



# 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. Have you travelled by airplane internationally or domestically within the past 14 days?
3. 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 or if you have been confirmed positive?

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

**DO NOT REPORT TO WORK**

**CALL THE CALL IN LINE (Vicksburg 269-649-5041; East Plant 269-649-5050) AND THEN CONTACT HR  
(269-649-5034 or 269-649-5228)**

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

- It is 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.



**Temperature Stations**- we will be taking every employees temperature as they walk in the door each day.

Locations: East Plant – Door into Warehouse

Vicksburg Plant – North and South Doors and Front Entrance Door

Tooling & Technology center – Employee Entrance



- Stations will be set up at each facility. Employees must enter through the temperature station prior to punching in or going to the break room. Please enter and exit through the doors that are marked.
- We will have a weekly spreadsheet where we check off that you've had your temp taken.
- If you are running a fever, you will be sent to your car and we will retake your temp in 10 minutes. If your temp is still high, you will be sent home and you will have to go to your Dr or the health department to receive a COVID test.
- **You are NOT to return to work until you have been cleared by your Dr AND have contacted HR.**
- Employees must arrive at work at their scheduled temp taking time. You are NOT to arrive early and go to the break room.

- Any employees who arrive late to work or have rescheduled hours, it is your responsibility to see your supervisor and get your temp taken.

**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 Leader Checklist

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 an Employee Tests COVID Positive** - If an employee calls in and informs us they or someone that they have been in close contact with (close contact is defined as someone you have spent at least 15 minutes with and been less than 6ft away) tests positive for COVID-19 below is the procedure Eimo Technologies will follow to protect the health and safety of our workers:

1. Supervisor, Production Manager, HR Team and Plant Manager shall be notified immediately.
  - a. East Plant: Supervisors- Steve Stratton, Randy Dillon, Mark Mauer; Production Manager- Tonia Norlin; HR Team- Brenda Harrington and Brenda Wabindato; Plant Manager- Randy Bongard.
  - b. Vicksburg Plant: Supervisors- Robert Saddler, Carla Jamison, Terry Clay; Production Manager- Greg Shafer; HR Team- Brenda Harrington and Brenda Wabindato; Plant Manager- Mark Key.
  - c. Tooling and Technology Centre: Plant Manager- Jim Williams; HR Team- Brenda Harrington and Brenda Wabindato
2. We are obligated to inform any employee who has worked or been within close contact with that individual within 24 hours. They should immediately get tested and self-quarantine for 14 days or 14 days since they've been in contact with the individual infected.
  - a. Even if an employee's test comes back negative they shall still continue to self-quarantine for the full 14 days.
3. The work station the employee was working on shall be shut down and a deep clean should be done.
  - a. When possible, we shall wait 24 hours to do the deep clean to minimize potential for other employees being exposed to respiratory droplets.
  - b. If waiting 24 hours is not feasible, wait as long as possible.
  - c. This also includes wiping down door knobs, bathrooms, time clocks.
  - d. Clean dirty surfaces with soap and water before disinfecting.
  - e. Always wear gloves and gowns appropriate for the chemicals being used when cleaning and disinfecting.
4. Where possible, we shall also open windows and doors for extra circulation.

- a. The Clean Room exchanges air through a HEPA system which will help with the air flow. There is no need to keep these doors open.
5. The Kalamazoo Health Department shall be informed.
6. We will continue to update employees and keep the informed of any new developments.
7. Employee must NOT return to work until released by their Dr or local health department and have been cleared by HR (Brenda Harrington 269-649-5034 or Brenda Wabindato 269-640-5107).
8. We ask that employees continue to abide by the following Center for Disease Control and Prevention (CDC) guidelines to protect your health and those around you:
  - a. Wash your hands with soap and warm water for at least 20 seconds, especially when you have been in public places or after blowing your nose, sneezing or coughing.
  - b. If soap and water are not readily available use hand sanitizer.
  - c. Avoid touching your face, especially eyes and mouth.
  - d. Respect 6 feet social distancing guidelines.
  - e. Continue to wear the face masks provided by Eimo.

Eimo will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention (“CDC”) and they are released from any quarantine or isolation by the local public health department.

The health and safety of our employees is our top priority. Employees shall continue to self-monitor for symptoms such as fever, cough, and shortness of breath. If an employee develops any of these symptoms, they shall stay home and call in.

For more information: <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html#Suspected-or-Confirmed-Cases-of-COVID-19-in-the-Workplace>

### **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.
- Employee MUST call HR (Brenda Harrington 269-649-5034 or Brenda Wabindato 269-649-5107) before returning to work.

Eimo will follow Executive Order 2020-36, and any executive orders that follow it, that prohibits not discharging, disciplining, or otherwise retaliating against any employee who stays at home or who leaves work when they are showing symptoms of Covid-19. Employees are still required to follow the attendance policy and call in prior to their start of the shift if they are unable to come to work. Or the employee can contact Human Resources.

### **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 must have their temperatures taken. This will be done in the Warehouse and recorded on a spreadsheet.

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

### **Visitors**

Any visitors entering our facilities will adhere to the same guidelines as our employees.

- Visitors must read and sign Eimo's Safe Work Playbook.
- Visitors must have their temperatures taken. This will be recorded on a spreadsheet.
- Visitors will be required to wear a face mask upon entering our building and have to sanitize their hands.

### **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 (contact Brenda Harrington 269-649-5034 or Brenda Wabindato 269-649-5107).