Safe Start Playbook

External Preview

May 14, 2020

Introduction

The [BU] Safe Start Playbook provides general recommendations for use in all [SITE NAME]facilities. While it is intended to be a comprehensive resource, some facilities may have specific requirements that differ from the playbook. In that case, exceptions or compromises must be authorized by senior leadership. As you develop your Safe Start Playbook, *please consider*:

- All facilities must comply with all applicable laws. If there is a conflict between the recommendations in the BU Safe Start Playbook and the applicable law, the facility must follow the applicable law.

- This is a living document that will evolve as more best practice/standards/guidelines are issued.

- If there are specific questions that evolve, myHR, medical, BASF intranet websites provide additional guidance, information or direction.

- We are living in an extraordinary time. This will be a journey, and we appreciate your patience and flexibility as we navigate through it.

Content

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Key Contacts/Roles & Responsibilities

- **Internal Contacts (EHS taking lead)**
  - ▶ **Site name: person/ people assigned to specific responsibilities outlined below.**

- **Responsibilities (EHS)**
  - ▶ Review content within the BU Safe Start Playbook.
  - ▶ Create local site plan and timeline in alignment with Site Leader and execution team.
  - ▶ Forward local plan for review (BU leadership – with IST/Medical as necessary)
  - ▶ Execute local plan per the timeline prior to start-up.
  - ▶ Maintain effectiveness and compliance checks of the plan.
  - ▶ Track expenses regarding Covid-19 mitigation.

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Pandemic Recovery Decision Tree

Legal: Shelter in place order or government shutdown of "nonessential business" & BASF FACILITY considered nonessential

Remain at current level

Medical: Decreased percentage of positive tests. Decreased number of ILI and COVID-like illness in ER, with decreased % hospitalizations, evidence of decreased transmissibility (Reproduction number). Reliable PCR and antibody testing available.

Remain at current level

Site Readiness: protocol and supplies for health screening , process for social distancing; protocol for disinfecting, process for keeping sick employees out of workplace, process for staggered return to work, plan for occupancy of cafeterias, canteens, breakrooms and elevators

Proceed to Next Lower Level

Site must have protocol to mitigate risk to employees prior to moving to lower level

Guidance for a Phased Approach to Returning Employees to the Workplace

Beyond the initial decision tree of (1) Legal/State Declarations, (2) Medical Situation, and (3) Site Readiness, the following is recommended:

BASF should stagger the return of employees to the workplace in phases (preferably Phases I, II, III) as practicable with business operations and needs.   This will promote social distancing, provide transition time for employees/Sites to allow for adjustment, and minimize complications arising from sensitive or challenging scenarios.

Underlying this analysis is the basic principle that work from home (WFH) generally may continue where practicable and/or necessary during the pandemic. When making decisions about returning employees to the workplace, Site/Business Leaders and Human Resources have flexibility to determine what approach works best for their sites and businesses because it is recognized that BASF has varied sites, workplaces and circumstances.

- **Advance Notice**:
  - ▶ Employees should be provided with 1 to 2 weeks advance notice of their invitation to return to the workplace. This advance notice is important to give employees time to make appropriate personal arrangements and to self-identify any concerns to myHR.
  - ▶ During the initial Phases, BASF should consider this to be an "invitation" to return to the workplace where employees are encouraged to speak with myHR if they have concerns about returning because of sensitive situations/potential barriers (*e.g.* childcare needs, own medical conditions, or vulnerability of household members).
    - Managers should not make decisions about whom can return based on a belief about any employee's medical condition or age.   Instead, we will encourage employees to self-identify any sensitive circumstances to myHR. myHR will involve local HR, Medical and Legal (if necessary) to provide guidance if an employee self-identifies a concern.

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Example: Phased Return to the Workplace

The following is an example of a potential three-phased (*i.e.* staggered) approach to return employees who have been WFH or otherwise offsite during the pandemic.

▶ Phase I: Employees who are essential and/or critical to site operations or business activities. (For example, as allowed by local law/declaration, a potential target percentage in an office setting could be no more than 30% in the workplace at any given time to ensure appropriate social distancing and allow for a re-adjustment period. However, Site/Business Leaders have discretion on the number of employees (and percentage) who should return. Employees who self-identify as having sensitive circumstances can be moved to a later Phase as appropriate.

▶ Phase II: Employees who are essential and/or critical to site operations (but now have resolved the potential barrier), employees who must be in the workplace to effectively perform their job, and other employees based on business need.   Employees who self-identify as having sensitive circumstances can be moved to a later Phase as appropriate.

▶ Phase III: Employees who initially self-identified as having sensitive circumstances/potential barriers (*e.g.* underlying medical condition or otherwise high risk, childcare challenges) and other remaining employees. myHR will work with local HR, Managers, Medical and Legal as appropriate if certain employees are still faced with barriers to returning to work.

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Return of BASF Employees to Our Sites

- **Multi-Factor Analysis:**

  ▶ Whether to return BASF employees to our plants, offices, and laboratories begins with a consideration of: (1) Applicable State Orders / Declarations (*e.g.* shelter-in-place), (2) Local Health and Medical Situation (*e.g.* decreased number of COVID-19 cases), and (3) Site Readiness (*e.g.* supplies, screening measures, ability to maintain social distancing).

  ▶ Human Resources, EHS, Medical, and the Legal Department/Government Affairs can assist you regarding any questions in these areas with respect to your Site.

- **Social Distancing & "Staggered" Return**:

  ▶ BASF must take appropriate steps to have appropriate social distancing to promote health and minimize potential risks as employees return to the workplace.

  ▶ To support social distancing, Site/Business Leaders should consider initially limiting the number of employees who will be in the workplace at any one time.

  ▶ Site/Business Leaders may wish to consider staggering the return of employees so that not all employees are in the workplace at the same time. For example, at an office location, a Site/Business Leader may decide to have only a certain percentage (*e.g.* 30%) of the office workers initially return during the reopening of the office. This percentage would increase over time as COVID-19 reduces in the geographic area and/or the risks are further mitigated.

  ▶ Site / Business Leaders have flexibility in determining the number of employees who will be returning to the sites consistent with their site recovery plans. However, some employees will have special circumstances that make it more challenging for them to initially return to the BASF location as explained on slide 10.

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People Impacts of Returning to the Workplace

We know that you as Site Leaders are balancing short and long term needs during this time. One of these multiple priorities is safely re-opening the sites in a phased approach.

- **Please know you are not in this alone.** Your HR Business Partner as well as your Legal and Communications partners will be with you each step of the way.
- **We know this will most likely be an ongoing need**, so sustainability and flexibility are top of mind.
- In order to best support you, **our HR & Legal colleagues have consolidated existing resources**, including the most relevant documents, with links and contacts for you to reach out to as you build out your Site Recovery Plan.
- When putting together your Site Return to Work plan, incorporate the following talking points:
  - ▶ We care about the safety of our employees
  - ▶ We have taken a methodical/pragmatic approach for deciding when we return to work (see Decision Tree on slide 5)
    - Insert specific triggers that led to your decision to re-open (e.g. Our state has lifted the Stay at Home order, schools/child care has re-opened)
- Important Dos & Don'ts
  - ▶ DO: Let your employees know that you're open to flexible work hours, discussing options.
  - ▶ DON'T: When engaging with your employees, we know that you want to do the right thing and be there for them, *but please be mindful that an employee's medical condition and other protected information (e.g. age) should not be regularly discussed.* Please leave those conversations to our colleagues in HR and Medical as appropriate.

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Potentially Sensitive Scenarios with Employees Returning to the Workplace

- **Initial Guidance:**
  - Employee health / safety is our first priority and we must comply with applicable laws.
  - Specific guidance has been developed for the HRBP community to address these scenarios.
  - Leaders are encouraged to work with HR, Labor Relations, Medical and Legal as appropriate when presented with challenging situations.
  - Respect employee privacy and engage HR to assist you with discussions on these topics with employees.
  - Consistent with the guidance, Site / Business Leaders are encouraged to be flexible with their approaches during the pandemic. For example, Leaders may decide that employees who inform BASF of these circumstances will be the final employees to return to the workplace with a staggered return as practicable.
- **Sensitive Scenarios**:
  - Some employees will have special circumstances, which may make it difficult or prevent them from initially returning to work during the Pandemic. These scenarios include employees who request not to return to work because:
    - They are **simply concerned** (but not because of underlying medical condition)
    - Their children's **school/childcare still is physically closed** and children are home
    - They are caring for a **sick family member**
    - Someone in their **household has a compromised immune system** or is in a high-risk category
    - They are in a **high-risk category** e.g. 65 years old+ or they have an underlying medical condition which makes them more susceptible to COVID-19
    - They are **field sales/technical service employees** who are concerned about traveling

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Other Employee Concerns About Returning to the Workplace

- I have flu-like symptoms but will be absent for less than four days.

- I have flu-like symptoms or am currently quarantined (by doctor's order), which will require an absence of four days or more.

- A family member living in my household, or for whom I am a caregiver, has flu-like symptoms.

- I have a child at school with potential exposure to COVID-19.

- I (or a member of my household) have experienced a potential exposure to COVID-19.

- I cannot return from business or personal travel due to pandemic-related travel restrictions.

In any of these situations, please work with your HR Business Partner who can advise you on how to address these specific situations to meet your specific business needs while remaining in alignment with relevant BASF Corporation policies.

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Leading Performance & Development During Uncertain Times

Keeping your employees engaged is essential for driving high performance. Consider the following opportunities:

KEY ENGAGEMENT ELEMENTS
(EMPOWERED, PURPOSE-DRIVEN, DEVELOPED, REWARDED, SAFE, INCLUDED)

SAFE

- **Check-in with your employees** to understand the uniqueness of each team member's situation and how they are managing their priorities during this time.
- **Ask employees about additional support needed**, such as ensuring they have the proper workspace and resources to perform at their best. See slide 13 for more information on our EAP program.

PURPOSE DRIVEN

- **Regularly assess customer needs** by listening to the voice of your customer during this time of rapid change and ambiguity.
- **Re-align team priorities** so employees understand how their work contributes to business priorities and customer needs.
- **Connect realigned priorities/KPIs to shared interests** and how these will help the team and BASF lead through this time; adjust Target Agreements/Development Plans as necessary.

REWARDED

- **Use a "Moments of Gratitude" approach** to recognize and reward employees for their accomplishments and encourage continued momentum. Reference the Recognition & Appreciation Training for Leaders.
- **Encourage use of support resources/benefits** as communicated through weekly emails from the Crisis Management Team.

EMPOWERED

- **Align on virtual ways-of-working** to ensure your employee has the freedom and ability to accomplish their goals in these new and changing environments. Reference the Virtual Teams Pocket Guide for best practices.
- **Review decision-making norms** and discuss how and where employees have the freedom to make decisions and move things forward.

DEVELOPED

- **Request and provide real-time feedback** to your team using the SBI Feedback Model.
- **Regularly solicit feedback** from your manager, direct reports (if applicable), and peers. Ask the question, "What could I be doing more of, less of, or differently?"
- **Ensure conversations are frequent and meaningful**, addressing individual/team performance and development and discussing the connection between the two.

INCLUDED

- **Lead Virtual Team Huddles** where team members can answer:
  1. What's been a "win" for you since we last met?
  2. What's one challenge you have in serving our customers?
  3. How can the team help you?
- **Demonstrate inclusive behaviors** such as using a "Round Robin" approach to solicit team member input during virtual meetings and encouraging virtual collaboration to obtain diverse viewpoints when creating solutions.

Visit https://coronavirus.north-america.intranet.basf.com/hr-info/manager-tips for more leader resources.

BASF's Employee Assistance Program is here for you and your family during these uncertain times.

As our environment continues to change with the impact of COVID-19, **ComPsych® Guidance Resources®** provides support and resources to help.

If you are feeling anxious, lonely, or scared, you can talk to someone – <u>anytime</u>, <u>confidentially</u>, and at <u>no cost.</u>

Questions you may have:

- Social distancing is making me feel isolated and withdrawn. **How can I cope this new norm?**

- I'm feeling helpless, distracted and demotivated. **What are ways I can manage stress and uncertainty?**

- Things are changing too quickly and I feel overwhelmed. **How can I bring control to my life?**

- **How do I to talk to my kids about what's happening? How do I manage new routines at home?**

- I'm a supervisor and I am unsure how to lead my team these days. **How can I better support them?**

Guidance Resources® experts are available 24/7 to you <u>and</u> members of your household.

Call: (844) 367-2273

Log on: bit.ly/BASF-EAP-COVID-19
www.guidanceresources.com*

Download the **Guidance NOW** app*

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Safe Work Guidelines - Basic Expectations

- **Essential / Non-Essential**

    - ▶ **Essential** – Any worker whose physical presence at the site is absolutely necessary for operations or proper functioning of the lab or facility.

    - ▶ **Non-Essential** – Workers whose physical presence on site is not required for operations or proper functioning of the lab, facility, service or business and therefore can work remotely.

    - ▶ Until further notice:

        - Only essential personnel should report to the site.

        - Those who can work remotely should continue to do so.

        - Site leadership team should ensure rotation of staff to ensure leadership on-site.

Until further notice:

- **Visitors / Contractors**

    - ▶ Visitors permitted with vice president or site leader approval.

   - ▶ Contractors permitted when supporting essential work.

- **Travel**

    - ▶ Site-to-site travel, air travel, or customer travel is only for essential work and must be approved by vice president or higher.

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Safe Work Guidelines - Basic Expectations - Bottom Line

The three best ways to slow the spread of the virus that causes COVID-19 are:

- **Social distance** at least six feet (two meters) apart.

- **Good personal hygiene**

  - ▶ Frequently wash hands before/after tasks, or at least every hour

    - Wash for at least 20 seconds with soap and water.

    - Only use hand sanitizer if soap and water are not readily available.

  - ▶ Cover coughs and sneezes.

  - ▶ Don't touch your face.

  - ▶ Stay home when sick – no matter what illness.

- **Clean and disinfect common areas/tools/equipment** before and after use.

Social Distance! | Good Personal Hygiene! | Clean and Disinfect!

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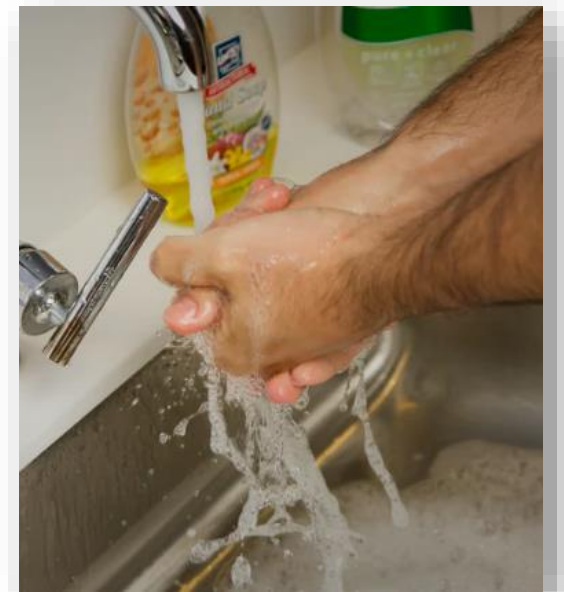
Safe Work Guidelines - Basic Expectations - Safe Restart of Equipment

Before start-up of any equipment or process, review/complete your safety and quality checklists

- Review any new management of change (MOCs) in the area.

- Complete any open training in the area that might be required.

- Check safety equipment.

- Complete regulatory checks.

- Complete quality checks.

- Complete equipment checks/calibrations.

- Review and follow the safe operating procedure involved.

Safe Work Guidelines - Employee Screening Prior to Entering Work

Employee screening will continue to meet the Level 2-3 expectations implemented prior to shutdown and should include:

- Recommended (Voluntary) use of N95 masks (Video) or required use of cloth face covering

- Donning and Doffing Masks

- Social Distancing Guidelines

- Visitor Screening Checklist

- Screening Protocol Upon Site Entry, at the Site
    - ▶ Important for Safe Return to Workplace to Protect Fellow Employees

- If Person Turned Away/Not Meeting Entry Protocol

- CV Personal Monitoring Log

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Safe Work Guidelines - Social Distancing Protocol

Social distancing is a simple yet very effective measure taken to reduce person-to-person contact, with a goal to stop or slow down the spread of a contagious disease. Employees should:

- Stay 6 feet (2 meters) away from others as part of your normal routine.

- Eliminate handshakes, embraces or other forms of incidental contact.

- If possible, avoid touching surfaces touched by others.

- Avoid anyone who appears to be sick, or who is coughing or sneezing.

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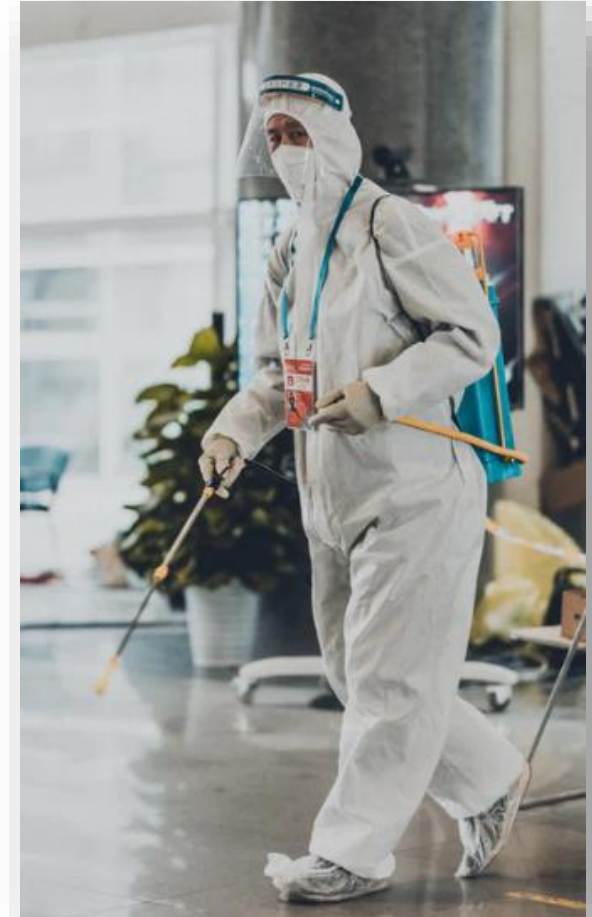# Safe Work Guidelines - Distancing - Guidelines for Production & Labs

Additionally in **laboratory and manufacturing areas**:

- Determine the desired position of operators in each work station.

  ▶ Clear signage for desired positioning is recommended, but not required.

- Mitigate risk where minimum distance cannot be maintained due to workplace design.

  ▶ Use PPE, engineering controls (such as a fume hood), and/or administrative controls as appropriate.

- Encourage employees to disinfect their own workspace multiple times during their shift.

  ▶ Give special attention to common surfaces.

Safe Work Guidelines - Social Distancing - Guidelines for Production & Labs

- Use shift change as an optimal time for disinfection of the workplace.

  - ▶ Stagger start times and add a gap between each designated time.

  - ▶ Develop procedures to minimize touching of doors, handles, or time clocks as employees enter/exit the site.

- Evaluate best practices for social distancing for the following situations:

  - ▶ Locker rooms

  - ▶ Cafeteria, employee break areas, and food storage

  - ▶ Pre-shift meetings

  - ▶ Control rooms

  - ▶ Warehouses

  - ▶ Smoking areas

*For sites with union employees: Proactive communication, partnership and alignment with union leadership will help ensure that bargaining unit employees follow protocols, and stay healthy and safe

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Safe Work Guidelines - Social Distancing - Guidelines for Offices

- Maintain a social distance of 6 feet (2 meters) throughout offices.

  - ▶ Avoid face-to-face desk layouts.

  - ▶ Divide cubicles when people are working within 6 feet (2 meters) of one another.

- Avoid using conference rooms if possible.

  - ▶ Use conference call/WebEx meetings.

- Assign remote work when possible to keep the operation efficient and communication flowing.

- Encourage employees to disinfect their own workspace multiple times during their shift.

  - ▶ Give special attention to keyboards, computer mice, monitors, chair armrests, desks, phones, cubicle dividers, etc.

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Safe Work Guidelines - Social Distancing – Guidelines for Field Sales & FTSR's

- Maintaining 6 feet (2 meters) may be difficult to maintain in customer facilities.

- Be prepared to have masks for BASF employees working at customer locations to wear all the time.

  - ▶ Identify whether there is a customer mask requirement (and type required).

  - ▶ **Minimum** is the cloth mask (BASF, unless PPE grid indicates otherwise).

- Consider development of a safety kit for field representatives.

- Evaluate PPE needs and availability of supplies.

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Safe Work Guidelines - Evaluation of Work Area - Engineering Controls

Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

Engineering controls include:

- Install high-efficiency air filters.

- Increase ventilation rates in the work environment.

- Install physical barriers, such as clear plastic sneeze guards.

- Install specialized negative pressure ventilation in some settings.

- Moving desks/workstations.

Safe Work Guidelines - Evaluation of Work Area - Administrative Controls (Management/Leadership)

Administrative controls require action by the employee or employer. Typically these include changes in work policy or procedures to reduce or minimize exposure to a hazard.

Administrative controls include:

- Encourage sick employees to stay at home.

- Replace face-to-face meetings with virtual communications.

- Implement remote work arrangements.

- Avoid nonessential travel.

- Develop emergency communications plans, including a forum for answering employee concerns, and internet-based communications.

- Provide employees with current training on COVID-19 risk factors and protective behaviors.

- Coach employees on use of PPE in context of current and potential duties.
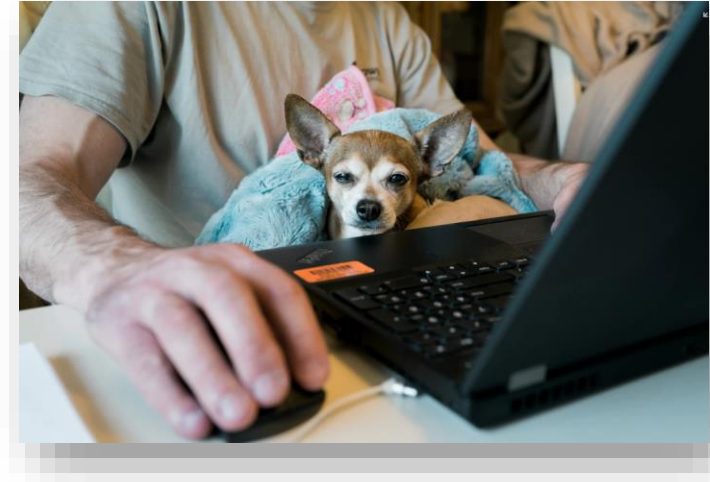
Safe Work Guidelines - Safe Work Practices

Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard.

Safe work practices include:

■ Provide resources and a work environment that promotes personal hygiene.

   ► Provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants and disposable towels for workers to clean their work surfaces.

■ Require regular hand washing or using of alcohol-based hand rubs.

   ► Employees should always wash hands when they are visibly soiled or before donning or doffing any PPE.

   ► Use moisturizing skin lotion to prevent skin cracking and dermatitis.

■ Post handwashing signs in restrooms, may need to use tape to indicate safe distances.

■ Personal habits such as spitting chewing tobacco or sunflower seeds, etc.. in common areas should be prohibited.

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Safe Work Guidelines - Safe Work Practices – Mobile Equipment

Keeping mobile powered equipment clean and disinfected after each use is just as important as our workstations. This is not a complete list of equipment and sites should consider any other equipment in use.

- Lift trucks
- Golf Carts, Bicycles, Tricycles
- Lift booms, Scissor Lifts, Cranes
- Quads or Side by Sides
- Tractors, Combines, Riding Lawnmowers
- And more……..

Surfaces considered "touch points" that need to be disinfected

- Steering wheels
- Seat belt, harnesses
- Gear shits
- Handles, brakes
- Frames, rails and grab bars
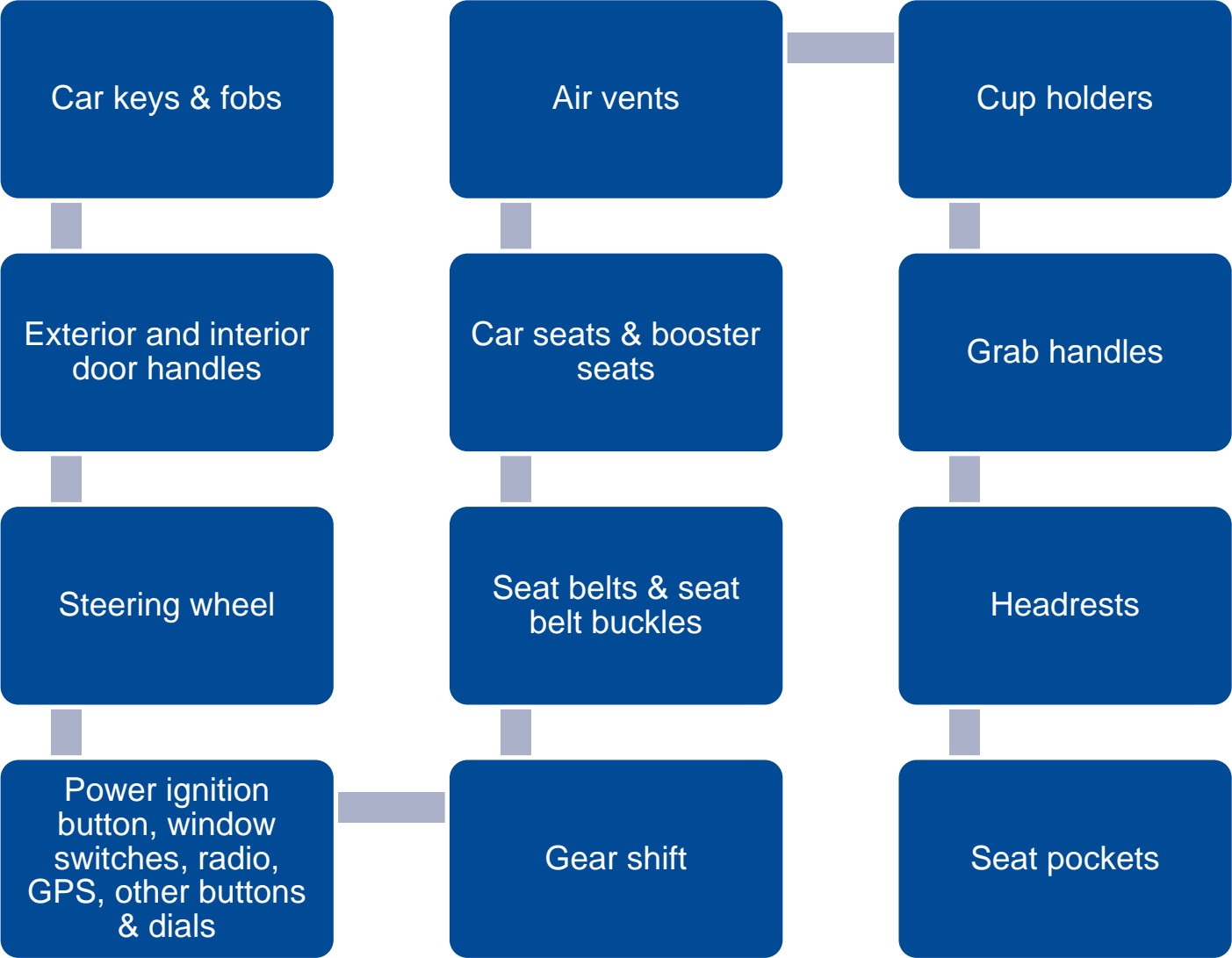

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Safe Work Guidelines - Safe Work Practices – Vehicle Management

The best defense for preventing the spread of COVID-19 is to stay at home and practice social distancing whenever possible. If you must travel with your vehicle, follow these tips:

- Wearing disposable gloves, use soapy water to clean vehicle surfaces prior to wiping down surfaces with a disinfectant. Soapy water removes grease and dirt allowing you to effectively sanitize.

  - ▶ **TIP:** leave disinfectant on surface for minimum of 10 minutes to be able to kill mold, virus, bacteria, etc. prior to wiping clean.

- Clean and sanitize your vehicle *after every trip*. That way if you need to use your vehicle in case of an emergency, it will be ready to go.

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Safe Work Guidelines - Safe Work Practices – Vehicle Management

Car keys & fobs

Exterior and interior door handles

Steering wheel

Power ignition button, window switches, radio, GPS, other buttons & dials

Air vents

Car seats & booster seats

Seat belts & seat belt buckles

Gear shift

Cup holders

Grab handles

Headrests

Seat pockets

Top 12 frequently touched vehicle surfaces

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Safe Work Guidelines - Safe Work Practices – Vehicle Management

Vehicle management recommendations:

■ Keep sanitizing wipes/cleaner in your vehicle to regularly clean vehicle surfaces and use while running essential errands. Ensure the cleaning product is acceptable to use on the surfaces that will be disinfected.

■ All passengers should wash their hands for at least 20 seconds (or use hand sanitizer) before entering vehicle.

■ Keep a pen in the vehicle to use on keypads at banks, pharmacies, etc. or sanitize the businesses pen.

■ **Use a disinfecting wipe or glove when touching surfaces such as**:

   ▶ Gas pumps & keypads

   ▶ Vehicle fuel door & cap

   ▶ Parking meters & tollbooths

   ▶ Drive through ATMS & other touch screens

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Safe Work Guidelines - Site Entry Social Distancing: Example - Ride Sharing

■ Implement social distancing in vehicles – If possible, avoid ride sharing. If this is not an option, control your environment.

■ **Collective Transport**

▶ Double availability if occupancy >50%.

▶ Only when using a mask.

▶ Fill seating back to front, empty front to rear.

▶ Sit in staggered rows, not all seated at windows.

▶ Buses cleaned before and after each use.

■ **If sharing a car**

▶ Maximum 2 pers. – driver and 1 passenger in rear opposite.

▶ Each person wears a mask prior to entering the car.

Safe Work Guidelines - Site Entry Social Distancing: Example - Entry Separation

Implement Visual Management for site entry and associated gathering spots or areas where people would naturally wait in line. Consider reminding employees to keep a safe distance and not to consolidate at higher traffic points.

Visual controls help maintain acceptable physical distancing.
Markings on the group define spacing and paths to be followed.
Consider implementing in:

- Visitor reception areas

- Collective areas

- Coffee machines

- Cafeterias and lunch rooms

- Vending machine areas

- Sinks

THANK YOU FOR PRACTICING
SOCIAL DISTANCING
Remember To Stay 2 Carts Apart

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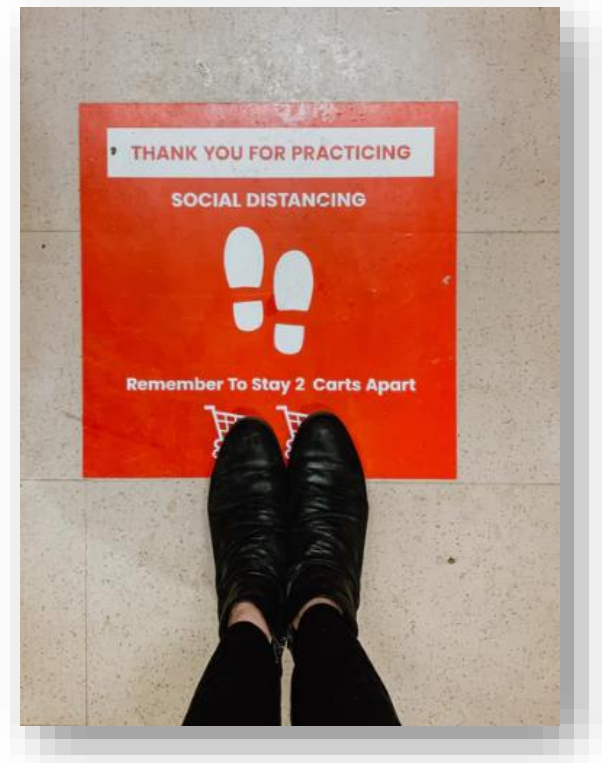
Safe Work Guidelines - Site Entry Social Distancing: Example - Elevator banks

Elevator size and capacity should be considered in local planning and implementation:

- As teams return, will elevators be necessary to get employees to work areas?

- If so, plan elevator traffic in advance to determine new elevator policies (e.g. limit per trip to maintain social distancing, marking floors or mandatory use of face coverings).

- Consider use of elevator attendants for cleaning and maintaining social distancing.

- Wear cloth face mask while in elevator when other people are present.

Safe Work Guidelines - Site Entry Social Distancing: Example - Floor Access Restrictions

Consider the following in larger facilities:

- Employees are assigned to split schedules.

- Floor access is permitted or prohibited based on team assignment.

- Free movement between floors is prohibited.

- Signage at elevator banks reinforces restrictions.

- Stay home reminders for ill employees are also posted.

- Signage reminds employees not to move furniture.

- Minimize hallway conversations and interactions.

- Consider one-way hallways and stairwells to maintain 6 ft distances and avoid face to face encounters. If not one-way, then masks should be used.
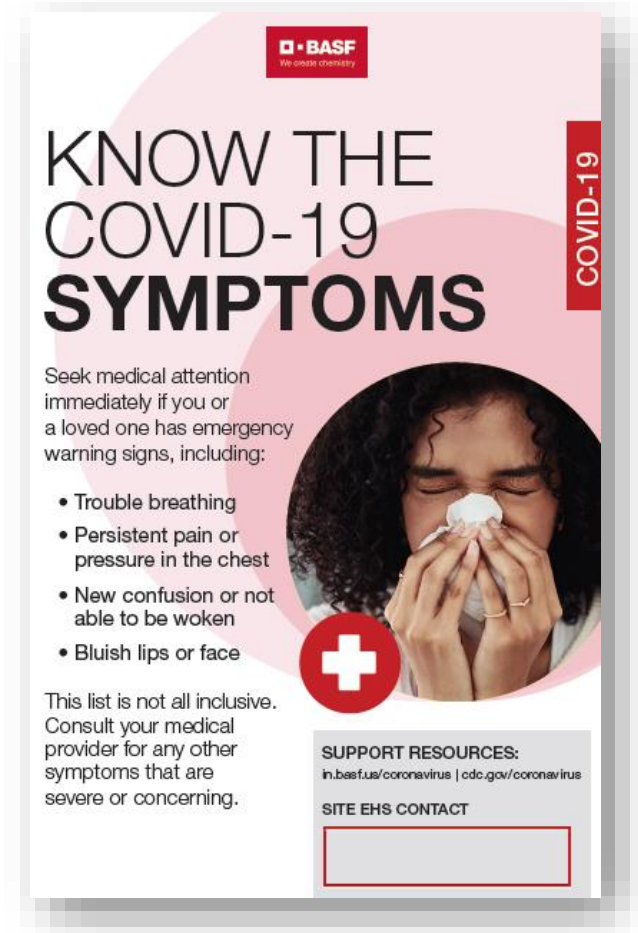
Safe Work Guidelines - Site Entry Social Distancing: Example - Meeting Rooms

Implement Visual Management for social distancing in meeting rooms.

- Room size determines how many people can meet.

- Face-to-face meetings should be avoided, extra chairs should be stored elsewhere.

Meeting rooms:

- Keep distance "one chair free."

- Visual standard to be displayed and respected in each meeting room.

- Do not leave objects in meeting room after meetings.

- Air room for 15 minutes between meetings.

- Wipe/sanitize table prior to meeting.

Safe Work Guidelines - Site Entry Social Distancing: Example - Reduction of Collective Contacts
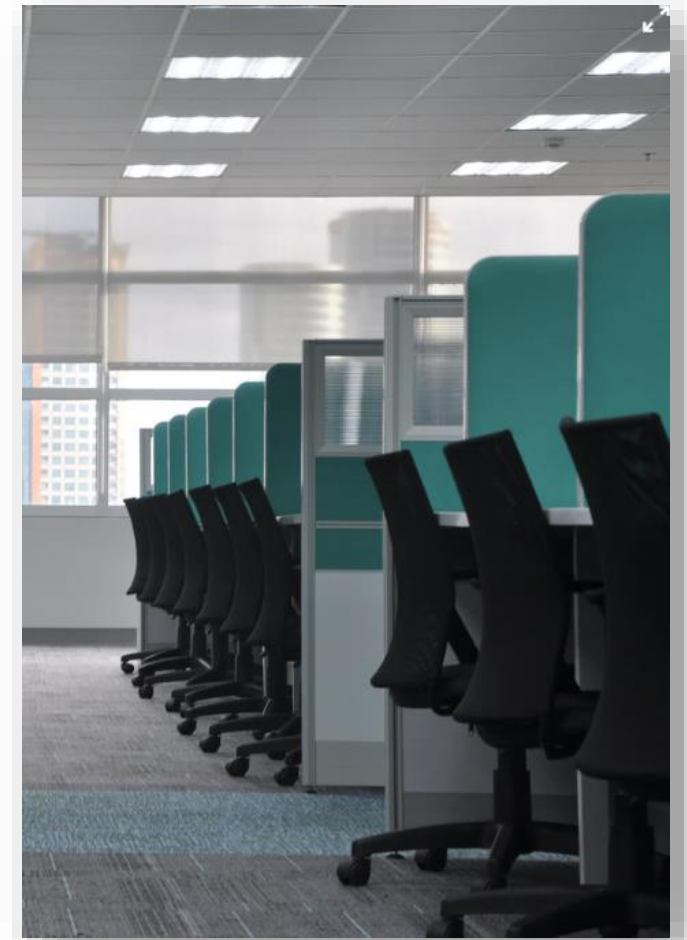

Implement social distancing to avoid collections of people in a group (e.g. shift change, locker rooms).

- Close locker rooms / reduce traffic in locker rooms.
  - ▶ Stagger Start and End of shifts in an effort to reduce gatherings in locker rooms.
- Close fitness center.
- Supplement team meetings between shifts with written communication (e.g. flip charts, white boards).
- Use visual cues to keep distance.
  - ▶ Place 2 meter / 6 foot marking on floor at all time clocks.
- Follow hygiene rules.

Safe Work Guidelines - Site Entry Social Distancing: Example - Rotation of Collective Workspaces

Social distancing should be implemented in collective workspaces:

- Safely rotate personnel and avoid face-to-face work.

  ▶ Stagger return to work of office employees to avoid close contact.

- Eliminate open seating and "touchdown stations" in favor of assigned seats.

- No desk-sharing.

- Rotate to ensure that one-third of the workforce is present on an equitable basis (to be determined by the site).

- "Clean Desk" Policy to so cleaners can effectively disinfect.

- Clean and disinfect between personnel shifts.

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Safe Work Guidelines - Site Entry Social Distancing: Example - Reduction of Collective Workspaces

Implement social distancing to avoid close work settings (i.e. cubicles, workbenches, etc.)

- Review floor plans and determine which workstations (mobile and assigned) should be decommissioned

  - ▶ Consider temporary layout changes.

- For those that are decommissioned, clearly mark both the chair and the work surface as off-limits, place extra chairs in storage.

- Workstation recommendations:

  - ▶ Limit one operator per station.

  - ▶ Maintain distance between operators.

  - ▶ When possible, use tape to mark areas.

  - ▶ Limit tasks that do not allow social distancing.

  - ▶ Adjust workstations to avoid face to face positioning.

- Small huddle rooms should not be used for more than 1 person.

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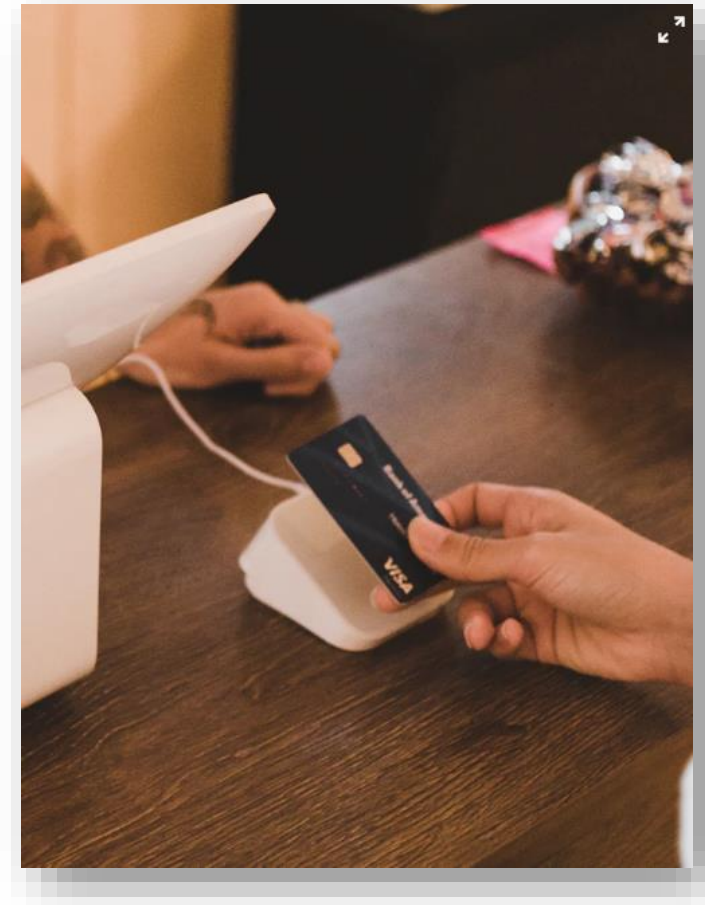# Safe Work Guidelines - Site Entry Social Distancing: Example - Restrooms

Consider different methods of indicating when a restroom is in use to encourage social distancing

- Knock before entering sign.

- In use/vacant – slide sign.

- Place tape on floor indicating 2 meters/6 feet.

- Magnet board similar to an in/out board.

- Two-sided door hangers.

Safe Work Guidelines - Site Entry Social Distancing: Example – Canteen Lunch Room

Encourage employees to bring lunches but social distancing in canteens/lunch rooms should be implemented to avoid close eating settings and exposed food.

- Tape safe distances for cafeteria lines, mark tables for maximum use.

- Tape grids on the floors of kitchens, coffee kiosks, vending machines and other areas where employees congregate.

- Minimize meal choices and simplify payment methods when possible.

    ▶ Consider take out only.

    ▶ Pay with debit and credit cards (tap preferred) – avoid cash.

- Stagger breaks and lunches by area.

- Encourage those with desks to eat at their desk.

- Enhance cafeteria staff sanitization and personal hygiene frequency.

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Safe Work Guidelines - Site Entry Social Distancing: Example – Smoke Shacks

For site with Smoke Shacks, determine ways to ensure social distancing. For consideration:

- Staggered breaks.

- Tape out areas identifying where people can sit on benches.

- Provide more ashtrays or tin cans.

- Post signage indicating maximum number of people allowed at one time.

- Site to leave a bottle of disinfectant and roll of paper towels for users to disinfect touch points after use.

- Provide a no touch waste container for used paper towels.

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Safe Work Guidelines - When Employee Reports Symptoms at work

If an employee reports COVID-19 symptoms while at work:

- Immediately remove that person from the site.

  ▶ Preferably cover nose/mouth before leaving.

  ▶ Advise them to contact their physician.

- Send close contacts home with temperature and symptom log for 14 days.

- Notify site and corporate medical/health.

- Escalate to site leadership team.

- Clear the person's work area and disinfect thoroughly.

- Return to Work requires review by Corporate and Site Medical of the Personal Temperature and Symptom Monitoring Log and related documentation.

- Site Leader Confirmed Case Protocol and Letter Templates

Safe Work Guidelines - Start-Up Checklist

Sample checklists (examples from ECN)

- General Recovery Checklist

- Unit Head Checklist

- Lab startup checklist

- Manufacturing startup checklist

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Safe Work Guidelines - PPE - Gloves - Basic Expectations

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.
  - ▶ 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 wearer.

- Wearers are less inclined to wash their hands.

- If contaminated gloves are not properly removed, the wearer is exposed to greater risk.

- We need to be mindful of dermatitis from long term wear.

Gloves are not a replacement for previously recommended infection control measures

Social Distance! | Good Personal Hygiene! | Clean and Disinfect!

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Safe Work Guidelines - PPE - Gloves - Basic Expectations

Gloves are not required or recommended except for:

- Specific job procedures where gloves are required.

- Medical team members/first responders.

- Shift health screeners.

- Cleaning crews.

- Mailroom package handling.

- Those with broad exposure to other employees (e.g. cafeteria workers and security guards).

- When mandated by local law.

- **These recommendations should never supersede the PPE required for specific job safety procedures.**

- Video: How to remove a disposable glove

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Safe Work Guidelines - PPE – Cloth Face Masks/Gaiters - Basic Expectations

BASF supports CDC guidance related to the use of cloth masks (aka face coverings). BASF does not recommend wearing cloth masks all day long.

- A mask is not a substitute for previously recommended infection control measures.

- Masks should be worn when social distancing cannot be achieved.

  ▶ Masks should be worn upon site entry, in hallways and when away from an individual's desk when 6 ft distancing cannot be guaranteed.

- In warm climates/environments where mask will get wet, it may need to be changed.

- Don and doff masks carefully, wash hands before and after donning and doffing.

- Store masks in a manner to avoid contamination (brown paper bags are recommended). (Extended use guidance)

- **These recommendations should never supersede the PPE required for specific job safety procedures.**

Cloth face-coverings may be required to be worn at all times by governmental requirement, otherwise, should be used whenever physical distancing of 6 ft. can not be maintained.

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Safe Work Guidelines - PPE – Cloth Face Masks/Gaiters - Basic Expectations

"Handmade" Cloth Face Masks/Gaiters are only approved for use in these locations:

- Areas where direct contact with BASF products & materials will not occur.

- Office areas.

- Shipping and Receiving (closed packages).

- General lab areas where specific PPE is not required, or where there are not special considerations (such as crater/QA testing in ECN).
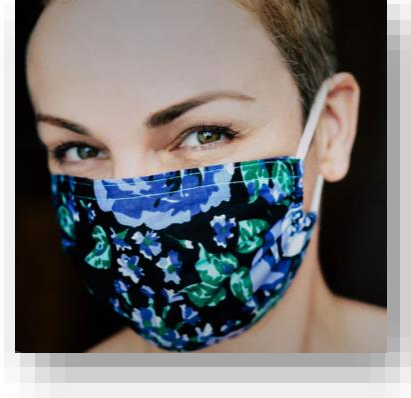
Surgical or procedure masks <u>not</u> "Handmade" or Cloth Face Masks/Gaiters should be used by:

- Medical team members, first responders.

- Cleaning crews.

- Those with broad exposure to other employees (e.g. cafeteria workers and security guards).

- Certain production areas specified by site EHS personnel.

- If necessary, a BASF-approved mask will be provided.

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Safe Work Guidelines - PPE - Masks - Basic Expectations

BASF [Site Name] has secured several masks globally that have been tested for craters and other contaminates [if applies]. The Technical team will continue to test masks to expand this list.

Single Use Medical
Face Mask BFE 95
TeamSun Health

3M 8247

- BASF **does not** recommend surgical masks or N95 masks for general use since supplies are very low, and need to directed to hospitals and medical personnel.

- N95 masks are only used for site entry screeners or where the site PPE grid may require them for normal operations.

Safe Work Guidelines - PPE - Masks - Basic Expectations

In addition, BASF [Site Name] has tested and approved the following reusable half mask respirators. [those used at site] [photos examples of ECN respirators]

3M™ Half Facepiece Reusable Respirator 6300/07026(AAD) ...

3M™ Half Facepiece Reusable Respirator 6200/07025(AAD) ...

3M™ Half Facepiece Reusable Respirator 6100/07024(AAD) ...

3M™ Half Facepiece Respirator Assembly 6291/07002(AAD), ...

3M™ Half Facepiece Respirator Assembly 6391/07003(AAD), ...

3M™ Half Facepiece Reusable Respirator Assembly ...

3M™ Probed Reusable Respirator Assembly 6300Q, Large 4 ...

3M™ Probed Reusable Respirator Assembly 6200Q Medium 4 ...

Safe Work Guidelines - PPE, Cleaning, & Disinfectant supplies

Confirm supplies (six weeks worth on-site or on-order with proper lead time):

- Soap.

- Approved disinfectant sprays/wipes containing disinfectants approved on EPA List N.

- Hand sanitizer.

- Paper towels and tissues.

- PPE (face masks, face shields, gloves, safety glasses).

- "Touchless" thermometers.

- Do not bring any cleaning supplies or disinfectants from home.

Remember the proper GHS and Hazcom labeling on all chemicals, cleaning containers, etc

Disinfectants approved by EPA

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Safe Work Guidelines -
Disinfectant procedures & Deep Cleaning Guidelines

The Site should be thoroughly disinfected prior to anyone returning to work as a sanitary baseline, with attention to hard surfaces that are touched frequently.

- Use your Site or BU Environmental, Health and Safety (EH&S) Leader for specific guidance.

- Take unique site-specific circumstances into consideration when sanitizing and disinfecting.

- Pay special attention to:

  - Tools

  - Workstations, equipment, computer screen, keyboards, mice and phones

  - Screens on plant floors

  - Cafeterias, break rooms and rest rooms

  - Lockers

  - Common surface areas

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Safe Work Guidelines - General Cleaning/Disinfectant Measures & Frequency

- **Use checklist for disinfectant measures* and frequency**

- **Disinfectants approved by EPA**

- **Additional disinfectants consistent with those approved by EPA from the ACC Center for Biocide Chemistries**

*This is not a replacement for previously recommended infection control measures

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Safe Work Guidelines - Deep Cleaning Guidelines

"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 management's discretion.

- Perform deep cleaning as soon as practical after positive test result is confirmed.

  ▶ While the scope of deep cleaning is presumed to be the full plant, sites may reduce the footprint to be deep cleaned if there is sufficient rationale.

- In lieu of deep cleaning, sites may shut down the plant for a period of at least 72 hours to allow for natural deactivation of the virus.

  ▶ Follow the shutdown with a comprehensive disinfection of all common surfaces.

Safe Work Guidelines - Deep Cleaning Guidelines

Identify an approved external company that should carry out the deep cleaning activity. Minimum requirements include:

- Trained personnel to clean and disinfect, and dispose 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 waste.

- Use of approved COVID-19 disinfectant chemicals.

Site personnel must coordinate and supervise the cleaning and disinfection process.

- Ensure 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.

- Communicate to employees that the work areas have been disinfected.

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Employee Training - Symptoms of COVID-19

Most common symptoms of COVID-19:

- Fever

- Dry cough

- Shortness of Breath

Some patients will experience:

- Aches and pains

- Nasal congestion

- Runny nose

- Sore throat

- Diarrhea

- Fatigue

Many symptoms are usually mild and begin gradually. Some people become infected but don't develop any symptoms (considered "asymptomatic") and don't feel sick.

Those patients can still spread the virus without knowing it.

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Employee Training - Basic Infection Prevention Measures

The three best ways to slow the spread of the virus that causes COVID-19 are:

- **Social distance** at least six feet (two meters) apart.

  - ► Cloth Face Masks/Gaiters should be worn when social distancing cannot be achieved. Masks should be worn upon site entry, in hallways and when away from an individual's desk when 6 ft distancing cannot be guaranteed.

- **Good personal hygiene**

  - ► Frequently wash hands before/after tasks, or at least every hour.

    - Wash for at least 20 seconds with soap and water.

    - Only use hand sanitizer if soap and water are not readily available.

  - ► Cover coughs and sneezes.

  - ► Don't touch your face.

  - ► Stay home when sick – no matter what illness.

- **Clean and disinfect common areas/tools/equipment** before and after use.

KNOW THE
SYMPTOMS

Social Distance! | Good Personal Hygiene! | Clean and Disinfect!

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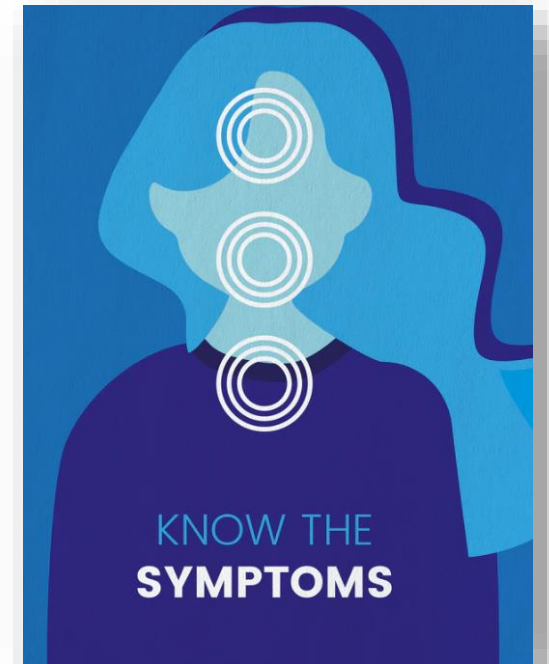
Visual Aids - Posters/Signage

- **CDC communication resources** at https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html

- **Suggested posters:**

  - Wash your hands -- https://www.cdc.gov/handwashing/campaign.html

  - Share Facts at https://www.cdc.gov/coronavirus/2019-ncov/about/share-facts-h.pdf

  - Stop the Spread of Germs at https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf

  - Cover your cough at https://www.health.state.mn.us/people/cyc/

  - Don't spread germs at work at https://www.cdc.gov/nonpharmaceutical-interventions/pdf/dont-spread-germs-work-item3.pdf

  - Stay home when you are sick at https://www.cdc.gov/coronavirus/2019-ncov/downloads/316129-B-StayHomeFromWork_Poster.pdf

Glossary/Terms/Standard Definitions

- **Asymptomatic:** means "showing no evidence of disease." Asymptomatic people can still be infected with the virus that causes COVID-19 and spread it.

- **Coronavirus**: A large family of viruses which may cause illness in animals or humans.

- **COVID-19** (short for **CO**rona**VI**rus **D**isease): The infectious disease caused by the most recently discovered coronavirus. The number 19 refers to the new virus and disease that were unknown before the outbreak began in December 2019.

- **Droplet transmission:** Occurs when a respiratory droplet from the nose or mouth of an infected person lands in another person's mouth, nose, or eyes and infects them. Respiratory droplets are emitted by talking, coughing, sneezing, yelling, or even singing. You can be infected by breathing in the virus if you are within 3 feet (1 meter) of a person who has COVID-19, or by touching a contaminated surface and then touching your eyes, nose or mouth before washing your hands.

- **Essential:** Any worker whose physical presence at the site is absolutely necessary for operations or proper functioning of the lab or facility.

Glossary/Terms/Standard Definitions

- **Non-Essential:** Workers whose physical presence on site is not required for operations or proper functioning of the lab, facility, service or business and therefore can work remotely.

- **Novel coronavirus:** Scientists use the word "novel" to distinguish the new form of coronavirus that's making people sick. In this case, it's SARS-CoV-2.

- **SARS-CoV2:** Severe Acute Respiratory Syndrome Coronavirus 2 is the coronavirus that causes COVID-19.

- **Social distancing:** Measures taken to reduce person-to-person contact, with a goal to stop or slow down the spread of a contagious disease. Measures include maintaining a 6-foot (2-meter) distance between people; closing stores, schools, and offices; canceling mass gatherings.

Resources

- Basic Expectations

- Pandemic Recovery Matrix

- PPP Manual

- OESA Supplier Guidelines

- Preparing the Workplace (OSHA)

- Preparing the Workplace (WHO)

- Disinfecting Facilities (CDC)

- Facemask Selection Guide

- BASF Good Practices

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Resources

- https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines/guidelines/guidelines-for-environmental-cleaning-and-disinfection

- https://www.osha.gov/SLTC/covid-19/

- https://www.who.int/teams/risk-communication/employers-and-workers

- https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

- https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

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