



# SAFE WORK PLAYBOOK

A Guide for COVID-19 Pandemic, Preparedness and Response

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## **NOTE TO ALL READERS**

The information contained in Eimo Technologies, A Nissha Company, Playbook represents Eimo's current practices regarding the recommended operation of its manufacturing facilities, where and when permitted by law, during this time of the unprecedented COVID-19 pandemic. The health and safety of our employees is our number one priority.

As we begin to have more employees return back to work, the health of you, your families, our Eimo team and our community remains our priority.

**Employee Self-Check**

- All employees will be required to complete a screen tool before coming to work each day. See below.

## COVID-19 Employee Self Screening Tool

### TO BE COMPLETED DAILY BEFORE YOUR SHIFT

1. Have you experienced a temperature of 100.4° F / 38° C or greater, atypical cough, runny nose, or shortness of breath / difficulty in breathing in the past 3 days?
2. When you took your temperature within the past 2 hours, was your temperature 100.4° F/38° C or greater?
3. Have you travelled by airplane internationally or domestically within the past 14 days?
4. Have you been in close contact (within 6 feet for 15 minutes at a time) with a person who has been confirmed or waiting on COVID-19 results?

**IF YOU ANSWERED “YES” TO ANY OF THESE QUESTIONS,**

## **DO NOT REPORT TO WORK**

**CALL THE CALL IN LINE AND THEN CONTACT HR**

### **Arriving to Work- Employee Face Masks**

- It will be mandatory for employees to have their masks on when they walk into the building and on production floors.
- All employees will be issued 5 face masks. Employees can number each face mask or write the days of the week on each one.
- Each day when the employee is done with work the masks can either be washed or placed in a brown paper bag for at least 72hrs to be safe to use again.
- Employees will be written up for not following the face mask procedure.

## **FACE COVERING DIRECTIONS**



**Wash hands or use hand sanitizer immediately before putting on the face covering.**



**Pick up face covering by touching ear loops only. Avoid touching the face covering itself.**



**Hold both ear loops and place a loop around each ear. Fit mask around mouth, nose, and chin.**



**Reverse steps to remove face covering. Wash hands or use hand sanitizer immediately after removing the face covering.**

**DO NOT TOUCH YOUR FACE!!**

**Social Distancing** is a simple yet very effective mechanism to prevent potential infection that relies on simple distance to avoid infection.

- Stay 6 feet away from others where possible.
- In areas on the production floor where this is not possible, face shields will be provided (i.e., quality leaders or process techs). Plexiglas will be installed in some work areas where the 6 feet social distancing is not possible.
- Eliminate contact with others, such as handshakes or embracing coworkers, visitors, or friends.
- The break rooms and smoking areas have been labeled to identify where to sit/stand to maintain social distancing.

- Entry ways and hallways have been labeled with yellow tape to help direct the directions employees should go and to help with social distancing.
- During shift change please be mindful of other employees coming/going.
- Employees may need to stop and be patient so other employees can cross.
- Please observe the 6 feet social distancing markings, which are set up to maintain the CDC's guidelines for social distancing.
- Employees may be written up for not following the social distancing rules.



### **Work Station Disinfection**

- Before an employee starts to work, they must disinfect their work stations.
- Procedure for wipe down is as follows:
  - Employees will use the 70% alcohol spray bottle and shop rags.
  - Employees should wipe down their work station table top, press door handles, press cycle start buttons and any tools they are using.
  - Spray bottles should be returned to their proper location. Shop rags should be disposed of in the proper receptacles.
  - Employee should use hand sanitizer after they are done.
  - The employee can now start to work.
  - Work stations must be re-sanitized after break times. Also, if employee transfers to another area throughout their day the steps to sanitize should be repeated.
- Cleaning kits will also be available at commonly used places (i.e., time clocks, vending machines, copy machines).



**Hand Washing** wash hands frequently following CDC recommendations (posters are located by all bathroom sinks).



- If soap and water are not available use Hand Sanitizer.
- Avoid touching your face especially after coughing, sneezing or blowing nose.
- Plexiglas will be installed in bathrooms to separate urinals.

# REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS.



**1**  
Wet hands with warm water

**2**  
Apply soap

**3**  
For at least 20 seconds, make sure to wash:

- palm and back of each hand
- between fingers
- under nails
- thumbs

**4**  
Rinse well

**5**  
Dry hands well with paper towel

**6**  
Turn off tap using paper towel

Quality Leaders will be responsible to keep an eye on sanitized work stations, employees adhering to social distancing protocols and informing the supervisors if anyone is not abiding by the new set of regulations under Eimo's Safe Work Playbook.

- This checklist should be used to reduce the spread of infection by making sure employees are following the cleaning instructions outlined previously.
- Below is a checklist that will be available for Quality Leaders.

## Quality Leader Audit Checklist

### TO BE USED DAILY DURING YOUR SHIFT

- Work Stations have been sanitized correctly
- Handles have been wiped down
- Floor is clean (i.e., no PPE on floor, work rags, etc)
  
- PPE is being worn and on correctly
  
- Social Distancing rules are being followed

**ALL ITEMS ABOVE SHOULD BE COMPLETED.**

**IF NOT, THE EMPLOYEE AND SUPERVISOR SHOULD BE INFORMED IMMEDIATELY.**

**If You Develop Covid Symptoms During the Course of Your Work Day**

- Symptoms are defined as a fever above 100.4°F (38°C), atypical cough, shortness of breath.
- Report them immediately to your supervisor.
- The supervisor will report it to the designated Covid-19 first responder.
- Employee will be required to leave work and return home or to the appropriate health center if needed. Emergency transportation will be called if the employee cannot transport him/herself.
- Employee will be advised on the return to work protocol.
- If a supervisor sees an employee with these symptoms they can send the employee home and contact HR.
- Eimo will follow CDC guidelines in response including contact tracing and appropriate sanitization activities.

**Inbound Parts/Materials/Packages**

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 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, if desired, any employee may use nitrile gloves to handle the packaging. Note: Gloves put employees at higher risk of exposure and are not recommended.

### **Truck Drivers**

Any outside truck drivers will adhere to the same guidelines as our employees.

- Truck drivers will be required to wear a mask upon entering our building and have to sanitize their hands.
- This is posted outside the shipping/receiving area.

### **General Safety**

- If you notice any unsafe act(s), report it to your supervisor or Human Resources immediately.
- If you have any questions or need further clarification of anything please see Human Resources.