



-SINCE 1946-

# **NWD Safe Work Guide**

A Guide for COVID-19 Pandemic  
Preparedness and Response



Northwest Door is committed to achieving and maintaining a safe and productive work environment for all employees. This includes providing a clean, healthy, safe, and secure work environment.

With this goal in mind, NWD has created a Safe Work Guide. This manual includes practical recommendations, based on guidelines from the Centers for Disease Control and Prevention and World Health Organization that could be tailored by facilities to address various scenarios they may face when returning to work. Because there may be circumstances unique to a location, there may be some cases in which a NWD Plant/DC must adapt the recommendations of the Guide to address that Plant/DC's specific requirements. Such exceptions must be authorized by senior leadership. Additionally, all facilities must comply with all applicable laws meaning that if there is a conflict between the recommendations in the Safe Work Guide and the applicable law, the Plant/DC must follow the applicable law. Regular updates will be made to the playbook based on real-time feedback and distributed accordingly.

This manual covers a wide range of topics, including:

- Step-by-step guides for setting up a pandemic response team
- Cleaning and disinfection procedures
- Staggering shifts and lunch breaks and other social distancing strategies
- On-site health screening
- Protocols for isolating employees who become ill at work

This manual is split into several topics of information for easy reference:

- Plant/DC Opening Protocols
- Employee Training
- Plant/DC Signage



## Plant/DC Operating Protocols

Section	Topic	Page	Task
1	Roles and Responsibilities	3	<ul style="list-style-type: none"> <li>Set up the Pandemic Response Team (PRT)</li> <li>Create plan to adopt this framework and develop site-specific protocols</li> </ul>
2	Preventative Material Inventory	4	<ul style="list-style-type: none"> <li>Confirm operation has an adequate supply of soap, disinfection, hand sanitizer, paper towels and tissues</li> <li>Confirm stock of face masks, face shields, gloves, and glasses on-site and on order with lead time</li> <li>Have “non-touch” thermometers on-site for employee screening</li> </ul>
3	Personal Protection Equipment	5	<ul style="list-style-type: none"> <li>Review and understand protocol</li> </ul>
4	Disinfection Measures	6	<ul style="list-style-type: none"> <li>Disinfect plant prior to anyone returning to work</li> <li>Replace HVAC air filters or clean/disinfect</li> <li>Implement the General Disinfection Procedures</li> </ul>
5	Deep Cleaning and Disinfection Protocol	7-8	<ul style="list-style-type: none"> <li>Review, understand, and prepare for the triggering of the Deep-Cleaning and Disinfection Protocol</li> </ul>
6	Inbound Parts/Materials/Packages	9	<ul style="list-style-type: none"> <li>Manage incoming supplies in accordance with playbook standards</li> </ul>
7	Layered Audit Checklist	10	<ul style="list-style-type: none"> <li>Implement Audit</li> </ul>
8	Positive COVID-19 Protocol	11-12	<ul style="list-style-type: none"> <li>Review and understand protocol</li> <li>Information posted and employees trained</li> <li>Escort employee/visitor offsite to their vehicle if symptomatic</li> <li>Print out forms and protocol to be available as needed</li> </ul>
9	Social Distancing Protocol	13-15	<ul style="list-style-type: none"> <li>Review and understand protocol</li> <li>Complete and continue to adhere to the Social Distancing</li> </ul>
10	On-Site Health Screening	16	<ul style="list-style-type: none"> <li>Ensure protocol for pre-shift screening prior to plant entry</li> <li>Ensure barriers are in place to prevent anyone from missing screening protocol</li> </ul>
11	Daily Self-Screening Protocol	16	<ul style="list-style-type: none"> <li>Daily Self-Screening protocol is distributed to all employees for voluntary, home self-screening</li> <li>HR team prepared to receive inquiries or reports of symptomatic employees prior to shift</li> </ul>
12	Self-Quarantining and Return to Work Protocol	17	<ul style="list-style-type: none"> <li>Review and understand protocol and adjust as necessary for local, legal and cultural environment</li> </ul>
13	Visitor and Contractor Self-Screening	18	<ul style="list-style-type: none"> <li>Plan in place for screening Visitors and Contractors</li> <li>Visitors &amp; Contractor Self-Screening Checklist printed and available as needed</li> </ul>
14	Employee Trainings	19-20	<ul style="list-style-type: none"> <li>Review of Safe Work Guide with Salaried employees</li> <li>Training for Health Screeners &amp; Isolation Coordinators</li> <li>Training for Disinfection Team &amp; HR Team</li> <li>Host First Day Trainings/Orientation</li> </ul>
15	Signage	21-22	<ul style="list-style-type: none"> <li>Print and Post Signage</li> </ul>



# 1 Roles & Responsibilities



**Task:**

- Set up the Pandemic Roles at your Plant/DC
- Have a plan in place to adopt this corporate framework and develop site-specific protocol

**About:** Assign roles cross functionally to ensure preparation and response is well organized.

	<b>Plant/DC Manager</b>	<b>COVID-19 Coordinator</b>	<b>Human Resources</b>	<b>Operations</b>
<b>Guidance</b>	Manages site's overall pandemic preparedness & response plan, coordinating and aligning with Operations, Human Resources, and COVID-19 Coordinator	Manages the develop protocols to ensure the wellness of all employees, and the overall pandemic preparedness and response plan, ensuring alignment with Operations, Human Resources and Plant/DC Managers	Approves guidelines developed for pandemic preparedness and response	Approves guidelines developed for pandemic preparedness and response
<b>Social Distancing</b>	Manages social distancing logistics in regards to arriving and departing shifts, breaks and lunches, and work areas	Support and enforce social distancing protocols. Creates and maintains visual cues and guidelines	Supports corrective measures regarding adherence to pandemic protocols	Supports measures regarding adherence to pandemic protocols
<b>Disinfection</b>	Manages daily and periodic disinfection logistics	Supports daily and periodic disinfection logistics		Ensures budget to sustain the site pandemic preparedness & response plan needs
<b>Training &amp; Communication</b>	Delivers and ensures Training is followed	Develops, delivers, and manages the training function across sites related to pandemic preparedness and response	Manages all pandemic related communications	
<b>Supplies</b>	Manages securement of all necessary supplies to implement and sustain the site pandemic preparedness & response plan	Supports the securement of all necessary supplies to implement and sustain the site pandemic preparedness & response plan		Ensures budget to sustain the site pandemic preparedness & response plan needs



## 2 Preventative Materials Inventory



**Task:**

- Confirm operation has an adequate supply of soap, disinfection, hand sanitizer, paper towels and tissues
- Confirm stock of face masks, face shields, gloves, and glasses on-site and on-order with proper lead time
- Have “touchless” thermometers on-site for employee screening

### Disinfectant Supplies:

- Confirm operation has an adequate supply of soap, disinfection spray, hand gel, paper towels and tissue.
- Plants should keep a minimum quantity of 30-day supply of disinfectant supplies.
- Disinfection portable stations are recommended for each line except for restricted/sensitive areas due to manufacturing processes.

### PPE:

- Confirm stock of face masks, gloves, and glasses on-site and on-order with proper lead time.
- Plants/facilities should keep a minimum quantity of 30-day supply of PPE.
- Screeners, Isolators, and employees with broad exposure to visitors/customers/vendors, and cleaning crew are required to wear gloves, masks, and glasses.

#	Item	Spec	Quantity	Source
1	<b>Mask</b>	Disposable mask (one day use) Cloth mask (washed daily)	Min 30 day supply	Multiple Sources
2	<b>Nitrile Gloves</b>	Surgical Nitrile Gloves	Min 30 day supply	VMI
3	<b>Infrared Thermometer</b>	Medical infrared thermometer/ Measures ranges 32°C to 42.5°C meets ASTM E965-1998 (2003)	1 per 100 employees	One time purchase
4	<b>Disinfectant Spray/Wipes</b>	10% bleach (sodium hypochlorite) solution made fresh daily, or a hospital-grade disinfectant (refer to approved disinfectant listing)	Min 30 day supply	Chuckles
5	<b>Spray Bottles</b>	1-liter plastic spray containers	Min 5 bottles	VMI
6	<b>Sanitization Device</b>	Hand sanitizer dispenser floor stand, wall mount, or pump bottle	1 available in work areas per 50 people	Chuckles/Heritage
7	<b>Hand Sanitizer Refills</b>	Sanitizer with Alcohol 70%	Min 30 day supply	VMI
8	<b>Hand Soap</b>	Hand soap	Min 30 day supply	VMI
9	<b>Paper Towels</b>	Paper towels	Min 30 day supply	VMI
10	<b>Safety Glasses</b>	Polycarbonate	Min 30 day supply	VMI
11	<b>Face Shields</b>	Disposable	Min 30 day supply	VMI
11	<b>Clorox Bleach</b>	10% bleach (sodium hypochlorite) solution	Min 30 day supply	VMI



### 3 Personal Protection Equipment (PPE)



**Task:**

- Review and understand protocol

**About:** Protection of the company's general workforce is afforded via the protective triad of:

1. Personal hygiene
2. Social distancing
3. Frequent disinfection of common surfaces

The Plant/DC Managers and COVID19 Coordinator are responsible ensuring proper supplies.

**Masks:**

**Low Risk Jobs:** Cloth Face masks are required PPE for all personnel within the Plant, Corporate Offices, and several Distribution Centers based on regulatory compliance.

**Medium Risk Jobs:** Disposable face masks are required for the following personnel at all locations:

- Shift health screeners and Disinfection team members
- Those with broad exposure to visitor/customers/vendors (e.g. will call, customer service, receiving, etc.)

**Face Shields:** Face shields may be worn as a precautionary measure when employees are conducting screening or isolating tasks.

**Gloves:** Our top priority is always protecting people. Based on CDC findings, the company does not require or recommend that our employees wear gloves except for:

1. Shift health screeners and,
2. Those performing disinfection of common surfaces per this Guide. However, the company should provide gloves if required by regulations.

*Note: Gloves put employees at higher risk of exposure and are not recommended for general protective use for the following reasons:*

- The COVID-19 virus does not harm your hands, so gloves provide no protection, and touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection.
- Gloves often create a false sense of security for the individuals wearing them; people are more likely to touch contaminated surfaces because they feel they are protected from the virus because of the gloves when in reality, they are not.
- When wearing gloves, people are less inclined to wash their hands; this is counterproductive and puts others at higher risk; we want people to wash their hands because it is the number-one defense against any virus.



## 4 General Disinfection Measures



**Task:**

- Disinfect plant prior to anyone returning to work.
- Replace HVAC air filters or clean/disinfect.
- Implement the General Disinfection Measures; the cleaning steps outlined should be taken routinely, based on frequency mentioned to disinfect work place surfaces, chairs, tables, etc. and protect employees.

Providers or employees should sanitize and disinfect all areas of the plant with special attention to:

- Tools
- Workstations and equipment
- Screens on Plant Floors
- Restrooms
- Conference Rooms
- Lunch/Breakrooms
- Lockers
- Common surface areas
- Computer screens and keyboards

### General Disinfection Measures:

- This checklist should be implemented in facilities to reduce the risk of spread of infection
- The cleaning steps outlined below should be taken routinely, based on frequency mentioned to disinfect workplace surfaces, chairs, tables, etc. and protect employees
- Along with these workplace disinfection activities, proper personal sanitary practices including washing hands after bathroom use are also necessary

#	Area	Content	Disinfectant	Measures	Frequency
1	<b>Work cell common surfaces</b>	Include control buttons, tools, other common surfaces	Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate	Spray with handheld sprayer and wipe	Minimum twice daily
2	<b>Offices, desks, conference rooms</b>	Table and chair surface		Spray with handheld sprayer and wipe	At the end of each meeting and end of day.
3	<b>Conveyor belts</b>	Wipe areas of common employee interface		Spray with handheld sprayer and wipe	Once daily
4	<b>Movable carts or containers</b>	Handles and other high touch areas		Spray with handheld sprayer and wipe	Before and after each use
5	<b>High touch general objects</b>	Doors, handles, faucets, sinks, and bathrooms		Spray with handheld sprayer and wipe	Twice daily
6	<b>Lunchrooms</b>	Tables, chairs, vending, microwaves, etc.		Spray with handheld sprayer and wipe	Generally 3 times per shift, post breaks
7	<b>Vending machines</b>	Interface surfaces		Spray with handheld sprayer and wipe	Generally 3 times per shift, post breaks
8	<b>Power Industrial Trucks (PIT)</b>	Wipe common human interaction areas		Spray with handheld sprayer and wipe	Before and after each use
9	<b>Transport Vehicles</b>	Seats, belts, rails, doors, controls, etc.		Spray with handheld sprayer and wipe	Before and after each use
10	<b>Floors and walls</b>	General floors and walls		Mop	Periodic where frequently touched, mop daily



## 5 Deep-cleaning and Disinfection Protocol



**Task:**

- Review, understand, and prepare for the triggering of the Deep-clean and Disinfection Protocol

**About:** The **General Disinfection Measures** should be followed regularly whereas the Deep-Cleaning and Disinfection Protocol is triggered when an active employee is identified as positive for COVID-19 by testing.

### Corona Virus COVID-19 - 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.

Deep cleaning should be performed as soon after the confirmation of a positive test as practical. If a delay is proposed of greater than a shift, the site is to gain consensus from Corporate Leadership and take steps to perform an additional disinfection of potentially impacted common surfaces during the interim period.

While the scope of deep cleaning is presumed to be the full Plant/DC, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of Corporate Leadership.

Notwithstanding the above, if an active employee is confirmed to have a COVID-19 positive test, sites may in lieu of performing deep cleaning shut down the plant for a period of at least 72 hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.

1. Identify an approved external company that should carry out the deep cleaning activity; this company must have the minimum requirements of:
  - Trained personnel to execute the process of cleaning, disinfection and disposal of hazardous waste
  - Proper equipment and PPE to perform the task
  - All necessary procedures and local authorizations or permits to perform disinfection services and manage any wastes generated.
  - Use of approved COVID-19 disinfectant chemicals to perform this activity (see disinfectant protocol)
2. The Plant/DC manager must coordinate and supervise the cleaning and disinfection process. They must ensure that:
  - There is a specific plan and strategy to clean all site, machinery / equipment, common areas, offices and any typical areas where employees interact
  - Only authorized people can access the site during the cleaning operation





## 5 Deep-cleaning and Disinfection Protocol (Continued)

- All 3rd party team members are using any required PPE and that it is also properly disposed at the end of the process.
- Assure that employees are made aware that the work areas have been disinfected

*Note: For the company's purpose, deep cleaning is defined as a more comprehensive cleaning using advanced technologies and more aggressive cleaning solutions that are administered by an external 3rd party.*

3. Personal Protective equipment (PPE) requirements for the Deep Cleaning team:
  - The use of PPE is to be determined by the cleaning contractor based on the chemicals used to conduct the disinfecting process including proper wearing, storage, cleaning, decontamination and disposal of PPE as biohazard waste.
4. Disposal
  - At the end of the process the Cleaning Company must follow the local regulations to dispose all the PPE and cleaning material used in the proper manner.

Reference: [www.epa.gov](http://www.epa.gov)



## 6 Inbound Parts/Materials/Packages

**Task:**



- Manage incoming supplies in ordinance with NWD guide standards

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 from an area where COVID-19 is present 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, where employee apprehension remains high, sites may suggest the following additional precautions:

- Personal protective equipment usage, such as disposable nitrile gloves and/or the use of disposable/cloth masks.
- Disinfection of surfaces with a 10% bleach (sodium hypochlorite) solution made fresh daily, or a hospital grade disinfectant - as appropriate to the surface(s) being treated (noting that these chemical agents should only be used by trained and authorized personnel).



## 7 Layered Audit Checklist

<b>Task:</b> 	<ul style="list-style-type: none"> <li>Implement Audit</li> </ul>
---	---

### Conforming Audit Sheet

General Disinfection Measures	
Shift:	Date:
Inspection Area:	
<input type="checkbox"/> 1. Did the cleaning crew/employees receive training about the disinfection method and frequency?	
<input type="checkbox"/> 2. Was hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution) used as appropriate?	
<input type="checkbox"/> 3. Did the team conduct a comprehensive cleaning in all work cell common surfaces (control buttons, tools conveyors, trays, containers, forklifts, machines)?	
<input type="checkbox"/> 4. Did the team conduct a comprehensive cleaning in all offices, desk and conference rooms (cabinets, desk, and table and chair surface)?	
<input type="checkbox"/> 5. Did the team conduct a comprehensive cleaning in cafeteria/canteen (tables, chair surfaces, dispensers, vending machines, etc.)?	
<input type="checkbox"/> 6. Did the team conduct a comprehensive cleaning in all common surfaces of personnel vehicles (Seat surfaces, rails, belts, door, windows, and floor)?	
<input type="checkbox"/> 7. Did the team conduct a comprehensive cleaning in floors, walls and multiuse areas (tables, chair surfaces, dispensers, vending machines, etc.)?	
<b>2nd Layer Audit</b>	
Audit of the above performed by a higher-level manager	
8. Were non-conformities raised? Y/N	
9. If yes, were they actioned?	
10. If no, please provide reasons:	
<b>Auditor Names/Signatures</b>	
Name:	Name:
Signature	Signature:



## 8 Positive COVID-19 Protocol



**Task:**

- Review and understand protocol
- Protocol in place to have employees exit building if they are symptomatic on site
- Print out forms and protocol to be available as needed

### CDC Guidance

According to the Centers for Disease Control and Prevention (CDC), if an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Co-workers should then self-monitor for symptoms (e.g., fever, cough, or shortness of breath).

In addition, the CDC has issued Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease to address cleaning and disinfections measures that should be taken in the workplace.

### HIPAA Considerations

HIPAA's privacy rules extend only to health plans and most health care providers and their business associates. If an employee notifies the Northwest Door (NWD) that they have tested positive for COVID-19, NWD would not be subject to HIPAA's requirements with regard to that information. If, NWD learns that an employee has the virus from the employer's health plan, that information would be subject to HIPAA.

An individual's HIPAA protected health information may be disclosed without the individual's authorization in certain circumstances that include:

- (a) to individuals at risk for contracting or spreading the virus
- (b) to a person in a position to prevent or lessen a serious and imminent threat to the health and safety of an individual or the public

See Appendix A for Communication to Employees

See Appendix B for Communication to Customers and Business Partners



## 8 Positive COVID-19 Protocol

### Immediately

1. If the employee is currently in the Plant/DC, quickly, quietly and respectfully ask the employee to leave the Plant/DC through the nearest exit and walk outside to wait in their vehicle for instruction. All subsequent conversation should take place by telephone. Advise the employee to seek medical attention.
2. Call Human Resources or a member of senior management if Human Resources is unavailable.

### Step One

1. Meeting of key managers and HR
2. Assess whether to send all employees home for the day/close the building where the employee works
3. HR will obtain additional information from infected employee and conduct telephone interview (assuming employee is able to participate).
4. Develop list coworkers, vendors, and customers that have had close contact with infected employee
5. Identify Manager(s) responsible for communication to those who had close contact with infected individual
6. Prepare and post/email communication to employees
7. Determine whether employees sent home use paid leave or if they fall under Emergency Paid Sick Leave
8. Identify Manager(s) to arrange for thorough cleaning/disinfecting per CDC Guidance
9. Assign individuals to implement response plan and action items

### Step Two

1. Contact required state and local health departments
2. Assess impact of closure of Plant/DC (if applicable)
3. Determine if remote work is possible and set up systems/equipment
4. Inform coworkers and others who had close contact with infected individual
5. Communicate with workforce and customers regarding Plant/DC closure and anticipated return to work timing
6. Prepare statement for customers, vendors, and business associates (if applicable)
7. Confirm arrangements for cleaning/disinfection of Plant/DC

### Step Three

1. Conduct cleaning of Plant/DC. The CDC recommends:
  - a. closing off areas used by an infected person and waiting as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets
  - b. opening outside doors and windows to increase air circulation in the area
  - c. if possible, wait up to 24 hours before beginning cleaning and disinfection



## 9 Social Distancing Protocol

### Task:

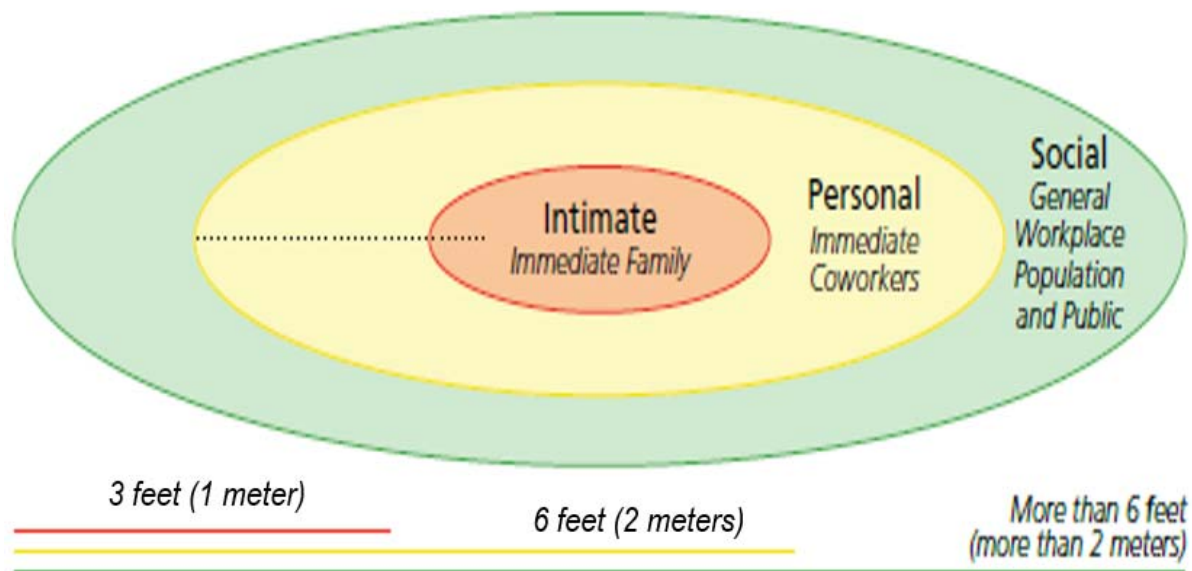


- Review and understand Social Distancing protocol
- Complete and continue to adhere to the Social Distancing protocol

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

In practice this means:

- Staying 6 feet (2 meters) away from others as a normal practice
- Eliminating contact with others, such as handshakes, fist bumps, high fives, etc.
- Avoiding touching surfaces touched by others, to the extent feasible
- Avoiding anyone who appears to be sick, or who is coughing or sneezing



*Note: NWD will not allow any meeting of greater than 5 persons to occur until further notice, even when the meeting area is large enough to accommodate appropriate social distancing.*

This practice of social distancing includes but is not limited to production lines, lunch/break rooms, common areas, entrance/exit areas of work locations, and offices. These are examples, but the principle of social distancing is universally applicable.



## 9 Social Distancing Protocol (continued)

### In Manufacturing

#### Guideline:

- Maintain a social distance of 6 feet (2 meters) throughout the manufacturing process and operations.
- Where a minimum distance cannot be maintained due to workplace design, one or more mitigation strategies need to be implemented including engineering, PPE and/or administrative controls as appropriate.

#### Recommended

##### Work Stations

- Whenever possible, work stations should be arranged to allow separation of 6 feet (2 meters)
- Clear signage about the desired position of the operators may be placed in each work station but is not required
- Utilize production transfer aids (such as inclined shelves, push boards) to minimize the risk of social distance violations
- Conveyor lines need to have operator boundaries clearly marked on the floor. Operators need to stay within their marked areas
- Workers are strongly encouraged to disinfect their own work space multiple times during the shift, giving special attention to common surfaces
- Employees must be reminded to avoid touching their faces and must wash their hands thoroughly with soap and water several times during the work hours to reduce risk and prevent person-to person potential infections

##### What to do if the work stations are less than the recommended spacing?

- Work designs should avoid face-to-face operations with less than the minimum requirement (6 feet or 2 meters). If this condition cannot be met, then employees should provide with alternative measures to mitigate their exposure such as the following:
  - Face Masks
  - Face Shields
  - Body Orientation
  - Physical barriers may also be installed where practical; the barriers must be cleaned multiple times a shift
- Employees with symptoms of illness and/or if other employees make a complaint – reference **8 Isolation/Positive COVID-19 Protocol**



## **9 Social Distancing Protocol (continued)**

### **During Shift Changes**

Shift changes must be managed thoughtfully to reduce infection risk and to leverage the opportunity they present to ensure optimal disinfection of the workplace. Start times must be staggered for plants and add a gap of time in between each designated time.

- Employees are to enter and exit at the designated entrances and exits – these locations will be easily identified and posted
- Avoid gathering when entering and exiting the Plant/DC
- Remain in your car until your scheduled window of start time
- Ensure 6 feet (2 meters) of space between each person while you wait in line to enter the plant
- Do not touch your face before you have had a chance to wash your hands

### **During Breaks**

- Management of employee breaks to provide social spacing and proper hygiene is necessary.
- Start and end times should be staggered.
- Limit and/or space chairs appropriately
- Place signage on or near table to ensure proper social distancing

### **Bathroom usage during the work day and at break times**

- Increase cleaning intervals to ensure clean environment at all times and make sure social distancing is maintained.

### **In Common Areas**

- Increase cleaning intervals to ensure clean environment at all times
- Ensure social distancing is maintained
- Avoid non-essential gatherings

### **In Offices**

- Office work should be organized to ensure social distancing to keep separation of employees between 6 feet (2 meters) as a minimum
- Avoid face-to-face desk layouts





## 10 On-Site Health Screening

**Task:**



- Ensure protocol for pre-shift screening prior to entry
- Ensure barriers are in place to prevent anyone from missing screening protocol

### Overview of Health Screening Procedure

1. Temperature reading
2. Observation for overt symptoms
3. Verbal/non-verbal confirmation of daily self-screening

### Details:

- Perform screenings at plant/DC established entries. Ensure barriers are in place to prevent anyone from missing screening protocol.
- Reference the Preventative Material Inventory for details on the Touchless Thermometer.
- Employees must be screened upon every entry into the building throughout scheduled shift.
- Customers/visitors/vendors must be screened. ONLY essential vendors may enter the building.
- Plant/DC Manager will organize the process and select additional team members to help.
- Reference the Self-Quarantine and Return to Work Protocol for employees that are confirmed positive for COVID-19 by a medical professional.

## 11 Self-Screening Protocol

**Task:**



- Daily Self-Screening protocol is distributed to all employees for voluntary, home self-screening
- HR team prepared to receive inquiries or reports of symptomatic employees prior to shift

The Daily Self-Screening Protocol is in place to try and prevent sick or symptomatic employees from leaving their homes and decrease the likelihood of spreading infection.

- If the employee does not recognize symptoms in their Daily Self-Screening and:
  - If the employee is deemed symptomatic upon reporting to work, reference the On-Site Health Screening Protocol.
  - If the employee is deemed symptomatic during the employee's shift or after the employee has spent any time in the Plant/DC reference the Isolation Protocol.
- Reference the Self-Quarantine and Return to Work Protocol for employees who are confirmed positive for COVID-19 by a medical professional.



## 12 Self-Quarantining and Return to Work Protocol



**Task:**

- Review and understand protocol and adjust as necessary for the local, legal, and cultural environment.

*Note: Any adjustments made to the standard Guide protocol (below) should comply with local legal requirements and health authority direction.*

### Guidance for Self-Quarantining and Return to Work: COVID-19

Clarification of “self-quarantine” requirement: Employees are requested to remain off the property for 14 days if COVID-19 symptoms are present (see the COVID-19 Self-Screening Information), directly exposed to COVID-19 or if a test shows positive results. Employees should avoid leaving the home if possible, but if necessary should practice exceedingly good hygiene and social distancing. Work while at home is expected to continue where possible.

### Returning to Work After Home Isolation

People with COVID-19 themselves, presumed or tested, or have been directly exposed to others with COVID-19 who have been under home isolation/quarantine can return to work under the following conditions, consistent with WHO/CDC guidelines:

<p><b>If you <u>WILL NOT</u> have a test to determine if you are still contagious, you can leave home after these three things have happened:</b></p> <ul style="list-style-type: none"><li>• You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers) AND</li><li>• other symptoms have improved (for example, when your cough or shortness of breath have improved)</li><li>• AND at least 10 days have passed since your symptoms first appeared</li></ul>	<p><b>If you <u>WILL</u> be tested to determine if you are still contagious, you can leave home after these three things have happened:</b></p> <ul style="list-style-type: none"><li>• You no longer have a fever (without the use medicine that reduces fevers) AND</li><li>• other symptoms have improved (for example, when your cough or shortness of breath have improved) AND you received two negative tests in a row, 24 hours apart. Your doctor will follow local health authority or CDC guidelines.</li></ul>
---	--

Please contact your Human Resources team prior to returning to work to advise you have met one of the above criterion for your return, and to discuss documentation that may be required prior to return to company premises.



## 13 Visitors and Contractors Self-Screening



**Task:**

- Put a plan in place for screening visitors and contractors
- Ensure Visitors and Contractors Self-Screening Form is printed and available

### Visitor Restrictions:

- NWD no longer allows normal visitation to our facilities until further notice. Office meetings should take place virtually going forward, to ensure the protection of both employees and visitors.
- Production meetings are should be limited to no more than 10 people in an open space where social distancing requirements can be met.
- Where business-critical, in-person visits do occur, such as to allow equipment or facilities to remain operational, they should be in accord with the company's pandemic preparedness and response plan.
- NWD forbids visits from persons who have had known exposure to persons with COVID-19 within the past 14 days, or who are exhibiting symptoms of illness consistent with COVID-19.

### Host Directions for Visitors and Contractors

Please adhere to the company's pandemic preparedness and response plan with respect to visitors and contractors. This means:

- Visitation or contractor work is forbidden if there has been any YES response to the COVID-19 Self-Screening Form. If yes is checked for any response, please advise the visitor to leave the premises, notifying appropriate site personnel to disinfect any common surfaces touched by the visitor and notify HR.
- Visits or contractor work that do occur should limit exposure to employees to the extent feasible, by:
  - Ensuring visitors/contractors take a direct route to meeting or work areas and do not unnecessarily interact with employees.
  - Practicing social distancing themselves at all times, and instructing visitors regarding our expectations regarding social distancing (e.g. no handshakes or embraces, keeping 3-6 feet (1-2 meters) distance when interacting, etc.).
  - Practicing expected hygiene regarding washing hands and covering coughs/sneezes, pointing out or providing company guidance on this topic.
  - For visitors, use dedicated meeting rooms where possible, which should have common surfaces disinfected between meetings.



## 14 Employee Training



**Task:**

- Host pre-return to work trainings – present remotely to Management/salaried employees
  - Host first day trainings/orientation with all returning employees
- Note: All training may be reinforced with signage.*

### Pre-Return Work Training

Topic	Audience	Content
<b>Overview of NWD COVID-19 Safe Work Guide</b>	All employees working remotely	<p>Virtual Overview of Safe Work Guide can be reviewed through Virtual Training (1 week prior) or daily review with Operations</p> <p><b>Plant/DC Operating Protocols:</b></p> <ul style="list-style-type: none"> <li>• Plant Startup Checklist</li> <li>• Roles and Responsibilities</li> <li>• Preventative Material Inventory</li> <li>• Personal Protective Equipment</li> <li>• Disinfection Measures</li> <li>• Transportation</li> <li>• Isolation protocol</li> <li>• Social distancing protocol</li> <li>• On-site health screening</li> <li>• Daily self-screening protocol</li> <li>• Self-quarantining and return to work</li> <li>• Visitors and contractors screening</li> <li>• Signage</li> </ul> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>• Checklist Items</li> <li>• 1<sup>st</sup> day back training</li> <li>• Other trainings</li> </ul>
<b>Disinfecting Team Training</b>	Varies – internal cleaning crew or contractor	<p>In-depth review of the role, responsibilities and safety requirements for the disinfection team.</p> <ul style="list-style-type: none"> <li>• PPE – content from <b>Personal Protective Equipment (PPE)</b></li> <li>• General Disinfection Measures</li> <li>• Deep Cleaning – Understand protocol, but they will not be the ones practicing. External group to perform.</li> </ul>
<b>Health Screeners</b>	On-site health screeners	<p>In-depth review of the role, responsibilities and safety requirements for the Isolation Coordinator and on-site health screeners</p> <ul style="list-style-type: none"> <li>• PPE</li> <li>• <b>Isolation Protocol</b></li> <li>• Self-Screening (daily &amp; on-site)</li> <li>• Self-Quarantine</li> </ul>
<b>HR/Attendance Policy</b>	HR Team	<p>In-depth review of the protocols related to employee attendance</p> <ul style="list-style-type: none"> <li>• Isolation Protocol</li> <li>• Self-Quarantining and Return to Work Protocol</li> <li>• Visitors and Contractors self-screening</li> </ul>



## 14 Employee Training (continued)

### First-Day Training & Operations

Material	Content
<b>Full Training – Return to work from COVID- 19.pptx</b>	<ul style="list-style-type: none"><li>• Signs &amp; Symptoms of COVID-19</li><li>• Daily self-screening for symptoms</li><li>• Isolation Protocol for symptomatic employees</li><li>• Social distancing measures</li><li>• Personal Hygiene</li><li>• Disinfection measures</li></ul>

### Training Logistics:

- Host training on the first day of Plant/DC reopening/first days back at work
- Schedule all employees
- Employees must be clocked-in
- Meeting area must ensure to adhere to social distancing protocol (will vary by location)
- Divide into appropriate social distancing groups



## 15 Plant/DC Signage

**Task:**



- Print and post appropriate signage for your location
- Use PowerPoint Editable Signage Package

These are a few examples of signage available for use. Please refer to PowerPoint package sent to all sites along with this Guide.

**Outside bathroom doors**



**Exterior of entrance doors**



**Entrance or inside lunchroom**



**Indoor various locations**



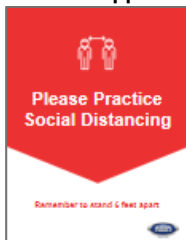
**Indoor various locations**



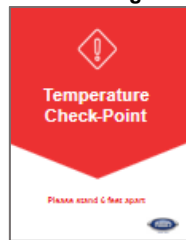
**Inside restrooms**



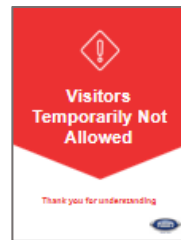
**After employee entrance and where applicable**



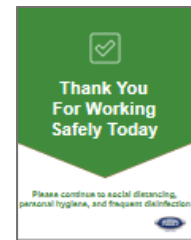
**Before entrance into building**



**Exterior of entrance doors**



**Indoors at exits**



**Areas where disposable masks are required**



**Areas where cloth masks required**



**Exterior or entrance doors**





**Areas where gloves are required**





## 15 Plant/DC Signage (continued)

Areas where gloves are required At hand sanitizer stations	Indoor various locations
	
Areas with high touch shared resources	Areas where eliminations are made to distance employees
<p style="text-align: center;"><b>ATTENTION:</b> To help keep this high touch area disinfected Wipe down <b>before</b> and <b>after</b> each use</p>	<p style="text-align: center;"><b>ATTENTION:</b> <b>NOT IN USE</b> <i>To meet social distancing requirements</i></p>

This map represents the Puyallup plant and corporate offices only.

### Temperature Screening/Hand Wash/Portable Toilet Additions

