



ARNOLD CENTER

SAFE RE-ENTRY PLAYBOOK

9-2021-v5



A Note to All Readers

The information contained in this Playbook represents our current practices and recommendations for Arnold Center operations during this time of the unprecedented COVID-19 pandemic.

As the COVID-19 situation changes, so will we.

We will adapt.

Through it all, we will continue to engage in our mission and live our core values.

Purpose and Intent

- The Arnold Center Safe Re-entry Playbook constitutes a series of recommended industry best practices dealing with various Health, Safety, Environmental, and Public Health measures, designed to enhance the health and wellbeing of employees working in an unprecedented time.
- The Playbook outlines specific steps the Arnold Center takes to safeguard employee's health and wellbeing during a virus pandemic while ensuring the Arnold Center's ability to maintain essential operations and continue providing essential services to our customers. In addition, it provides guidance on how we intend to respond to specific operational and human resource issues in the event of a pandemic.
- This plan has been created using guidance from the CDC's Interim Guidance for Businesses and Employers, OSHA's Guidance on Preparing Workplaces for COVID-19, and other local and state guidance.



GETTING STARTED

Multi-Layered Approach

While each of our individual safety protocols are designed to prevent the spread of the COVID-19 virus, they are most effective as a whole; working together to keep you and those around you safe. Any one protocol standing alone is not enough - it is our personal responsibility to ensure we are following the directions detailed in this guide.

THERE ARE TIMES YOU MAY BE WITHIN SIX FEET (TWO METERS) OF ANOTHER PERSON

It is at those times when our other safety protocols, wearing a face cover and safety glasses - become more important.

THERE ARE TIMES YOU WILL REMOVE YOUR FACE COVER TO EAT OR DRINK

When this occurs, physical distancing is a priority. Washing your hands and cleaning the area immediately around you is also critically important.

THERE ARE TIMES OUR FACILITY AND/OR YOUR HANDS ARE NOT PERFECTLY CLEAN

This is another reason why we emphasize frequent hand-washing, require you to wear a face cover, and ask that you don't touch our face

Remember, before each of these scenarios, our site entry process is a preventative measure to keep COVID-19 out of our locations.



PLAYBOOK IMPLEMENTATION

Table of Contents

01 Playbook Implementation

02 Training and
Communications

03 Site Entry Process

04 Keeping Clean

05 Physical Distancing and
Ventilation

06 Return to Work Training



PLAYBOOK IMPLEMENTATION

We have developed extensive procedures to help keep people safe as they arrive and while they are working. To ensure the protocols outline in this Playbook are implemented consistently company-wide, teams have been created and processes are in place to manage adherence to this plan.

1

PANDEMIC TEAMS

Ensuring ongoing communication, education, and adherence to the Safer Workplace Playbook.

2

RISK

Identifying risk levels to determine appropriate control measures

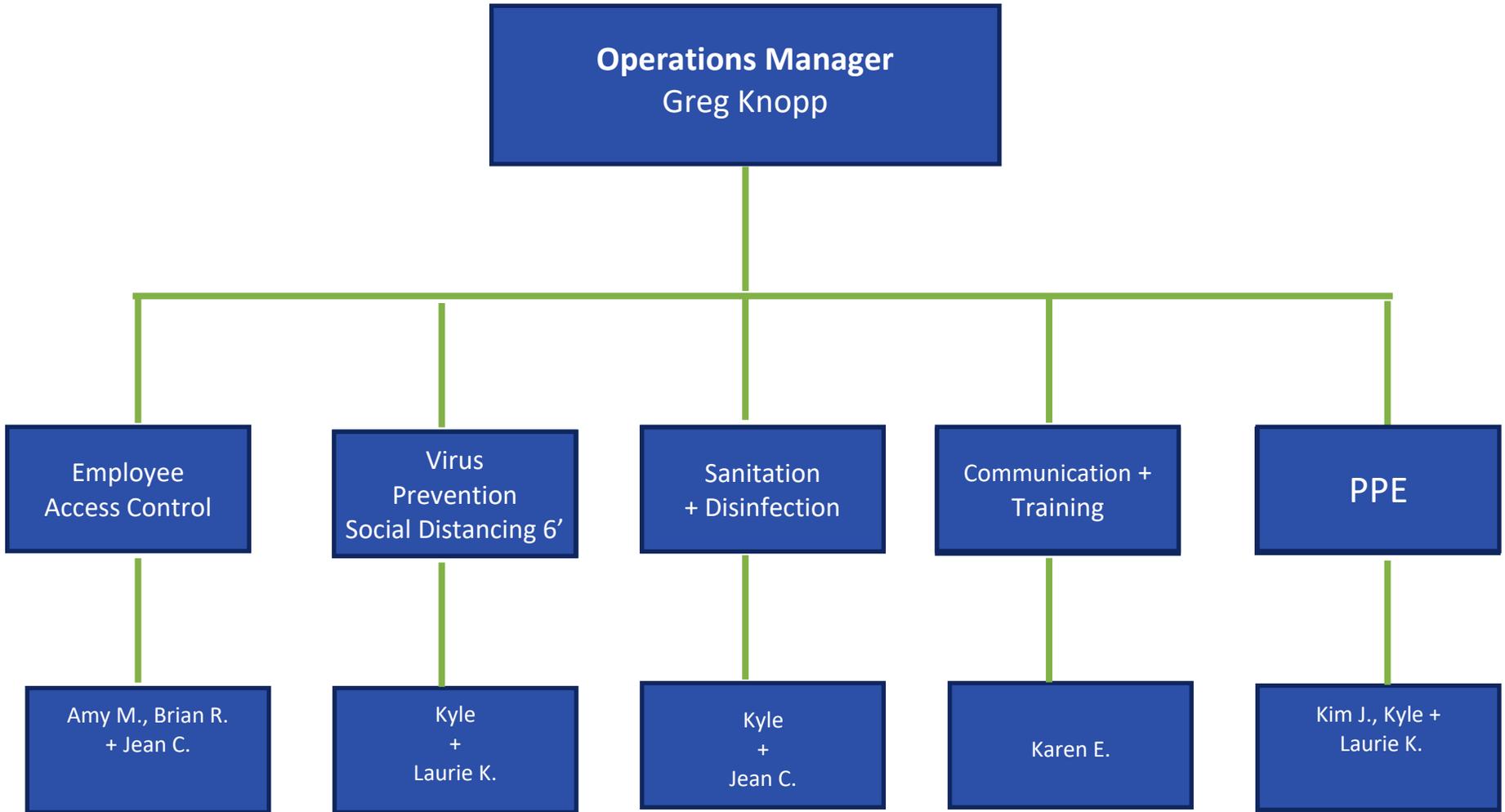
3

ADDITIONAL RESOURCES

Addressing issues through the employee safety concern process.

1

Arnold Center Pandemic Response Team





1

Playbook Implementation

Pandemic Teams

- In This Together -

TO PROTECT YOURSELF AND OTHERS FROM THE COVID-19 VIRUS, IT IS IMPORTANT TO UNDERSTAND AND FOLLOW THE SAFETY PROTOCOLS OUTLINED WITHIN THIS GUIDE.

Protocol Basics

- Keep COVID-19 out of Arnold Center locations
- Prevent the spread of COVID-19 within our locations
- Effectively manage suspects or confirmed COVID-19A cases

Protecting Yourself and Others

- Monitor your health daily-you are the first level of defense in preventing COVID-19 from entering the facility
- Follow your site's entrance procedures
- Wear a face covering
- Wash or sanitize your hands frequently
- Maintain physical distancing
- Help keep facilities clean
- Notify your supervisor if you or a co-worker are not feeling well while at work

2

Playbook Implementation

Risk

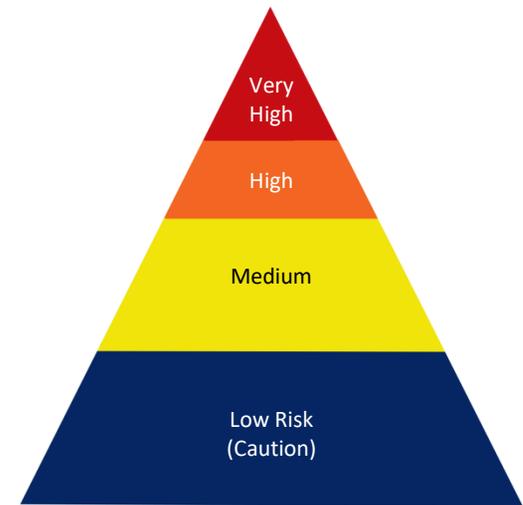
- Worker Exposure Classification

The Occupational Safety and Health Administration (OSHA), has published [Guidance on Preparing Workplaces for COVID-19](#). Arnold Center is using this guidance to make decisions about safe work practices.

- Arnold Center jobs fall into two exposure classifications:
 - Lower Exposure Risk (Caution):** jobs include those that do not require contact with people known to be, or suspected of being, infected with the SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers. *No additional controls recommended or required by OSHA.*
 - Medium Exposure Risk:** jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may have COVID-19 (e.g., asymptomatic persons).

Given that some jobs fall into the medium risk classification, Arnold Center has implemented the controls described in this Playbook to mitigate risk based on guidance for this level of exposure.

Occupational Risk Pyramid for COVID-19



Risk: Restrictions



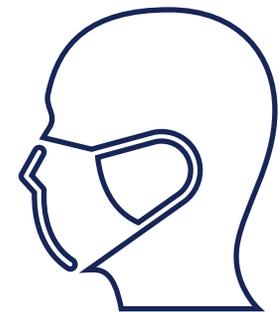
Maintain a 6ft distance
(2 meters) from each other

The following restrictions are based on recommendations from the CDC and public health authorities. There may be times where local restrictions change prior to others.

The Arnold Center is taking a corporate approach versus a local approach and will follow the 'strictest approach' compiled of all local guidance for everyone's safety.

Travel

- All Arnold Center employees are restricted to business-critical travel only.
- **Arnold Center Owned Vehicles** (motorized and non-motorized)
- All Arnold Center vehicles are required to follow physical distancing measures by limiting seating capacities to ensure six feet between each passenger.
- Face covers are required when transporting employees or other program participants.
- All users will follow disinfection protocols before and after use for all vehicle touch points.
- Exception: fork truck operators are required not to wear face coverings while operating fork truck to prevent fogging of safety glasses while in motion. Face covers must be on when not in motion or when they leave the truck.



Wear a face mask
(exception is eating or
drinking)



Playbook Implementation

Restrictions

Access

Each Arnold Center location has established designated screening entry points.

Off Site Employees

All Arnold Center employees who are contracted to work in workspaces not managed by the Arnold Center will be required to follow Arnold Center safeguards to protect the employee. This includes following the Arnold Center screening processes, if the host is not conducting screening, and wearing face covers. The Arnold Center employees will also be expected to adhere to the safety measures put in place by the host organization. The stricter process or procedure will apply if there is a conflict between the host and Arnold Center practices.



3

Playbook Implementation

Additional Resources

EMPLOYEE SAFETY CONCERN PROCESS

SEE IT-

If you have a safety concern related to COVID-19, report it to your supervisor and discuss how it can be resolved.

TAKE ACTION-

Your supervisor will help provide the right support resources.

CLOSE THE LOOP-

Your supervisor will close the loop with you once the safety concern had been addressed.

QUESTIONS ?

If you cannot resolve the workplace safety issue through the Employee Safety Concern Process or if you have other questions not addressed in this Playbook, please contact your supervisor.



Training and Communications

TRAINING AND COMMUNICATIONS

As we continue to navigate the COVID-19 pandemic, it is our priority to clearly and effectively communicate all updates, processes and procedures to all Arnold Center employees. We will continue to develop and share new tools and resources as the situation evolves.

Resources Include:

1

WELLBEING

Promoting resources that assist with personal Wellbeing.

2

COMMUNICATIONS

Providing materials through a variety of channels to maximize access; managing positive cases effectively.

3

TRAINING

Providing information via printed material, virtual training, and other methods.



1

Training and Communications

Wellbeing

Many aspects of the COVID-19 outbreak can cause stress and anxiety. Fear of the disease, dealing with the unknown, social isolation, and financial stress can all become overwhelming very quickly and cause strong emotions in adults and children. Managing your stress can help you, the people you care about, and your community to be resilient and thrive.

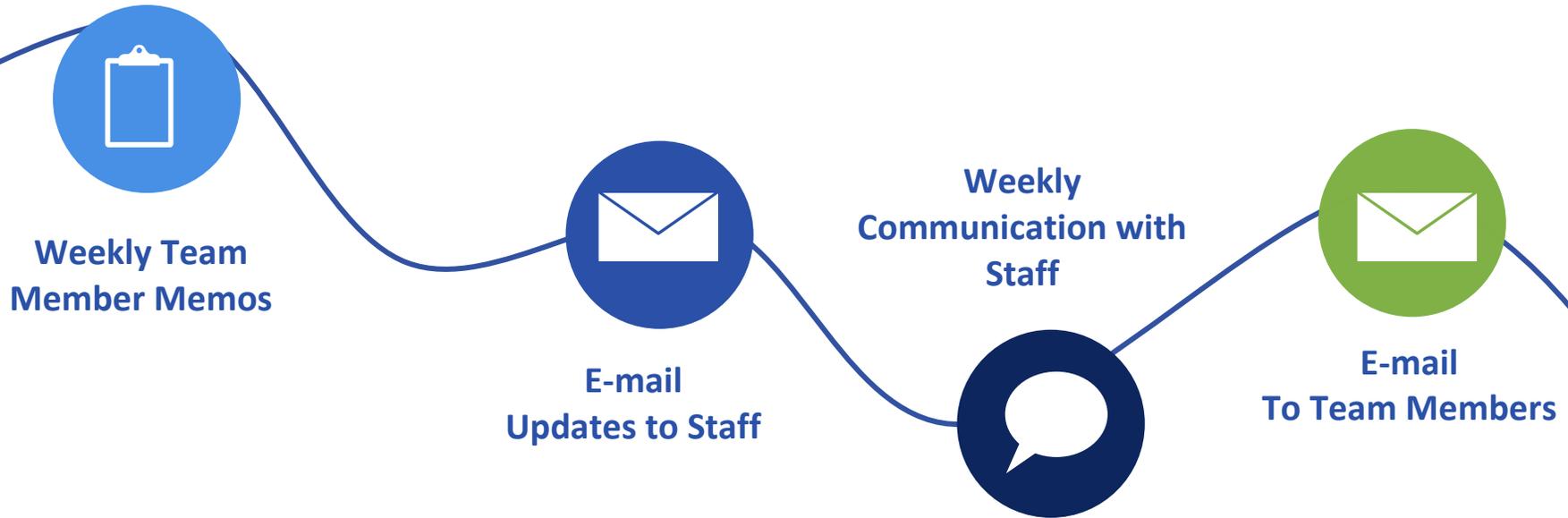
Some ways to cope:

- Learn from reputable resources like the CDC about the virus and how to proceed for yourself and your family.
- Avoid binging on the news, social media, and television
- Take care of yourself by eating healthy, getting regular exercise, get a good night sleep each night, and avoiding alcohol and drugs
- Take breaks and do an activity you and your family enjoy
- Connect with others by giving them a call

For more stress management resources go to [COVID-19 SharePoint page](#)

2

Updates



Communications: Positive Cases

All employees are required to participate in a health screening and temperature check prior to entering the workplace to reduce the chance of COVID-19 entering the work environment; however, it is still possible an asymptomatic person will enter the workplace.

Part of preventing the possible spread of COVID-19 is being prepared to respond to a confirmed case. In the event of a positive COVID-19 case, the Arnold Center takes rapid steps to **clean** and **communicate**.

Within 24 hours of learning of a positive case:

- Close contacts are identified and informed of possible exposure
- The area is thoroughly cleaned
- Other employees in the area are informed, when applicable



2

Training and Communications

Communications: Positive Cases

When the Arnold Center learns of a positive case in the facility:

- Arnold Center staff and local health authorities immediately begin identifying potential close contacts. [CLOSE CONTACT TRACING FORM](#)
- Close contacts are notified by Human Services, Health Department, and/ or Operations Management; they will inform employees of their possible exposure to COVID-19 in the workplace but will maintain confidentiality.
- Any close contact unvaccinated will be asked to self-quarantine for 14 days since last exposure. Communication may be in person, by phone, or by email.
- Fully vaccinated people who have come into close contact with someone with COVID-19 should be **tested 3-5 days following the date of their exposure** and wear a mask in public indoor settings for 14 days or until they receive a negative test result. They should isolate if they test positive.
-

The CDC and many local health departments have said that critical infrastructure workers who have had an exposure but remain asymptomatic can continue to work. For everyone's safety the Arnold Center, has chosen to follow older, more cautious guidance in most cases. The older guidance requires anyone with close contact with someone who is confirmed or presumed positive for COVID-19 to self-self-quarantine for 14 days.

3

Training and Communications

Training

As an essential business that has continued to operate during the pandemic, the Arnold Center provided a variety of informational materials.

- What is Coronavirus?
- What if I think I'm sick?
- How to protect yourself
- How to stop the spread of germs
- Managing stress during COVID-19 Outbreak
- Face cover best practices
- Applying for Unemployment Insurance
- Defining Close Contact

Virtual Training was provide for employees volunteering as Screeners:

- Proper Personal Protective Equipment (PPE) including donning and doffing.
- Screening process, including screening questions and documentation process when someone is sent home.



Avoid touching your eyes, nose and mouth. Cover your cough or sneeze with a tissue. Use your upper sleeve if you do not have a tissue.



Wash your hands often for at least 20 seconds. Use hand sanitizer when soap and water are not available.



Maintain a distance of 6 ft (2 meters) from each other

*A large Sedan is a bit more than 6 ft.



Safe Entry Process

Site Entry Process

We have designed extensive procedures to help keep people safe when they arrive, while they are working, and as they leave the facility. The entry process is critical in maintaining the health and safety of employees and visitors at each of our sites. During high-traffic times, additional staffing may be required to efficiently move people through the process.

The site entry process focuses on:

1

PEOPLE FLOW

Ensuring physical distancing, a simple COVID-19 questionnaire, hand sanitizing and face covers

2

FACE COVERS

Wearing a face cover is required to prevent the spread of infection

3

TEMPERATURE SCREENING

Preventing people with high surface temperatures from exposing others to potential infection

4

NON-EMPLOYEE ACCESS

Regulating access of visitors and guests



Site Entry Process

People Flow

Prior To:

Before coming to the workplace each day, please pay attention to how you are feeling. Your safety and the safety of those around you depends on a personal self-assessment and self-reporting of any symptoms.

If you answer **YES** to any of these questions:

1. Have you traveled internationally or domestically (outside of the state)?
2. Have you had close contact with or cared for someone diagnosed with COVID-19 in the last 14 days?
3. Do you currently have fever, chills, cough, shortness of breath or difficulty breathing, headache, sore throat, muscle/ joint aches, or loss of taste and/or smell?

PLEASE DO NOT REPORT TO WORK. NOTIFY YOUR SUPERVISOR

1

People Flow

Upon Arrival

All Arnold Center locations have implemented a COVID-19 screening process. When you arrive at a Midland or Gladwin facility, you will be stopped immediately upon entering the building. Your temperature will be taken, and you will be asked the following questions:

In the past 48 hours, have you experienced:

- Fever of 100.4F/ 38C or higher?
- New or worsening cough?
- New or worsening shortness of breath or difficulty breathing?
- OR at least two (2) of the following symptoms:
 - Chills
 - Muscle aches
 - Headache
 - Sore throat
 - Loss of taste or smell

In the past 14 days, have you:

- Had close contact with an individual diagnosed or presumed positive with COVID-19?
- Traveled internationally or domestically (outside of the state)?

2

Site Entry Process

Temperature Screenings

A trained Arnold Center representative will perform a temperature screening on anyone entering the facility to identify the risk of a potential COVID-19 case. Temperature screenings are conducted with a thermal screening device.

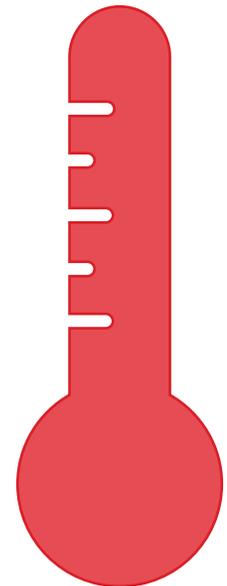
Anyone with an elevated temperature will be asked to leave. Employees will be given documentation of next steps and will be asked to contact their Supervisor.

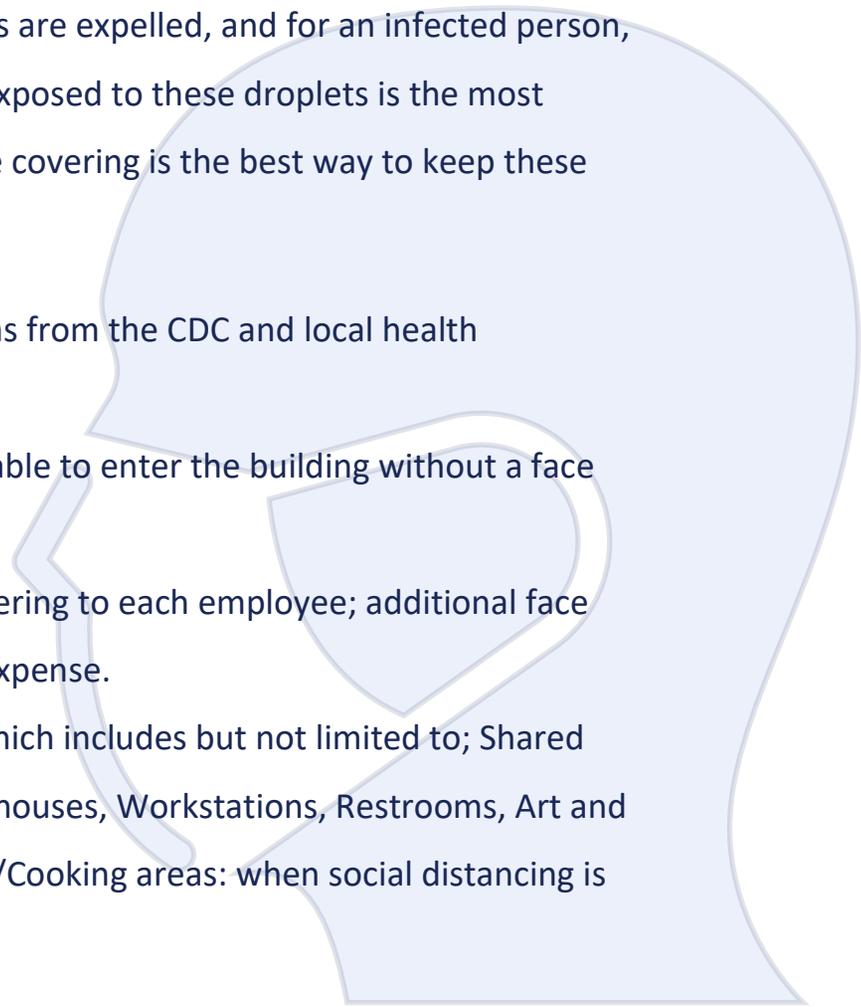
Screening Directions

- Remove hats or glasses
- Stand in the designated area in front of the screening device
- Screening will occur at optimum distance to maximize the safety of the entrant and the screener
- Temperature is taken in 2-5 seconds

If Passed Employees passing screening will;

Place a color-coded wristband on your wrist with the day's date





3

Site Entry Process

Face Covers

When we breathe, talk, cough or sneeze, small droplets are expelled, and for an infected person, the droplets likely contain the COVID-19 virus. Being exposed to these droplets is the most probable way of contracting COVID-19. Wearing a face covering is the best way to keep these droplets contained.

Face coverings are required based on recommendations from the CDC and local health authorities.

- Employees, contractors, and visitors will not be able to enter the building without a face covering
- The Arnold Center will supply one cloth face covering to each employee; additional face coverings or masks will be at the employee's expense.
- Face coverings are required in all work spaces which includes but not limited to; Shared Office Spaces, Open Offices, Shop-Floor, Warehouses, Workstations, Restrooms, Art and Sewing Room, Common Corridors and Kitchen/Cooking areas: when social distancing is not possible.

3

Site Entry Process

Face Covers



- **HOW TO WEAR A FACE COVER**

1. Wash or sanitize hands before handling face cover or touching your face.
2. Put your fingers through the ear loops and position the covering over your nose and mouth
3. Place the ear loops around your ears
4. Adjust to cover both the mouth and nose

- **WHAT TO DO WITH YOUR FACE COVER AFTER WORK**

Once you have exited the facility and are physically distant from others it is safe to remove your face cover. Store your face cover in a lunch-size paper bag. This allows the material to dry and protects others from coming into contact with a possibly contaminated surface.

- **HOW TO WASH YOUR FACE COVER**

Hand wash with mild detergent and water. Line dry and reuse the following workday.



3

Site Entry Process

Face Covers

Fog Prevention Techniques

If your glasses/ safe glasses fog up while wearing a face cover, try the solutions below. Each of us will need to find a technique that works best.

SOAP AND WATER

Soap helps prevent water droplets from sticking to lenses.

1. Wash lenses with soap and water
2. Rinse and shake off excess water
3. Air-dry or use a tissue to dry

FOLDING FACE COVERING

1. Adjust the covering to fit your face
2. Fold the top of the covering down to crease it
3. Ensure it fits perfectly over bridge of the nose
4. Loop the ear loops to create a figure-eight if covering is loose

FOLDED TISSUE

A folded tissue added to the covering can prevent fogging.

1. Fold a tissue
2. Insert near the top of the covering
3. Ensure it fits perfectly over bridge of the nose

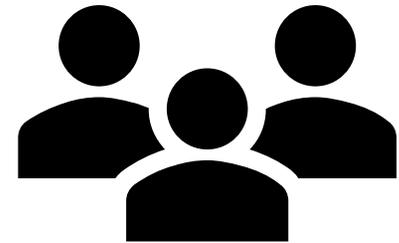


Site Entry Process

Non-Employee Access

Visitors and contractors are permitted at this time.

Visitors will be required to enter designated entry points where screening has been established and follow all safety protocols including questionnaires, thermal screenings, and wearing face covers.





Keeping
Clean

Keeping Clean

To prevent the spread of COVID-19, it is important to wash your hands often and keep common touchpoint surfaces (restrooms, cafeterias, workstations, meeting room, etc.) clean. To do so, we have increased sanitization responsibilities of our Environmental Services team and are asking each one of you to contribute.

The new process focuses on:



TOUCHPOINT SANITIZATION AND CLEANING

Increasing the frequency of high touchpoint area cleanings, as well as clearly displaying the last time the area was sanitized.



SANITIZATION STATIONS

Providing designated areas where disinfecting supplies will be available.



HANDWASHING

Frequent washing or sanitizing of hands.



1

Keeping Clean

Touchpoint Sanitization and Cleaning

Environmental Services

Environmental Services will increase cleaning frequency for common touch surfaces. The following will be cleaned 3-4 times per shift/workday and between shifts/workdays:

- All entry/exit points
- Restrooms
- Doors, handrails, drinking fountains, etc.
- Cafeteria and vending machines.

Areas that have been sanitized will be clearly marked with signage identifying the last time the area was cleaned.

1

Keeping Clean

Touchpoint Sanitization and Cleaning

Your Role

You will be asked to clean your workstation at the beginning and end of every shift/workday. The frequency of cleaning these areas may vary based on your site. Supplies and instructions will be provided. As part of enhanced cleaning protocols for your work area, you may need to use additional approved chemicals, wear additional PPE and follow specific instructions. Details specific to your work area will be provided by your supervisor.

The key areas to clean are those touched most frequently:

- All high-touch areas of process equipment: handles, tools, etc.
- Includes mobile equipment, hand grips, steering wheel, levers, etc.

You may also be asked to clean:

- Common Areas
- Production/ Operator Spaces
- Immediate Work Areas
- Carts



2

Keeping Clean

Sanitation Stations

Sanitization Stations are identified locations where you can expect to find hand sanitizer and disinfecting supplies. It is important to know where these items are in your work area. Environmental Services will refill supplies if supplies are low.

Hand Sanitizer



Possible locations include

- Entry Points
- High congestion areas
- Production Floors
- Key Office Area Locations
- Kitchen area
- Vending Machine Locations

Disinfectant Product



Possible locations include

- Supply area
- Supervisor Desks
- Office Areas and Workstations
- Kitchen area



3

Keeping Clean

Hand Washing

While COVID-19 is primarily transmitted by airborne droplets, touching surfaces contaminated with the virus and then touching your eyes, nose, mouth or face may be a secondary means of disease transmission. This is why frequent hand washing or sanitizing is so important.

- Wash your hands frequently with soap and water throughout the day
- Alcohol-based hand sanitizer can be used when soap and water are not available
- Always wash or sanitize your hands before eating, drinking, or smoking.
- Avoid touching your face, eyes, nose or mouth
- Avoid shaking hands

COVID-19 cannot be absorbed through skin.

COVID-19 from handling parts or packing materials is low. Gloves are not required.



Physical Distancing and Ventilation



Physical Distancing and Ventilation

Physical distancing, also called “social distancing”, is the act of keeping space between yourself and other people outside of your home. This, in combination with minimizing touchpoint and increasing airflow, is crucial in preventing and stopping the spread of COVID-19. Our additional measures include:

1

FOCUS AREAS AND PRACTICES

Physical distancing protocols for workstations, meeting rooms and other common spaces.

2

FANS AND VENTILATION

Managing ventilation to possibly decrease the risk of infection.

1

Physical Distancing and Ventilation

Focus Areas and Best Practices

Numerous high-visibility markings will help maintain physical distance of six feet (two meters) between people.

To Practice Physical Distancing:

- Stay at least 6 feet (two meters) from others when possible
- Eliminate contact with others, such as handshakes or embracing coworkers, visitors, or friends. Stay out of crowded places and avoid mass gatherings.
- Avoid anyone who appears sick or is coughing or sneezing.
- Occupancy will be reduced and posted in common areas such as restrooms and locker areas.
- Follow restrictions on how many people can be permitted to sit at a table.



*A large Sedan is a bit more than 6 ft.



1

Physical Distancing and Ventilation

Focus Areas and Best Practices

Returning to Workplace

At least (5) days prior to returning to the workplace, area Leaders will need to complete the Returning to the Workplace form before their teams returns to the workplace. This form becomes a notification to the Facilities Team so that physical distancing measures are in place prior to returning. It also acknowledges the requirements outlined in the Safer Workplace Playbook, as well as adjustments to employee schedules to meet workstation spacing requirements.

Workstations

Facilities will be providing workstation spacing suggestions to each work area. Some workstations do provide a six-foot (two meters) distance between coworkers, while compressed cubicles should be staggered or face the same direction to maintain six feet of distance between coworkers. If required, assigned seating may be adjusted to accommodate alternating work schedules and seating assignments. All employees must clean their workstation prior to leaving their shift.

Lunch and Break Areas

Staggered start/stop times and lunch break to help prevent congestion in normally high traffic areas. Chairs have been removed and remaining will be spaced out to encourage distancing.

2

Physical Distancing and Ventilation

Fans and Ventilation

While the primary source of COVID-19 infection is in-person contact with an infected person and close-range droplet transmission, high velocity airstreams could possibly move airborne droplets around if someone is infected and they cough or sneeze. We are evaluating ventilations systems in both locations to manage and direct airflow, helping to mitigate risk.

Cooling fans are an integral part of our site ventilation systems; however, airstreams could possibly move airborne droplets around if someone is infected and they cough or sneeze. It is important to follow the guidelines and always wear a face cover.

Ventilation

In all facilities, the Arnold Center will:

- Verify filters and proper operation of all HVAC units
- Ensure locally installed ventilation equipment is functioning properly.
- Systems should be set to run continuously during occupancy
- Avoid work in unventilated areas if possible

Cooling Fans and Directed Air Distribution

- Assess the cooling fans at your site focusing on high-speed airflow between workers
- Look for situations where more than one workers within the high-speed airflow from the fan, potential causing droplets to blow from one worker's face to another
- Potential solutions:

Adjust fan speed and/ or redirect airflow, Consider use of column or ceiling fans, evaluate barriers to redirect air, and adjusting local temperature set-points.



Social Distancing Protocol

SOCIAL DISTANCING PROTOCOL

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

In practice this means:

- Staying 2 meters (6 ft) away from others as a normal practice
- Eliminating contact with others, such as handshakes or embracing coworkers
- Avoiding touching surfaces touched by others, to the extent feasible
- Avoiding anyone who is coughing, sneezing or appears to be sick

1

SOCIAL DISTANCING MAP

Social distancing and measurement guidelines

2

COMMON AREAS

Social distancing and proper hygiene play an important role in keeping yourself and co-workers safe.

3

RESTROOM POLICY

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

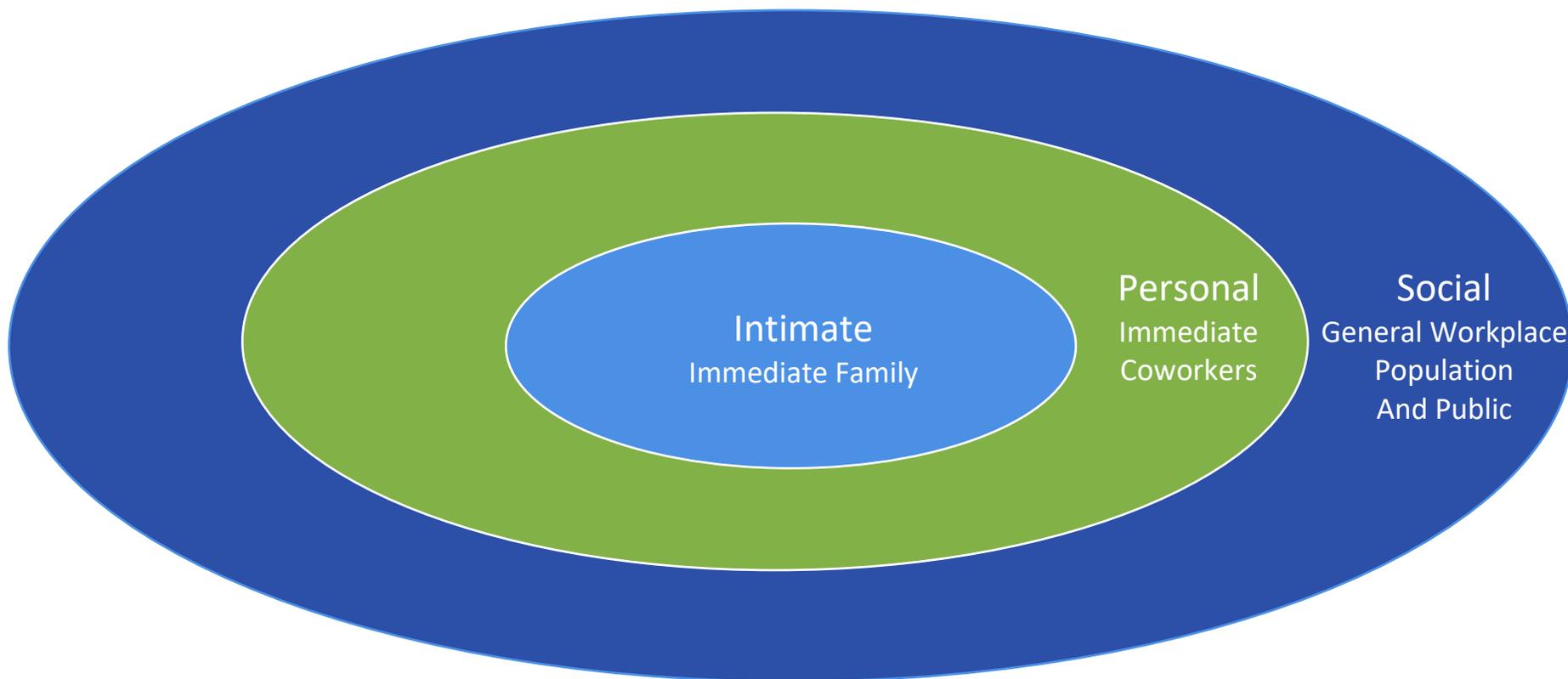


1

Social Distancing Protocol

Social Distancing Map

Numerous high-visibility markings will help maintain physical distance of six feet (two meters) between people.



0-18 inches (0-45cm)



0-18 inches (0-45cm)



6ft (2 meters)

2

Social Distancing Protocol

Meeting Areas and Breaks

The Arnold Center limits meeting no greater than 10 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, cafeterias, common areas, entrance/exit areas of work locations and offices.

Meetings

In all facilities, the Arnold Center will:

- Hold safe social distanced meetings of 6 feet (2 meters) between employees
- Several meeting spaces can be designated for one large area. For example, meetings may be held at the same time in different areas on the manufacturing floor or conference room.

Employee Breaks

- Management of employee breaks to provide social spacing and proper hygiene is necessary.
- Start and stop times should be staggered
- Increase cleaning intervals to ensure a clean environment at all times
- Employees are responsible for sanitizing food items stored in employee refrigerators or cupboards.
- Any use of common item such as microwave or refrigerator should be cleaned by employee prior to and after each use.

Locker Area

- Stay a minimum of 3 but preferably 6 feet apart
- Eliminate contact with others, such as handshakes or embracing coworkers
- Avoid touching other lockers used by others
- Avoid anyone who is coughing, sneezing or appears to be sick
- No more than 2 people in locker room at one time

3

Social Distancing Protocol

Restroom Policy

Recommended

- Establish maximum capacity for the facility that allows for social distancing
- Post the maximum capacity
- Station one to two employees to observe the safe (6 feet) distance and to disinfect all bathroom items.
- Provide enough supplies for employees to clean up after themselves.
- Provide hand soap for appropriate hand washing
- Post proper hand washing guidelines
- Clean doorknobs both entering and exiting bathroom regularly





Return to Work Trainings



Return to Work Trainings

The Arnold Center will deliver trainings on the Playbook Response Protocols, Disinfection Team Training, Isolation and Health Screening Leads and HR/Attendance Policy



1

Overview of COVID-19 Playbook

Virtual Overview of Safe Work Playbook

2

Disinfection Team and Health Screening Leads

In depth review of the role, responsibilities and safety requirements for the team.

3

HR/ Attendance Policy

In depth review of the protocols related to employees



1

Return to Work Trainings

Overview of COVID-19 Playbook

TOPIC	AUDIENCE	CONTENT INCLUDED
<p>Overview of Arnold Center’s COVID-19 Safe Work Playbook response protocols and procedures</p>	<p>All of site’s salaried employees working remotely</p>	<p>Virtual Overview of Safe Work Playbook</p> <p>Plant Operations Protocols</p> <ul style="list-style-type: none"> • Pandemic Response Team • Personal Protective Equipment (PPE) • Disinfection Measures • Transportation/ Vehicle Safety • Isolation protocol • Social distancing protocol • On-site health screening • Daily self-screening protocol • Self-quarantining and return to work • Visitor and contractors screening • Health and Wellness • Signage <p>Next Steps:</p> <ul style="list-style-type: none"> • Checklist Items, First Day Back Training, Other Trainings



2

Return to Work Trainings

Disinfection and Health Screening Teams

TOPIC	AUDIENCE	CONTENT INCLUDED
Disinfection Team Training	Internal Cleaning Crew and external vendors	<p>In depth review of the role, responsibilities and safety requirements for the disinfection team:</p> <ul style="list-style-type: none"> • PPE- content from Personal Protective Equipment (PPE) • General Disinfection Measures Presentation • Deep Cleaning- Understand protocol, but external group will perform
Isolation/Health Screening Lead Training	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"> • PPE • Isolation Protocol • Self-Screening (daily and on site) • Self-Quarantine



3

Return to Work Trainings

HR / Attendance Policy

TOPIC	AUDIENCE	CONTENT INCLUDED
HR/ Attendance Policy	HR Team	In depth review of the protocols related to employee attendance <ul style="list-style-type: none">• Isolation Protocol• Self-Quarantining and Return to Work Protocol• Visitors and Contractors self-screening

First Day Training

TOPIC	CONTENT INCLUDED
Full Training-Return to Work from COVID-19 pptx	<ul style="list-style-type: none">• Company’s COVID-19 Response• Signs and symptoms of COVID-19• Daily self-screening for symptoms• Isolation protocol for symptomatic employees• Social distancing measures• Personal hygiene• Disinfections measures



Questions?



THANK YOU

ARNOLDCENTER.ORG

989.631.9570

HELLO@ARNOLDCENTER.ORG