remote employees that need assistance. Employees should contact their supervisor for approval of a flexible working schedule
- We are open to working with people who cannot come to work or are scared to come into work (ex: caring for a sick person or child). Employees should contact the human resource department to confidentially discuss their situation and work options.
- To ensure that our remote workforce is aligned and to stay connected as a team, we will be instituting a weekly touch-base with all remote employees to discuss the company status, answer questions, celebrate events and check-in on employee morale

### Visitors

To manage the potential exposure of our employees, we will be limiting the number of on-site visitors during this period.

- We are limiting the number of on-site visitors to fifteen (15) people
- Only visitors who are deemed as business critical will be permitted to enter our facilities. Visitors who have been approved by business leadership as business critical and who arrive to our facilities through our front door to meet an employee will be asked to complete and sign a short health survey screening tool (See Attachment A). If the visitor responds "yes" to any of the questions or declines to complete the screening tool, they will not be permitted to enter the site
- Visitors who are part of the critical to flow of materials and services, for example FedEx, UPS, Fastenal and janitorial staff, are to be communicated via posting at common doors or given directly (verbally) the health screening questions (See Attachment A). If a critical visitor answers "yes" to any question in the health screening questionnaire, he or she will not be allowed in the facility. To reduce potential contamination, critical visitors will not be required to sign the health screening questionnaire

### Confirmed Cases

We will comply with the State of Ohio mandates that the following happens when an on-site employee is confirmed to have COVID-19:

- Immediately isolate and seek medical care for any individual who develops symptoms while at work
  - We will use the Visitor Conference Room to isolate the individual until medical care can arrive
- Contact the local health district about suspected cases or exposures
- Shutdown shop/floor for deep sanitation if possible
- Work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notification
- Once testing is readily available, test all suspected infections or exposures
- Following testing, contact the local health department to initiate appropriate care and tracing

### Training Plan

The Human Resource department will coordinate and track any training that will be implemented to address the COVID-19 policies. The intent is to ensure that all employees are safe and have a working knowledge on how to properly follow the required policies.

- Training will be completed in the following areas:
  - Proper use and disposal of required PPE
  - Proper method for cleaning and sanitizing work areas
  - Proper method for hand washing
  - What to do if they or a co-worker feels ill.
  - Review of COVID-19 related guidelines for social distancing, testing, travel, and self-assessments
- Where possible, we will utilize the online training COVID-19 available through the World Health Organization at <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/training/online-training>

### Communication

The COVID-19 Corporate team will continue to meet regularly to monitor the changing conditions presented by COVID-19. The corporate team members are:

***TBD***

In addition to regular team meetings with the above, the corporate team may meet with the site leadership periodically to provide updates to changing conditions.

### Response Team

An assigned COVID-19 Response team will be assigned to monitor the status of facilities operations and handle day-to-day responses required.

- This could include identifying social distancing or sanitizing issues and handling situations where personnel or visitors test positive for COVID-19
- The Response team members are:

***TBD***

### Guidance

Our company generally follows the guidance and/or by guidelines issued under the Center for Disease Control and Prevention (CDC) and World Health Organization (WHO). In addition, our company complies with guidelines or orders issued by state and other local governments. For more information about COVID-19, please use the following:

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

WHO: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

## **Attachment A --- COVID19 Assessment --- May 4, 2020 Rev3**

### **To be posted in lobby upon entrance:**

1. Are you ill, or caring for someone who is ill?
2. In the last two weeks, did you care for or have close contact with someone diagnosed with COVID-19?
3. Do you live in a long-term care facility or nursing home?
4. In the last two weeks have you worked or volunteered in a healthcare facility?
5. Do you have a temperature above 100 degrees F (check with digital thermometer)?
6. Are you experiencing any combination of the symptoms below?

**Please check your temperature and if you answer “Yes” to any of these questions, please tell the desk attendant.**

#### **Symptoms of COVID19 illness**

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

*Or at least two of these symptoms:*

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

#### **If you have been exposed to someone with COVID19 or have symptoms**

- Stay home for 14 days and self-monitor. This includes checking your temperature twice a day and watching for symptoms. Practice social distancing. Maintain 6 feet of distance from others and stay out of crowded places. If possible, stay away from people who are at [higher risk](#) for getting very sick from COVID-19. Follow [CDC guidance](#) if symptoms develop.
- Please also see your local area’s website: [Ohio Department of Health](#)

[More information can be found here: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)