

Safe Work Protocols for minimizing risk to Covid-19

1. All OSHA PPE standards still apply
2. OSHA's Bloodborne Pathogens standard (29 CFR 1910.1030) applies to occupational exposure to human blood and other potentially infectious materials that typically do not include respiratory secretions that may transmit COVID-19. However, the provisions of the standard offer a framework that may help control some sources of the virus, including exposures to body fluids (e.g., respiratory secretions) not covered by the standard.
3. **Associate Health Screening**
 - a. **You will be required to complete a health screener daily questionnaire before the start of your shift**
 - b. **You will be asked to remain in staging area while waiting to be screened**
 - c. **You will be required to practicing social distancing of 6' or more apart**
 - d. **One associate will enter the screening area at a time and your health screener will be reviewed**
 - e. **Your temperature will be taken with touch-free temperature scanner before the start of your shift**
4. Do not congregate around clock in/out or log in computers, you should wash your hands after use, and those computers need to be sanitized in between users to include:
 - i. Computer Screen
 - ii. Keyboard and mouse
 - iii. Desk or table surface
5. You will be issued and required to wear latex or rubber gloves to limit contact of potentially contaminated surfaces. If at any point you needs replacement gloves they will be available...
6. Disinfect common work areas hourly, after each use and at the end of each shift or personnel change over
7. Limit in-person meetings and use Microsoft Teams to promote social distancing
8. You will be encouraged to practice these healthy habits to prevent the spread of viruses:
 - a. Wash your hands with soap and warm water for 20 seconds. If unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
 - b. Avoid touching your eyes, nose, and mouth with unwashed hands.
 - c. Cover your nose and mouth with a tissue when you cough or sneeze, or cough/sneeze in your upper sleeve.
 - d. Immediately throw away used tissues in the trash, then wash hands.
 - e. Clean and disinfect frequently touched surfaces, such as doorknobs, handles, light switches, tables, toilets, faucets, sinks and cell phones.
 - f. Avoid touching common surfaces in public places – buttons, door handles, handrails, counter tops, desktops or etc. Use elbows or knuckles to push buttons when you do not have a tissue or sleeve to cover your hand or finger.
 - g. Associates should be aware and take particular care in protecting open cuts against contamination or infection by covering them.
 - h. Make sure others in your household, or anyone you are regularly in close contact with, follow these precautions.

- i. Doorknobs, Supply Vending Machines, bathroom stall doors, sink and faucet fixtures, lockers – when in doubt sanitize!
9. You should exercise social distancing of 6' or more at all times.
10. You will be restricted/ prohibited use of areas where people may gather:
 - a. Limit the number of associates present to a single associate, in any confined space where workers cannot maintain the standard 6' buffer of safe social distancing
 - b. Wherever possible doors will be propped open to alleviate the need touching while opening
 - c. Multi-use restrooms will be restricted for use by one associate at a time.
 - d. Lunch and break areas will not be available for use.
 - i. Lunch/break areas will not be available for meals and associates should eat in relative isolation in order to maintain social distancing
 - ii. Refrigerators will not be available. Associates should bring their lunches in personal coolers.
 - iii. Food vending machines will be available, cleaning protocols will be posted
 - iv. Coffee makers machines will not be available, and if associate desires coffee they can bring it in in a personal thermos
 - v. Microwaves will be available for use, cleaning protocols will be posted
 - e. Drinking fountains will not be available for use (cover in plastic to prohibit use)
 - i. Associates should bring their own water/water bottles in for personal use
11. Prohibit cell phone use (per our policy):
 - a. Cell phones pose a particular risk, therefore we will prohibit their use where their use is not fundamental to the job.
 - b. Personal cell phones come in contact with contamination and then the phone is placed to the face for use, or continually contacted by the user's hands, and then the hands are placed on the face.
 - c. Shared use Personal cell phones is prohibited
12. Restrict/Limit and/or prohibit sharing of tools
 - a. You should use your personal hand tools and not share tools
 - b. Company owned hand tools and measuring devices should be limited to a single user during any work where the tool is required, and sanitized before and after use
13. Limit the number of common contact points on work being performed. Work should be designed to be performed by one individual at a time, or workers to remain no less than 6' apart at all times. Work passed from one worker to another should allow for the work or work area to be disinfected, where necessary.
14. Visitor restrictions will apply per our established procedure – before the “Stay Safe, Stay at Home Order”
15. Associates should be aware and take particular care in protecting open cuts against contamination or infection by covering them.

Advanced Engineering Center

A. Build Technicians and Robotic Build Technicians

- i. Weld and hot work PPE standards apply
- ii. Individual Build Technicians should weld within the confines of their assigned areas where possible
- iii. If it is required that build techs work together on resistance welding the wearing of face shields and rubber gloves or the equivalent rubber palmed gloves will be required and strictly enforced.
- iv. Build Techs should not share weld ppe, equipment or hand tools
- v. Sanitize work areas, periodically throughout the day, after each use, before and after shifts to include and not limited to:
 - a. Weld tanks
 - b. Knobs, torch handles, pressure gages
 - c. Weld guns, handles and hand controls
 - d. Pendants, programming and control panels
 - e. Light switches
 - f. Writing utensils
 - g. Computer screens, keyboards and mouse
 - h. Work surfaces, counter tops and tables
 - i. Raw material
 - j. Measuring tools, fixtures and gages
 - k. Hand tools
 - l. Toolboxes

B. Quality/Inspection Associates

- i. Technicians should attempt to remain in their personal workspace when possible and maintain social distancing of 6' or greater
- ii. Techs will be required to wear rubber gloves or the equivalent rubber palmed work gloves where safety to operate machines does not prohibit it (example: rotating machines: lathes, bridge ports, surface grinders and drill presses)
- iii. Relocate/disperse associates to other areas to alleviate congestion and facilitate acceptable social distancing where necessary.
- iv. Workspaces should be disinfected periodically and end of the shift to include but not limited to:
 1. Faro Arm and CMM Units
 2. Hand tools and measuring devices
 3. Toolboxes
 4. Computers, keyboards and mouse
 5. Work surfaces, desktops, counter tops, tables
 6. Chairs
 7. Writing utensils
 8. Phones
 9. Measuring tools, fixtures and gages

C. Administrative Associates

- I. Admin Associates should attempt to stay within their offices where possible
- II. Where it's required that associates share a space and keeping within the 6' social distancing standard, face masks should be worn
- III. Sanitize work areas, periodically throughout the day and after each use, before and after shifts to include and not limited to:
 1. Door handles/knobs
 2. Light switches
 3. Writing utensils
 4. Phones
 5. Copy machines
 6. Desktops
 7. Computer screens, keyboards and mouse
 8. Chairs
 9. Counter tops
 10. Tables
 11. Light switches
 12. Personal items
- IV. Utilize Microsoft Teams for all required meetings