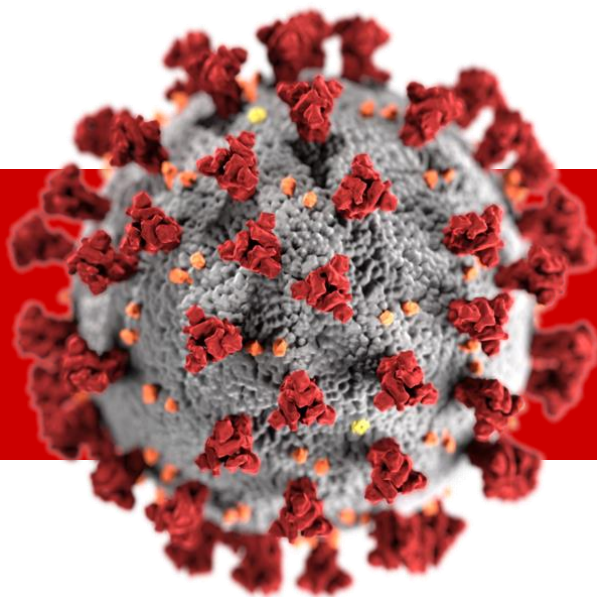


**TEXAS CHEMICAL COUNCIL**

**COVID-19  
Pandemic Plan**



**RETURN TO WORK  
BEST PRACTICES**

June 5, 2020



## TEXAS CHEMICAL COUNCIL

Dear Members:

As we enter a new phase in the COVID-19 pandemic, our industry is planning the safe return of employees and contractors. This document is designed to provide guidance to members for the continuity or restarting of full workforce operations at manufacturing plants and office locations utilizing industry best practices to protect the health and safety of workers and provide confidence to employees about returning to work.

These best practices have been compiled from a variety of industry sources including industry trades, member companies, and guidelines from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO).

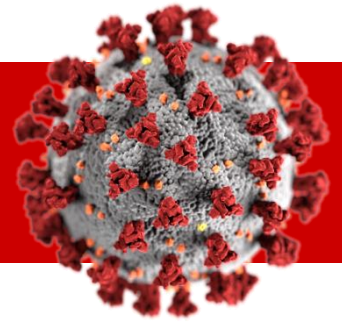
It is our hope that these best practices will assist you in developing a return to work plan for your companies that ensures a safe workplace for your employees for the duration of the COVID-19 pandemic. While many companies have developed their return to work playbooks, we hope that this collection of best practices may help provide some benchmarking for TCC and ACIT member companies.

We recognize that readjusting to work during the pandemic will pose unique challenges and will require all of us to adapt to a “new normal” while maintaining safe operations of manufacturing plants.

Sincerely,

Hector L. Rivero  
President & CEO

# COMPONENTS OF YOUR PLAN



## ➤ **Site Readiness & Protocols**

- Pandemic Response Team
- Preventative Materials Inventory
- Deep Cleaning and Disinfection
- PPE
- Inbound Parts / Materials / & Packages
- Social Distancing
- On-site Health Screening
- Daily Self-Screening Protocol
- Contractors & Visitors Self-Screening
- Infection Control Plan
- Labor Relations Alignment
- Audit Checklists & Documentation Requirements

## ➤ **Employee Training**

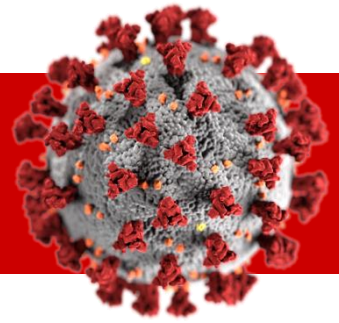
- Pre-Return to Work Training
- First Day Training & Orientation

## ➤ **Health & Wellness Guidance**

## ➤ **Facility Signage**

## ➤ **Resource Material & Links**

# SITE READINESS & PROTOCOLS



## **Pandemic Response Team (PRT)**

Companies should establish a Pandemic Response Team (PRT) or Emergency Management Team (EMT) to ensure the development and execution of your Return to Work Plan. Return to Work plans should be living documents that evolve and change as we progress through the various stages of the pandemic.

The PRT should be comprised of the following key functions:

- Site Leader(s)
- Employee Logistics Lead
- Virus Prevention & Protocol Lead
- Sanitation & Disinfection Lead
- Communications & Training Lead
- PPE & Materials Lead

The PRT should meet daily or on a regular schedule to review and adjust your plan.

The PRT should consider the following key functions:

- Develop a Start-Up Checklist
- Establish Health & Safety Teams, Committees, and Members
  - HR
  - Administration
  - EHS
  - Production
  - Commercial
  - Purchasing
  - Government Relations
  - Public Relations / Communications
- Establish a sterile “Isolation Room” for any symptomatic employee(s)
- Coordinate with Labor Relations leader(s) *(if applicable)*

## **Site Leader(s)**

The Site Leader(s) or Plant Manager should oversee and manage the PRT and oversee changes and adjustments to the plan as needed.

### **Employee Logistics Lead**

The Employee Logistics Leader is charged with managing employee access and on-site logistics including:

- shift management
- workspace logistics
- physical distancing protocols
- locker room logistics
- lunch & break logistics
- etc.

### **Virus Prevention & Protocol Lead**

The Virus Prevention & Protocol Leader is charged with establishing and managing protocols and procedures for virus detection, symptomatic employee isolation, contact tracing, quarantine management, and virus documentation.

### **Sanitation & Disinfection Lead**

The Sanitation and Disinfection Lead is charged with managing all environmental disinfection of the workplace.

### **Communications & Training Lead**

The Communications & Training Lead is charged with managing advanced and onsite employee training, and education programs.

### **PPE & Materials Lead**

The PPE and Materials Lead is responsible for managing and preparing all materials needed to protect the health and safety of employees, contractors and visitors related to virus prevention and infection.

## **Preventative Materials Inventory**

The PPE and Materials Lead should maintain a Materials Inventory List of PPE and cleaning supplies needed to maintain adequate inventories and account for delays in acquisition of certain supplies due to the pandemic. Sites should keep a minimum quantity of 30-day supply of all PPE and ensure sufficient lead time for fulfilling supply needs.

### **Cleaning Supplies**

Sites should maintain an adequate inventory of cleaning supplies to include the following:

- Soap
- Disinfectant
- Hand Sanitizer
- Paper Towels
- Facial Tissue

### **Personal Protective Equipment (PPE)**

Sites should maintain an adequate supply of PPE to include the following:

- Face masks
- Face shields
- Gloves
- Safety Glasses

Sites are recommended to maintain “Disinfection Stations” with sanitizer and PPE where possible to encourage employee health practices.

## SAMPLE MATERIAL INVENTORY CHECKLIST

#	Item	Spec	Quantity
1	Mask (surgical)	Disposable surgical masks (1-day)	Min. 30-day supply
2	Nitrile gloves	Touchflex/ Surgical Nitrile Gloves	Min. 30-day supply
3	Infrared thermometer	Medical infrared thermometer/ Measures ranges 32°C to 42.5°C meets ASTM E965-1998 (2003)	1 per 100 employees/shift
4	Disinfectant spray/wipes	10% bleach (sodium hypochlorite) solution made fresh daily, or a hospital-grade disinfectant (refer to approved disinfectant listing)	Min. 30-day supply
5	Spray bottles	1-liter plastic spray containers	Min. 5 bottles
6	Sanitization floor stand	Hand sanitizer dispenser floor stand	1 available in work area per 50 employees
7	Hand sanitizer (refills)	Sanitizer with Alcohol 70%/Local Brand "Sanitizer"	Min. 30-day supply
8	Hand soap	Hand soap / Local brand "Serviquim"	Min. 30-day supply
9	Paper towels	Paper Towel "Tork"	Min. 30-day supply
10	Glasses/face shields	Safety glasses / Polycarbonate	Min. 30-day supply
11	Bio-hazard container	Bag that can be sealed and tagged as contaminated material (Please see 'refuse' section of the COVID-19 Policy and Guidelines Directive)	Min. 30-day supply
12	Clorox Total 360 (optional)	<a href="https://www.cloroxpro.com/products/clorox/total-360/">https://www.cloroxpro.com/products/clorox/total-360/</a>	

## Deep Cleaning and Disinfection

- Sites should be thoroughly deep cleaned and disinfected prior to the return of their workforce.
  - Replace HVAC Filters
  - Develop a checklist of all areas that require routine disinfection measures with strict guidance, coordination and supervision (see sample Disinfection Checklist on next page)
  - Regularly Disinfect:
    - Tools & Equipment
    - Workstations
    - Protective Screens
    - Restrooms
    - Elevators
    - Cafeterias, Canteens, Break Rooms
    - Lockers / Locker Rooms
    - Common Areas
    - Computer Screens & Keyboards
- Sites should adopt a general disinfection protocol that is followed regularly.
- Sites should conduct a deep cleaning and disinfection if and when an employee is identified as positive for COVID-19 by testing.
  - Sites should identify an approved cleaning company to carry out deep cleaning and disinfection of all work areas under the supervision of a designated site representative.
- Cleaning personnel should wear appropriate PPE.
- After cleaning, all PPE and cleaning materials should be properly disposed and in accordance with local regulations.



## SAMPLE DISINFECTION CHECKLIST

#	Area/Place	Disinfection Content	Disinfectant	Disinfection Method	Frequency
1	Work cell common surfaces	Including control buttons, tools, and other common surfaces	Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate	Spray with hand held sprayer or wipe	Minimum at the end of each shift
2	Offices, desk, and conference rooms	Table and chair surface		Spray with hand held sprayer or wipe	Minimum at the end of each shift
3	Conveyor belts	Wipe areas of common employee interphase		Spray with sprayer	At least once respectively in the morning and afternoon
4	Moveable trays or containers	Handles and other commonly touched areas		Spray with sprayer	Based on use; Once per shift if contacted by 1 person only; otherwise, between users
5	General objects often used or touched	Doors and windows, handles, faucets, sinks, and bathrooms		Spray with hand held sprayer or wipe	At least four times per day
6	Work cell common surfaces	Including control buttons, tools and other common surfaces	Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate	Spray with sprayer	Generally 3 or more times per shift to include after all breaks and meals
7	Tableware	Disinfection of tableware		Place in high-temperature disinfection cabinet, with temperature higher than 60°C, and time longer than half an hour	After cleaning
8	Vending machines	Interface surfaces (pay, selection and vending surfaces)		Spray with sprayer	Daily
9	Forklifts	Wipe areas of common human interaction		Spray with sprayer	After each use
10	Multi-user safety vest and other PPE	All surfaces		Spray with sprayer	Between use
11	Transport vehicles	Common surfaces (e.g. seat surfaces rails, belts, door and window controls)		Spray with sprayer	After each use
12	All floors and walls	All general floors and walls at site		Mop	Periodic, where frequently touched; mop hard surfaces daily

## **Personal Protective Equipment (PPE)**

Sites should Identify and provide proper PPE for all employees.

- Provide information about the appropriate types of PPE for use in each work area.
- Provide training for the proper donning and doffing of all PPE
- Provide for proper disposal and disposal procedures of used PPE

## **Inbound Parts / Materials / & Packages**

Sites should establish protocols for receiving and handling packages and deliveries with Centers for Disease Control (CDC) & World Health Organization (WHO) guidance.

The WHO advises that it is safe to receive packages from areas where COVID-19 has been reported. The WHO advises 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 temperatures 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 surgical 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).

## **Social Distancing Protocols**

Social distancing is very effective in preventing potential infection and simply relies on physical distance to avoid infection.

Sites should establish Social Distancing Protocols for their various workplace environments and provide training to employees.

- Social Distancing Guidelines for Manufacturing Sectors:
  - Maintain a social distance of 3 to 6 feet throughout the manufacturing process and operations.
  - Where a minimum distance cannot be maintained due to workplace design, one or more mitigation strategies should be implemented including engineering, PPE and/or administrative controls as appropriate.
- Create a Social Distancing Checklist

Develop Social Distancing Protocols in each of the following:

### **Shop Floor**

- Safe meeting spaces could be painted on the floor to encourage Social Distancing of 3 to 6 feet.
- No more than 10 employees at any meeting; times for meetings may be staggered and larger groups should be divided to meet the 10-employee maximum.

### **Work Stations**

- Maintain a social distance of 3 to 6 feet throughout the manufacturing process and operations.
- Where a minimum distance cannot be maintained due to workplace design, one or more mitigation strategies should be implemented including engineering, PPE and/or administrative controls as appropriate.

**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 (3 feet).
- If this condition cannot be met, employees should be provided with alternative measures to mitigate their exposure such as the following:
  - Face Mask
  - Face Shield
  - Body Orientation
  - Physical Barriers such as plexiglass shield
- Employees with symptoms of illness should be isolated immediately for further health screening.

**Shift Changes**

Sites should manage shift changes thoughtfully to reduce the risk of infection.

- Shift changes provide an opportunity to clean and disinfect work spaces.
- When possible, sites should stagger shift changes and add a gap of time in between each to minimize contact between shift workers.
- Plan Considerations should include:
  - Security measures
  - Workers waiting in Inclement Weather
  - Propping doors open to minimize contact with door handles
  - Turnstile Use and Cleanliness

**Maintenance or Start-Up Meetings**

Sites should ensure social distancing for all employee meetings and limit meetings to no more than 10 people at one time.

- Safe meeting spaces could be painted on the floor to provide social distancing (3-6 feet).
- Sites should discourage more than 10 employees at any meeting.
- Sites may consider staggering meetings for larger groups or divide larger groups to meet the 10-employee maximum.
- Large areas can accommodate multiple smaller groups of employees while providing social distancing.

## **Breaks & Lunch Breaks**

Sites should manage lunch and other breaks to provide social distancing and proper hygiene.

- Sites should consider staggering start and end times to limit the number of employees within a lunch area(s) at a given time.
- If possible, separate the plant into groups
  - Alternating days or weeks for designated lunch areas or break options.
  - Staggering lunch or break times and or locations.
- For sites with cafeterias:
  - Self-service should not be allowed.
  - Employees should be asked to adhere to social distancing while in a lunch line.

## **Restrooms**

Sites should increase cleaning intervals of restrooms to ensure a clean and sanitary environment for employees.

- Establish social distancing protocols for restroom use
  - Maximum capacity
- Maintain supplies of soap and drying towels to promote personal hygiene.
- Station a waste canister near the door to encourage employees to use disposal towels to open doors.

## **Locker Rooms**

Sites with locker rooms should establish social distancing and sanitation protocols for employees.

- Re-assign lockers for each shift to provide maximum physical distancing for employees.
- Establish maximum capacities for locker rooms.
- Increase cleaning intervals to ensure a clean and sanitary environment.

## **Common Areas**

Sites should increase cleaning intervals for all common areas and establish social distancing protocols for employees using common areas, avoiding non-essential gatherings when possible.

## **Offices**

Sites should organize office workspaces to ensure social distancing for employees (3-6 feet).

- Cubicles should have dividers between employees in close proximity.
- In-person meetings should be limited to no more than 10 people and meeting rooms should be organized to hold no more than 10 chairs with appropriate spacing.
- Meetings should be scheduled to allow for thorough cleaning in between.
- All interactions between employees should respect social distancing.
- Encourage remote work where possible.
- Encourage self-cleaning of the work space throughout the work day, including desktops, arm rests, computer screens, keyboards, mouse, cubicle dividers, etc.

## **Communal Transportation**

Sites should encourage individual commuting. For sites where public or shared transportation is common or necessary, protocols and or guidance should be provided to employees.

If company communal transportation is required:

- Sites should establish cleaning and disinfection protocols for vans, buses, or other vehicles.
- Drivers should be screened daily and required to wear face coverings at all times.
- Passengers should wear face coverings and maintain as much physical distancing as possible.

## **Restricted Areas**

Sites may feel the need to designate restricted areas or restricted floors as part of Social Distancing protocols. Restricted areas should be communicated with employees and have proper signage.

## **On-site Health Screening**

Sites should establish an On-Site Health Screening Protocol for all employees

- Pre-shift protocol prior to site entry
  - Health Questionnaire
  - Thermal Temperature Reading
  - Observation of overt symptoms
  - Verbal confirmation of daily self-screening
- Establish medical personnel, health screeners, and cleaning crews.
- Have touchless thermometers for on-site employee health screening
- Create barriers to ensure screening of all employees

## **Daily Self-Screening Protocol**

Sites should establish a daily self-screening protocol for all employees

- Create and provide a checklist for employee self-screening
- Establish a daily reporting protocol for employee self-screening
- Create a Self-Screening Form for all employees  
(see sample Visitor & Employee Self-Screening Form)

## **Contractors & Visitors Self-Screening**

- Establish an On-Site Health Screening Protocol for all contractors & visitors
- Establish a daily reporting protocol for employee self-screening
- Create a Self-Screening Form for all Contractors & Visitors  
(see sample Visitor & Employee Self-Screening FormS)



## SAMPLE HEALTH SCREENING FORM

**COVID-19 Coronavirus Health Risk Assessment Tool**  
 For All Visitors, Travelers, Employees with New Onset Symptoms and Employees Returning to Work to Magna Facilities

Question 1

Question 2

Question 3

**During the last 3 days have you had any of the following symptoms?**

Shortness of Breath  
OR  
Chest Pain  
OR  
Fever (38°C/100.4 F)  
OR  
New or Worsening Cough\*  
OR  
New Muscle Ache  
OR  
Runny Nose  
OR  
Sore Throat

Yes

**In the last 14 days have you had close contact\*\* with someone who has a confirmed OR presumed\*\*\* case of COVID-19?**

No

**In the last 14 days have you returned from travel outside your country?**

No

**There is a risk for COVID-19**  
Due to: Symptoms Present

Person should stay at home until:

- A minimum of 7 days have passed since symptoms first appeared.
- AND
- Fever and/or cough and chest pain have been gone for **AT LEAST 3 days** with no new symptoms.
- AND
- Cough\* is improving (but may not be completely gone).

Click [HERE](#) for Guidelines on: "Why You Should Stay at Home"

**There is a risk for COVID-19**  
Due to: Travel or Close Contact

Person should self-isolate until:

A minimum of 14 days since return from travel or first day of contact with confirmed or presumed\*\*\* case of COVID-19

OR

There is a medical clearance from a physician, nurse practitioner or Public Health Authority

Click [HERE](#) for Guidelines on: "How to Self-Isolate"

**There is low risk for COVID-19.**

Everyone should continue to self-monitor.

Individual permitted access to the Magna location.

Click [HERE](#) for Guidelines on: "How to Self-Monitor"

**\*Cough:**  
Coughing may persist for several weeks. A cough, as long as it is not **NEW** or **WORSENING**, means individual is permitted access to Magna locations.

**\*\*Close Contact:**  
Close Contact is defined as:

Living with or otherwise caring for an individual who has a presumed or confirmed case of COVID-19.

OR

Close contact means being within about 6 feet (1.8 m) of an individual who has a confirmed or presumed case of COVID-19.

**\*\*\*Presumed Case:**  
Individual has symptoms consistent with COVID-19 but has not received formal testing or formal diagnosis.

**If an employee becomes ill at work:**

Click [HERE](#) and follow "Isolation Guidance for a Symptomatic Employee"

## SAMPLE HEALTH SCREENING FORM



KEEP CONFIDENTIAL

### COVID-19 Coronavirus – Health Risk Screening Questionnaire (For ALL Visitors, Employees, Travelers, Employees with New Onset Symptoms and Employees Returning to Work to Magna Facilities)

In an effort to protect the well-being of our employees, the following questionnaire has been prepared for evaluating if an individual can gain access to Magna facilities. This recognizes that an employee might not be able to obtain a medical note confirming clearance for return to work. **If the employee provides a medical note confirming fitness for return to work, this questionnaire is not required.**

THIS QUESTIONNAIRE IS TO BE USED IN CONJUNCTION WITH THE HEALTH RISK ASSESSMENT TOOL ON MAGNET

		Yes/No
1	During the last 3 days, have you experienced: Fever (38°C 100.4 F) OR <u>New</u> or <u>Worsening</u> Cough* OR Shortness of Breath OR Chest Pain OR New Muscle Ache OR Sore Throat OR Runny Nose?  <b>If YES to 1 – Must Stay at Home until major symptoms resolved &amp; cough* improving</b> <b>(See Health Risk Assessment Tool &amp; Guidelines on: “Why You Should Stay at Home” on Magnet)</b> <b>If NO to 1 – Continue with Q2</b>	
2	In the last 14 days have you had close contact** with confirmed or presumed*** case of COVID-19?  <b>If YES to 2 – Must Self-Isolate for minimum 14 days</b> <b>(See Health Risk Assessment Tool &amp; Guidelines on: “How to Self-Isolate” on Magnet)</b> <b>If NO to 2 – Continue with Q3</b>	
3	In the last 14 days, have you returned home or travel outside your country?  <b>If YES to 3 – Must Self-Isolate for minimum 14 days</b> <b>(See Health Risk Assessment Tool &amp; Guidelines on: “How to Self-Isolate” on Magnet)</b> <b>If NO to 3 – Individual permitted access to Magna facilities</b>	

Name of Employee \_\_\_\_\_ Name of Human Resources Contact \_\_\_\_\_ Date Completed (dd-mm-yr) \_\_\_\_\_

<b>Magna Division Review – HR USE ONLY</b> <b>Employee:</b> Start date of self-isolation _____ Date _____ Estimated isolation end date _____ Date _____  <input type="checkbox"/> Return to Work Approved _____ Date _____ <input type="checkbox"/> Directed to Stay at Home _____ Date _____  Identify Follow-up with Employee _____ Date _____  <b>Visitor:</b> <input type="checkbox"/> Denied Access to Facility _____ Date _____ <input type="checkbox"/> Permitted Access to Facility _____ Date _____  _____ Name of person completing review _____ Date _____		<b>*Cough:</b> Coughing may persist for several weeks. A cough, as long as it is <u>not NEW</u> or <b>WORSENING</b> , means individual is permitted access to Magna locations.  <b>**Close Contact:</b> Close Contact is defined as:  Living with or otherwise caring for an individual who has a presumed or confirmed case of COVID-19, <b>OR</b> Close contact means being within about 6 feet (1.8 m) of an individual who has a confirmed or presumed case of COVID-19.  <b>***Presumed Case:</b> Individual has symptoms consistent with COVID-19 but has not received formal testing or formal diagnosis.
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## SAMPLE SELF SCREENING FORM

### COVID-19 Visitor & Employee Self-Screening Form

The safety of our employees, customers and visitors, remains the company's primary concern. As the coronavirus (COVID-19) outbreak continues to evolve and spread globally, the company is monitoring the situation closely and will periodically update company guidance on current recommendations from the Center for Disease Control and Prevention the World Health Organization.

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in the building.

*Thank you for your time and co-operation.*

---

I am a:    ☐ Company employee                      ☐ Visitor

#### Contact Information:

Name: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Location Name: \_\_\_\_\_

#### Employee Details:

Payroll ID: \_\_\_\_\_

#### Visitor Details:

Visitor's Company Name: \_\_\_\_\_

Name of Company Host: \_\_\_\_\_

*If the answer to question 1 below is yes, access to the facility will be denied.*

1. Are you showing any signs of one or more of the following symptoms?

Temperature >38°C (100.4 °F) or higher, cough, shortness of breath,  
difficulty breathing, tiredness?

☐ Yes    ☐ No

2. Is the information you provided on this form true and correct to the best of your knowledge?

☐ Yes

## **Infection Control Plan**

Sites should establish an Infection Control Plan.

- Establish a Self-Quarantining and Return to Work Protocol for any infected employees
  - Provide self-quarantining guidance for symptomatic employees.
  - Establish a Return to Work procedure for employees after self-quarantining
- Establish protocols and procedures for the detection, screening, and isolation of symptomatic employees.
- Establish a sterile “Isolation Room” for employee(s) with symptoms
- Appoint an Isolation Coordinator (or Health Professional) to manage symptomatic employees, provide proper screening of employee, and initiate contact tracing for other employees potentially exposed.  
*(see Sample Contract Tracing Forms)*
- Establish Employee Symptom & Isolation Protocols for any symptomatic employee(s) and communicate this protocol to all employees.  
*(see Employee Symptom & Isolation Protocols)*
- Establish a Return to Work protocol for employees returning to work after self-quarantining or home isolation.
- Create a COVID-19 Case Form for documenting employees, contractors, or visitors presenting symptoms. *(see sample COVID-19 Case Form)*

## **Labor Relations Alignment**

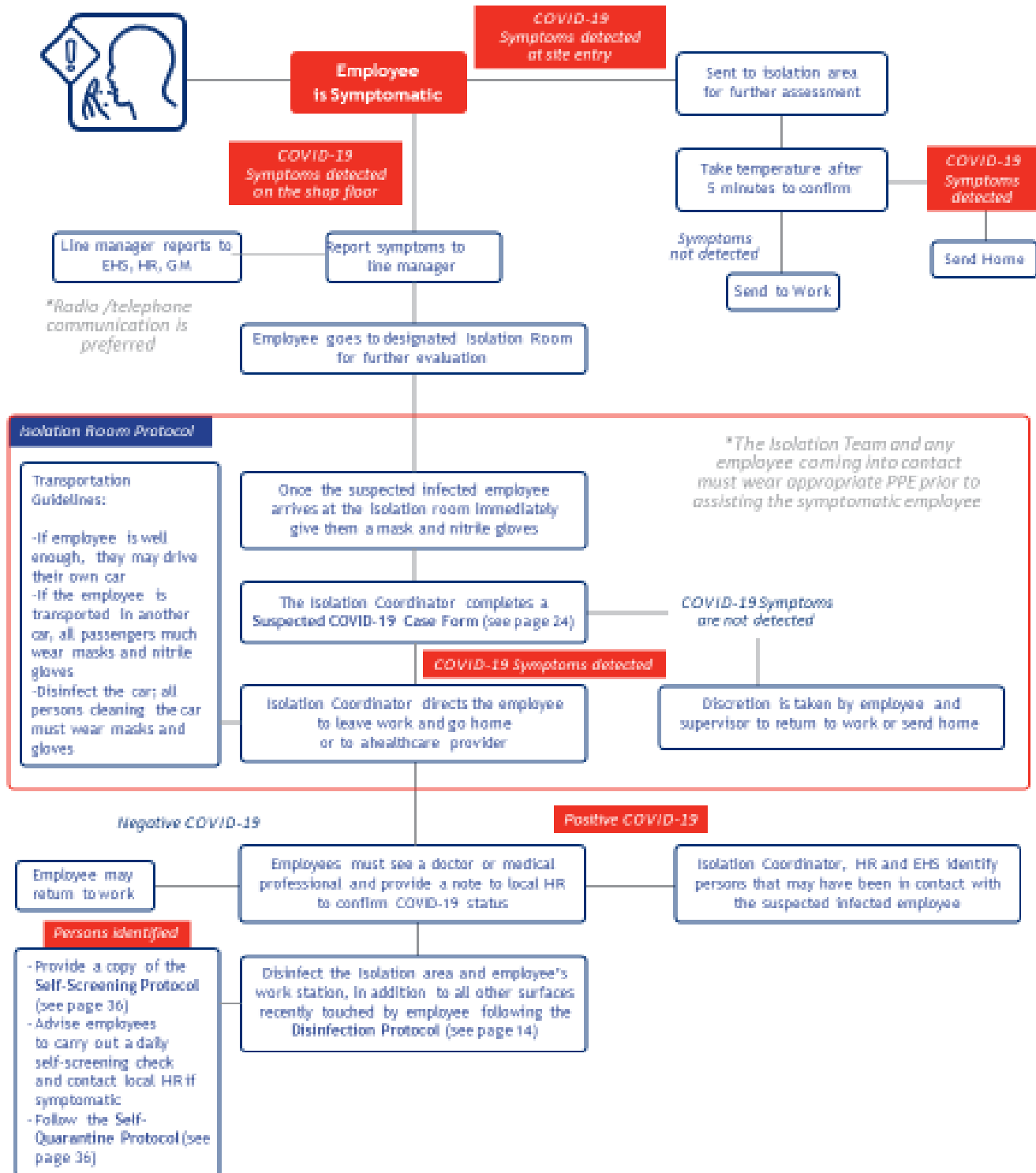
For Unionized plants, sites should coordinate protocols and procedures with Union leader(s).

## **Audit Checklists & Documentation Requirements**

Sites should develop Audit Checklist and reporting forms for each component of the company’s Pandemic Plan

- Sites should maintain documentation of all checklists and reporting forms.

## Employee Symptom & Isolation Protocols



**Sample COVID-19 Case Form**  
**Report for employees/visitors presenting symptoms at work**

**Name:**

**Date:**

☐ Visitor   ☐ Employee   ☐ Contractor

**Job Title:**

**Worksite:**

**Location of Isolation:**

**Address:**

**Symptoms noticed:**

- ☐ Temperature > 38°C (100.40F) or higher
- ☐ Shortness of breath, difficulty breathing
- ☐ Cough
- ☐ Running nose
- ☐ Sneezing
- ☐ Muscle Pain
- ☐ Tiredness

Time of fever on-set: \_\_\_\_\_ Time of isolation: \_\_\_\_\_

*Symptoms and isolation periods will be updated periodically as information becomes available following the emergence of a pandemic virus strain.*

**Where referred to:**

**Notes:**

**DETAILS OF REPORTER**

**Name:**

**Job title:**

**Telephone Number:**

*Coronavirus preparation and arrangements to be made for employees who become ill at work*

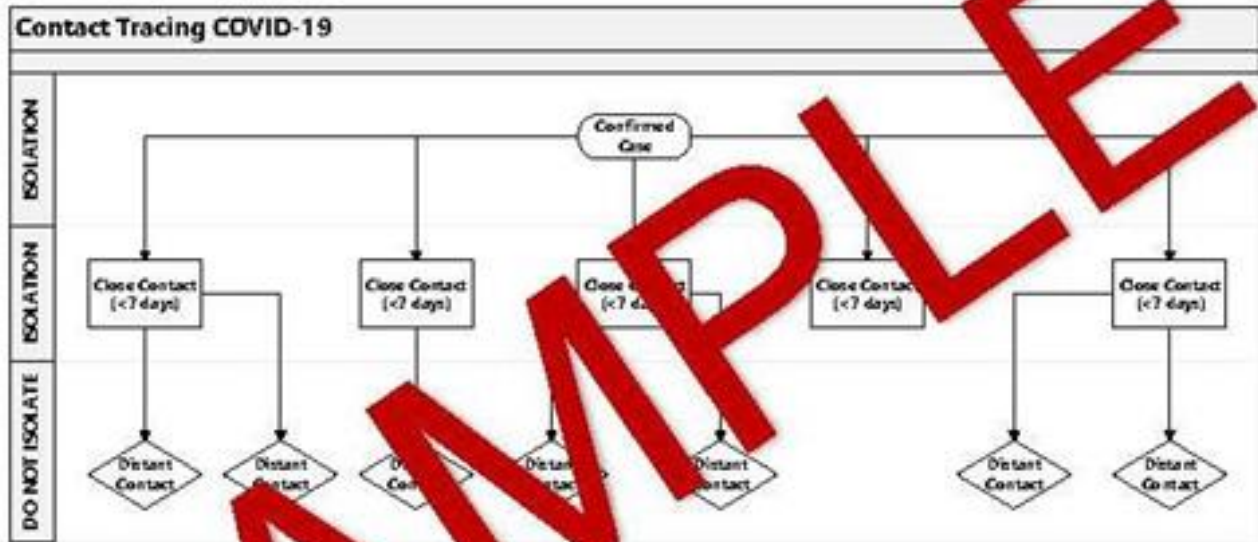


## SAMPLE CONTACT TRACING GUIDANCE

### Covid-19 Contract Tracing Guidance for Magna Facilities

To assist the facility with tracing of confirmed or presumed cases of COVID-19, the following guidance is provided.

The image below illustrates the contact tracing that should be done if a division has a confirmed or presumed case of COVID-19. Please note, contact tracing is only done to ONE level of contact as shown. Distant contacts do not require tracing.



\*Close Contact is defined as:

- Living with or otherwise caring for an individual who has a confirmed or presumed case of COVID-19.
- Being within about 6 feet (1.8 meters) of an individual who has a confirmed or presumed case of COVID-19.

In order to trace close contacts, follow the "Contact Tracing Questionnaire" found on MagNet.

**Close contacts of employees only need to be traced up to 7 days prior to:**

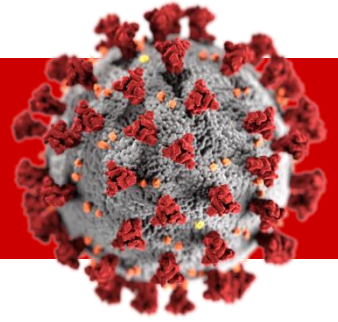
- symptoms appearing
- OR
- receiving a positive COVID-19 test result.

## SAMPLE CONTACT TRACING QUESTIONNAIRE

COVID-19 Contact Traceability Questionnaire	
Name: _____	Date of Symptoms: _____
Division/Location: _____	QR Positive Test Result: _____
Job Title: _____	Date Form Completed: _____
Manager: _____	
<p>1. Up to 7 days before symptoms appeared <u>OR</u> receiving a positive COVID-19 test, please indicate the Magna locations that you have visited, including all locations of your home divisions, other divisions, group/corporate offices, etc. Please indicate the approximate time spent at each location.</p>	
<p>2. Up to 7 days before symptoms appeared <u>OR</u> receiving a positive COVID-19 test, please indicate all non-Magna locations that you have visited for work-related reasons, including customers, suppliers, tool shops, vendors, conferences, etc. Please indicate the time spent at each location.</p>	
<p>3. Up to 7 days before symptoms appeared <u>OR</u> receiving a positive COVID-19 test, please indicate all meetings/training sessions that you have attended. Please indicate the names of all attendees where possible.</p>	
<p>4. Up to 7 days before symptoms appeared <u>OR</u> receiving a positive COVID-19 test, please indicate the names of individuals with whom you were in close contact at your home division/location - within 6 feet/2 meters for more than 3 min. This includes employees, visitors, contractors, etc.</p>	
<p>5. For each of the locations that you have visited during the 7 day period before symptoms appeared <u>OR</u> receiving a positive COVID-19 test, please indicate the names of individuals with whom you were in close contact within 6 feet/2 meters for more than 3 min. This includes meetings in the same room.</p>	
<p>6. Up to 7 days before symptoms appeared <u>OR</u> receiving a positive COVID-19 test, please indicate the names of individuals who may have come into close contact (within 6 feet/2 meters) while sneezing or coughing.</p>	
<p>7. Up to 7 days before symptoms appeared <u>OR</u> receiving a positive COVID-19 test, please indicate the areas you frequented within your home division/location i.e. work cells/area, meals/breaks, restrooms, entrances/exits, meeting rooms, offices, etc.</p>	
<p>8. Is there any additional information we should be aware of regarding your diagnosis or contacts?</p>	
<p>Form Completed by: _____ Date: _____</p> <p>Received by HR: _____</p> <p>Please contact your Regional HR Director immediately upon receipt of the completed form.</p>	



# EMPLOYEE TRAINING



## **Return to Work Training**

Sites should ensure clear and ongoing communications with employees and contractors.

Sites should develop and provide employee training in advance of returning to work as well as on-site training and orientation on the first day of back to work.

It is important that ALL facility employees understand the safety requirements, protocols, and expectations to ensure everyone and their health and safety and prevent the spread of COVID-19.

## **Provide Management Training**

Provide Guidance for Site Leaders and Managers on managing sensitive scenarios.

## **Host Pre-Return to Work Training**

- Host training for salaried employees while working remotely to review and ensure understanding of your Return to Work playbook
- Host training for Isolation Coordinators
- Host training for Disinfection Team
- Host training for HR
- Provide “How To” documents to employees

## **Host First-Day Training and Orientation**

- Localize presentation materials to be consistent with facility environment and changes
- Host first-day training orientation for all plant staff
  - Review COVID-19 Signage
  - Review Symptoms & Isolation Protocol
  - Review Social Distancing Protocols
  - Review Personal Hygiene
  - Review Disinfection Procedures

## SAMPLE PRE-RETURN TO WORK TRAINING TOPICS

### Pre-Return to Work Trainings

#### Tasks



- Deliver trainings on the topics detailed on this page so all plant management employees are aligned with the playbook protocols and guidelines.

Topic	Audience	Content Included
Overview of company's Covid-19 Safe Place Playbook response protocols and resources	All plant salaried employees working remotely	<p>Virtual Overview of Safe Workplace Playbook</p> <p>Can be reviewed through Skype Virtual Training (1 week prior) or Daily review with Operations Directors</p> <div style="display: flex; justify-content: space-between;"> <div> <p><b>Plant Opening Protocols:</b></p> <ul style="list-style-type: none"> <li>• Plant Startup Checklist</li> <li>• Pandemic Response teams</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>• Labor relations alignment</li> <li>• Health and Wellness</li> <li>• Signage</li> </ul> </div> <div> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>• Checklist items</li> <li>• 1st Day Back Training</li> <li>• Other Trainings</li> </ul> </div> </div>
Disinfection Team Training	Varies- Internal cleaning crew or external vendor	<p>In-depth review of the role, responsibilities and safety requirements for the disinfection team.</p> <p>PPE – content from <b>Personal Protective Equipment (PPE)</b> (see page 12)</p> <p>General Disinfection Measures Presentation</p> <p>Deep Cleaning – Understand protocol, but they will not be the ones practicing. External group to perform</p>
Isolation Coordinator and Health Screening Leads	On site-health screeners and volunteer Isolation Coordinator(s)	<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> (see page 22)</li> <li>• Self-Screening (daily &amp; on-site)</li> <li>• Self-Quarantine</li> </ul>
HR/Attendance Policy	HR Team	<p>In-depth review of the protocols related to employee attendance</p> <p>Isolation Protocol</p> <p>Self-Quarantining and Return to Work Protocol</p> <p>Visitors and Contractors self-screening</p>

## SAMPLE FIRST DAY TRAINING TOPICS

### First Day Trainings/Operations

#### Tasks



- Modify or create new training materials from the Playbook to be consistent with site
- Deliver training on all topics described on this page to all plant staff

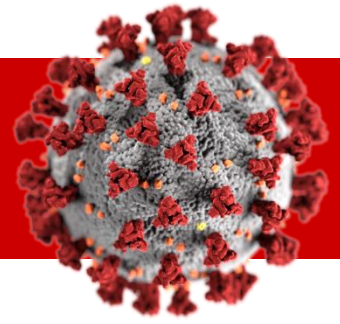
#### Staff Training Program:

Material	Content
Full Training -Return to Work from COVID-19.pptx	<ul style="list-style-type: none"><li>• Company's COVID-19 Response</li><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 facility reopening
- Invite all staff
- Staff clocks-in for training
- Meeting area must ensure to adhere to social distancing protocol (will vary by plant)
  - Might be divided by department, etc.

# HEALTH & WELLNESS GUIDANCE



Sites should provide employees with Health & Wellness Information to assist them in preparations for returning to work.

## **Health Benefits Information**

Sites should provide employees with information about their health benefits.

## **Health & Wellness Recommendations**

- Sites should provide recommendations on personal hygiene, sanitation and disinfection.
- Sites should review procedures for self-reporting and reporting coworkers presenting symptoms. (see Sample Symptoms Reporting Form)

**Sample COVID-19 Case Form**  
**Report for employees/visitors presenting symptoms at work**

**Name:**

**Date:**

☐ Visitor ☐ Employee ☐ Contractor

**Job Title:**

**Worksite:**

**Location of Isolation:**

**Address:**

**Symptoms noticed:**

- ☐ Temperature > 38°C (100.40F) or higher
- ☐ Shortness of breath, difficulty breathing
- ☐ Cough
- ☐ Running nose
- ☐ Sneezing
- ☐ Muscle Pain
- ☐ Tiredness

**Time of fever on-set:** \_\_\_\_\_ **Time of isolation:** \_\_\_\_\_

*Symptoms and isolation periods will be updated periodically as information becomes available following the emergence of a pandemic virus strain.*

**Where referred to:**

**Notes:**

**DETAILS OF REPORTER**

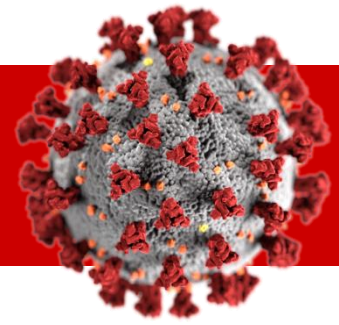
**Name:**

**Job title:**

**Telephone Number:**

*Coronavirus preparation and arrangements to be made for employees who become ill at work*

## FACILITY SIGNAGE



Sites should create a COVID-19 signage library and review COVID-19 Signage that has been placed around and review social distance protocols that have been displaced throughout the site.

### SAMPLE SIGNAGE

### COVID-19

Have you travelled outside your country  
within the last 14 days?

Or been in close contact with a confirmed  
or probable case of COVID-19?

\_\_\_\_\_ OR \_\_\_\_\_

Do you have a fever, or cough, runny nose, sore  
throat or shortness of breath?

If yes, **STOP.**



Help prevent any potential spread of COVID-19  
and other illnesses.

Please do not visit today if you are unwell.

\_\_\_\_\_

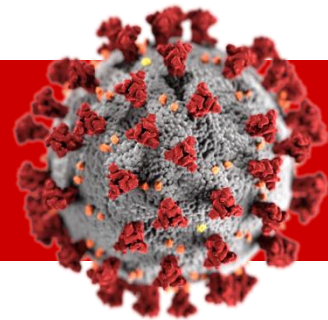
*In this together #NewNormal*

## SAMPLE SIGNAGE

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



## RESOURCE MATERIALS & LINKS



Sites should provide resource materials and links to more information about COVID-19 and recommended guidance for protecting against infection and preventing the spread of the virus.

Here are some helpful resource links:

[CDC General Guidance on COVID-19 Prevention](#)

[CDC Face Covering Guidance](#)

[Guidance Video on Properly Putting On and Removing Gloves](#)

[CDC Video on Properly Washing Hands](#)

[CDC Guidance on Social Distancing](#)

[CDC Guidance for Disinfecting Building or Facility](#)

[CDC Guidance to Manufacturers to Prevent COVID-19 Infection among Employees](#)

[Symptoms of Coronavirus](#)

[CDC Guidance on What To Do if You Are Sick](#)

[CDC Guidance on Domestic Travel](#)

Here are some Return to Work Playbooks shared by TCC Member Companies:

[BASF Safe Start Playbook](#)

[Dow Return to Work Playbook](#)