

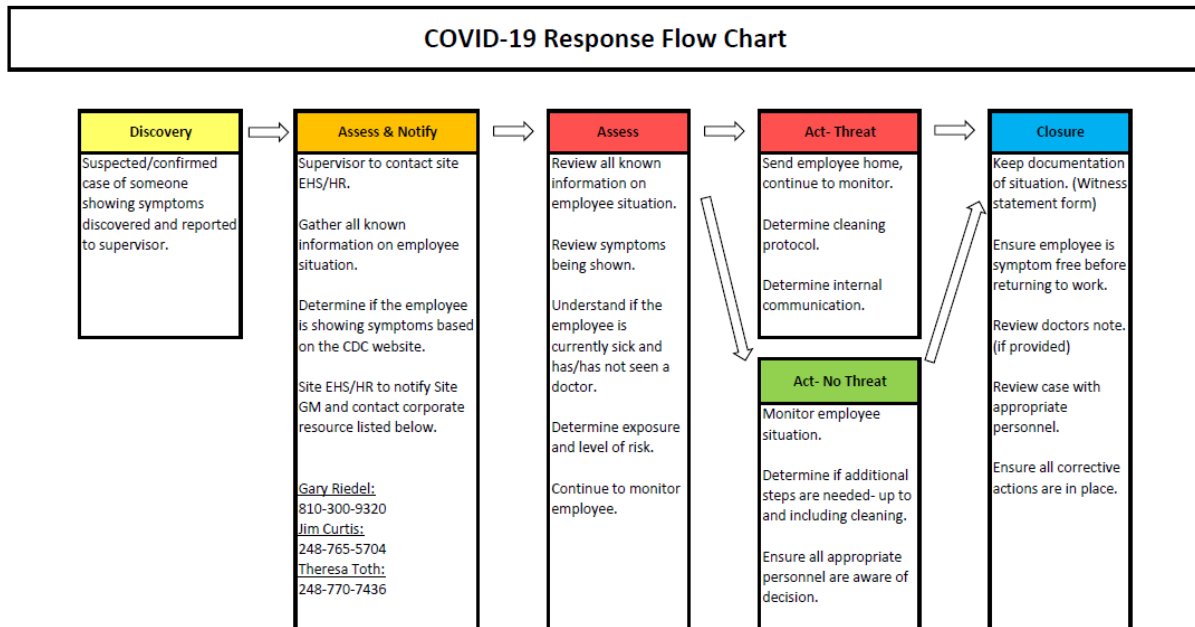


## COVID- 19 Return to Work Strategy

### Introduction

The purpose of this document is to provide a standardized strategy on how to operate in as safe as possible during this process.

### Escalation Process



COVID 19 Response Chart/FAQs- Form 1

### Before Plant Opens

Startup Checklist- Form 2

- Entry to Building protocol
  - COVID 19 Employee Survey Document- Form 3
  - Before each shift, every employee must fill out the USF COVID 19 employee survey document, or an electronic version of the survey.
  - Each facility will assign and train a designee and back up for each shift to administer this process and ensure all employees are accounted for prior to beginning work.
  - Designate one employee entrance.

- Sign must be posted at the designated employee entrance urging employees not to enter the facility if they will answer yes to any of the questions on the employee survey document.
- After employee enters, designee will be stationed at a table ensuring survey is completed by all employees prior to beginning work. Designee must follow social distancing guidelines during process.
- While employees wait to reach the table to complete survey, X's must be marked on the floor 6 feet apart to maintain social distancing guidelines.
- If employee marks "yes" to any of the four questions, the employee must be sent home and area must be cleaned immediately.
- After questionnaire is completed, and all answers are no, social distancing guidelines must be strictly enforced in break rooms or other areas while employee waits to begin shift.
- Temperature Screening Process
  - If temperatures are required to be taken, based on location, a designated employee and back up per shift must be trained on their responsibilities.
  - Designated employee must be located inside near the employee entrance and shall wear, at minimum, a mask, face shield, and gloves. In lieu of a face shield, site may elect to use a physical barrier between designated employee and employees being tested.
  - All employees must be trained on the process, including to remove headwear.
  - Place the touchless thermometer 1"-3" from the person's forehead and pull the trigger button to screen their temperature.
  - If thermometer contacts an employee during the screening process, the thermometer must be disinfected prior to the next screening.
  - If temperature is below 100.4 degrees Fahrenheit, person may proceed to work like normal.
  - If temperature is above 100.4 degrees Fahrenheit, retest employee. If after the second test, the temperature remains over 100.4 degrees Fahrenheit, have employee leave the building or go to the designated isolation area. Employee may be sent to occupational clinic for further testing.
  - Log temperatures on an employee roster, with a pass or fail mark.
  - Make sure to have extra batteries on hand for your temperature screening device.
- Visitor Policy- Business critical visitors only
  - If visitor deemed business critical, visitor must be assigned designated contact. Designated contact must meet visitor at entry and follow Entry to Building Protocol.
- Identify Designated Isolation Area

### **Cleaning and Disinfection**

- USF Cleaning Disinfecting Schedule- Form 4
- Weekly deep cleaning completed internally or by outside source.

### **Social distancing**

Implement strategy to achieve social distancing in following scenarios for each site:

1. Shift Change
  - Visual aid on floor to confirm social distancing for building entry protocol.
  - Designated building entry protocol employee shall prop entrance/exit doors open 30 minutes

prior to shift starting/ending to reduce high contact areas as much as possible.

- Complete one of the following options to reduce contact in between shifts:

1. Create a gap between shifts of at least 30 minutes.

2. Use separate entrance and exit locations, including alternative means to clock in/out. Shift hand off's at press are suspended until further notice.

3. Stagger shift start times to reduce number of employees entering/leaving building at the same time.

2. Manufacturing Areas

- All work areas must comply to social distancing requirements by one of the following means.

A. One operator in work cell

B. Employees stationed inside of work cells minimum 6 feet apart

C. Physical barrier in between employees (i.e. plexiglass guard in between operators)

3. Breaks

- Separate all tables in break rooms by at least 6 feet.

- 1 employee per table, or at least 6 feet in between employees at same table.

- If necessary, create break schedule to allow the social distancing guidelines to be followed in break room.

4. Locker Areas

- Suspend use of locker areas. Discourage items from being brought to workstations, and for employees to leave unnecessary items in their vehicles.

- Only employees with company issued uniforms may continue use of lockers, while following social distance guidelines.

5. Offices

- Limit meetings and utilize conference calls whenever possible.

6. Elevators

- One employee in elevator at a time.

7. Touch Screens

- If feasible, provide skilled trades with tools to reduce physical touching of touch screens as much as possible.

- Clean on a regular basis, following Form 4-USF Cleaning Disinfecting Schedule.

8. Bathrooms

- Provide a barrier or 6 feet in between all sinks, urinals, toilets, etc. in bathrooms, or remove equipment from service to achieve social distancing guidelines.

9. Drinking Fountains

- Suspend use of drinking fountains.

## Signage

- Standardized Signage - Form 5
- Recommended Signage Locations - Form 6

## **PPE**

- It is always recommended to wear your mask. It is required, anytime you are in common areas, including during building entry, or unable to achieve at least 6 feet between you and another employee.

## **Ongoing Risk Mitigation Protections**

### **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. The area(s) where the employee worked prior to the positive test must be shut down, deep cleaning shall be performed as soon after the confirmation of a positive test as practical, and the positive test must be communicated to employees working previously with that employee. After deep cleaning is completed, a minimum of 2 hours has passed, and the area has been properly inspected, EHS representative must approve release of the area back into production.

### **Other Ongoing Risk Mitigation**

- Meet at least weekly with plant management teams to review progress of implementation and challenges faced.
- No use of floor/ceiling fans, during this time. Facility ventilation permitted.
- Training sign off must be completed by all employees to verify comprehension of the processes in this strategy. Training Sign Off- Form 7
- Plant Committee to complete Weekly Audit- Form 8

## **Forms**

Form 1- COVID 19 Response Chart/FAQs



COVID 19 Response  
Chart.xlsx

Form 2- COVID- 19 Return to Work Startup Checklist



COVID 19 Work  
Start Up Checklist.xl

Form 3- COVID-19 Employee Survey



COVID-19  
Employee-Visitor Su

Form 4- USF Cleaning Disinfecting Schedule



USF Cleaning  
Disinfecting Schedu

Form 5- COVID-19 Return to Work Signage



Plant  
Signs\_Editable\_USA

Form 6- Recommended Signage Locations



Recommend Signage  
Locations.xlsx

Form 7- Training Sign Off



Training Sign  
Off.xlsx

Form 8- COVID-19 Return to Work Weekly Audit Checklist



Management  
Weekly Audit.xlsx