

Company:

Revision date:

## COVID-19 OPERATING PRACTICES

MANAGEMENT	Daily	Weekly	As Needed	PROCESS OWNER	COLLABORATORS
<b>1. Plant Attendance Guidelines</b> a. Temperature checks / questionnaires upon entry. b. Self-check procedures c. Oversight and management of symptomatic employees	✓			Supervisor/Safety Manager gathers initial data on employee illness; tests given and results; tracing activity; reports to HR; HR follows up with affected employees and families	Plant manager, HR, internal communications. Daily & weekly employee data aggregated by HR and internal communications; provide updates to all employees
<b>2. Facility response plan in the event of confirmed COVID-19 case(s)</b> a. Reporting to public health authorities b. Quarantining and tracing procedures c. Shift staggering d. Public communication (media)			✓	General Manager, Top Management Team	HR, internal communications
<b>3. Personal Hygiene</b> a. Hand Washing; b. Hand Sanitizer Stations: How, When and Where c. Clothing: Entering, During and Leaving Work	✓			Safety and HR Managers, Supervisor	All employees
<b>4. Sourcing, distribution and rules / procedures for use of Personal Protective Equipment (PPE)</b>		✓		Purchasing and Safety Managers	Internal communications
<b>5. PPE Supply: Masks, Gloves, Shields</b> a. Condition & Fit b. Care & Cleaning c. Facial Hair & Mask	✓			Safety Manager and HR	All employees
<b>6. Enforce Social Distancing Measures</b> a. In Work Areas b. During Lunch and Breaks c. Check In and Check Out	✓			Supervisor and HR	HR, internal communications
<b>7. Cleaning and Disinfecting Protocol</b> a. Trash Handling and Removal b. During Shift Changes c. Door Handles & Knobs d. Copiers & Faxes e. Desk/work areas, computer keyboards, screens f. Telephones g. Kitchen & Break Areas	✓			Safety Manager and HR	All employees
<b>8. Handling Deliveries</b> a. Trucks b. Small packages and mail. Food services. Shop floor fulfillment merchants	✓			Plant and Purchasing Managers	HR Manager; assigned employees
<b>9. Signage</b> a. For visitors and deliverymen b. For employees (e.g. spacing marks)	✓			Plant Manager and HR	Internal communications
<b>11. Emergency Phone Numbers</b> a. Family Members b. First Responders c. Plant Reaction Team	✓			Safety Manager and HR	All employees
<b>12. Management Team Communications with</b> a. Employees b. Suppliers c. Distributors d. Customers e. Community representatives / public health officials		✓		CEO/C-Suite with HR and internal communications	Plant Manager
<b>13. Remote Work Personnel Policies</b>	✓			HR, Plant Manager	CEO/C-Suite

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