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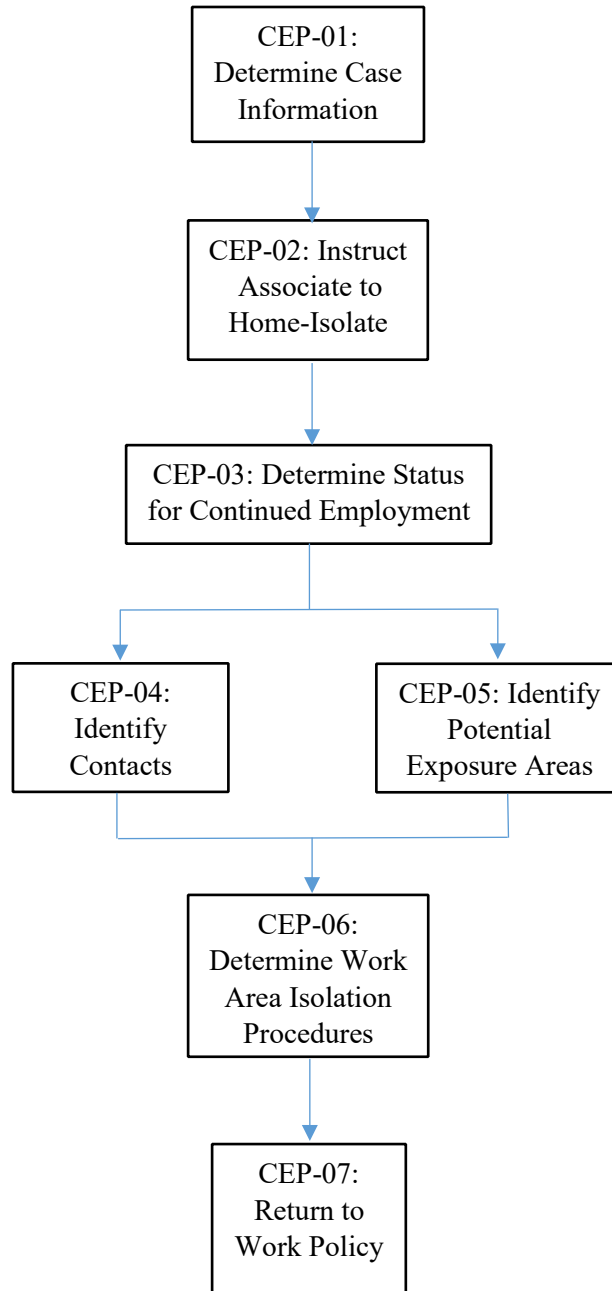
Company COVID-19 Response Document List

1. **COVID-19 Exposure Protocol Template** – Document based on CDC Best Practices for establishing a COVID-19 Management Team (CMT) and how to handling a case where an associate or visitor is symptomatic or is laboratory confirmed.
2. **COVID-19 Site Best Practices** – Recommended Best Practices for establishing a company policy for COVID-19 and employee education that needs to be performed.
3. **COVID-19 Best Practices Checklist** – Document based on CDC Best Practices for daily preparation and cleaning protocols with compliance tracking.
4. **COVID-19 Exposure-Illness Reporting Form Template** – Document based on CDC Best Practices for identifying the state of exposure for the person exposed and identification of what areas or equipment they used so that the organization can have them decontaminated.
5. **COVID-19 Voluntary Use of Face Covering and Masks** – Document that outlines the CDC recommendations and suggested usage requirements by the company.
6. **COVID-19 Screening Questionnaire** – Document that outlines the CDC recommendations for screening employees entering a facility.
7. **How to Perform COVID-19 Screening** – Document that outlines how to perform a proper COVID-19 screening prior to letting people into your facility. s
8. **Proper Donning of Earloop Mask** – Document provided to show how to properly use the Earloop Mask.
9. **How to Remove Disposable Gloves the Right Way** – Document provide to show how to properly remove gloves.
10. **Your_Company_Name Safe Start Plan** – PowerPoint Presentation that we have provided that detail a startup plan based on the CDC recommendations and how to get your company back up and running safely.

CDC Resources: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

CDC COVID-19 Poster Link: https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc&CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronaviruses%2F2019-ncov%2Fcommunication%2Ffactsheets.html

COVID-19 Exposure Protocol



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Management Team(s)

This protocol is to be coordinated and implemented by a COVID-19 Management Team (“CMT”), which is a designated team based on the location and circumstances of the exposure in accordance with the following table:

Table 1: COVID-19 Management Team:

Office		Plant	
Name	Title	Name	Title

CMT is to keep Senior Management aware of all case management activities. Senior Management is defined as Business Unit Presidents and Vice Presidents or General Managers responsible for the applicable office, jobsite or region.

Decisions to shut down a specific office or jobsite will be made by the appropriate Office Management Team, which consists of the following individuals by location:

Table 2: Location Management Team:

Location	Management Team

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PROTOCOL NOTES

CEP-01: Determine Case Information

When an associate reports or exhibits potential symptoms of COVID-19, that associate's Manager or Supervisor should complete a COVID-19 Exposure/Illness Report. Discuss whether associate is Symptomatic, presumed positive or laboratory-confirmed. CMT should assess the circumstances surrounding the associate's exposure to assist with case management and CDC risk assessments. Examples of information to decipher should include symptoms, travel history and the possible time period of exposure (assume 14 days unless specific details are provided).

Symptomatic: fever ($\geq 100.4^{\circ}\text{F}$) and/or acute lower respiratory symptoms such as cough and shortness of breath.

Note: If an associate is presumed positive or laboratory-confirmed to have COVID-19, fellow associates should be notified by Human Resources that possible exposure to COVID-19 has occurred in the workplace.

CEP-02: Instruct Associate to Home-Isolate

Instruct associate to immediately begin Home-Isolation and contact their health care provider. The duration of Home-Isolation should be determined in accordance with CDC guidelines and in conjunction with the associate's health care provider and the CMT. Associate's Manager or Field Supervisor should remain in contact with associate during Home-Isolation period. ***See CEP-08 regarding Return to Work.***

CEP-03: Determine Status for Continued Employment

Instruct associate to coordinate with Manager or Supervisor and HR Representative (if applicable) to evaluate options and determine status for continued employment.

Note: If there is a Work From Home Policy, determine if working from home is appropriate.

CEP-04: Identify Contacts (Presumed or Confirmed Case Only)

Review COVID-19 Exposure/Illness Report and begin to conduct further investigation within 2 hours of notice. Identify list of co-workers that associate with presumed or confirmed COVID-19 has come into Close Contact (defined below) with during possible exposure time period.

Associates exposed to a co-worker with suspected or confirmed COVID-19 should contact their health care provider and refer to CDC guidelines for how to conduct a risk assessment. Specific instructions can be found at the CDC website:

<https://www.cdc.gov/coronavirus/2019ncov/php/risk-assessment.html>

Close Contact: Close Contact is defined by the CDC as (a) being within approximately 6 feet of a COVID-19 case for a prolonged period of time (close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19); **OR** (b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

Note: Data to inform the definition of Close Contact is limited. Considerations when assessing Close Contact include the duration of exposure (e.g., longer exposure time likely increases

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exposure risk) and the clinical symptoms of the person with COVID-19 (e.g., coughing likely increases exposure risk as does exposure to a severely ill patient).

CEP-05: Identify Potential Exposure Areas

Review COVID-19 Exposure/Illness Report and begin to conduct further investigation within 2 hours of notice to identify areas with high risk for community transmission.

CMT should instruct associates not specifically identified as having Close Contact but who may have been exposed to areas with high risk of community transmission to self-monitor in accordance with CDC guidelines. CMT may require Home-Isolation.

Note: Determine areas where associate worked, took breaks or had lunch; which restrooms, vehicles, printers, coffee pots, refrigerators, microwaves, equipment, tools, etc... the associate used, and whether the associate carpooled or utilized public or site-mandated communal transportation.

CEP-06: Determine Work Area Isolation Procedures

Where practical, immediately isolate areas or equipment with high risk of community exposure. Contact a pre-approved qualified vendor to perform cleaning and disinfecting (e.g. Your Site Cleaner or equal). High-risk areas should remain isolated until cleaning and disinfecting is complete and CMT determines that the areas are safe.

Note: for Office or Plan, CMT should consult with the appropriate Location Management Team as identified in Table 2 to determine whether to shut down entire office for cleaning and disinfecting.

CEP-07: Return to Work Policy

Associate may return to work when no longer exhibiting COVID-19 virus symptoms **AND** a CMT member signs off on a completed Return to Work Form. The Return to Work form is an employee statement attesting to the following CDC guidelines:

- Associate has no fever for at least 72 hours (3 full days) without the use of fever reducing medications

AND

- Other symptoms have improved (for example, cough and/or shortness of breath have improved)

AND

At least 7 days have passed since symptoms first appeared.



COVID-19 Best Practices

_____ is committed to the safety and health of all associates, their families, our subcontractors and vendors. These best practices, (based on recommendations from the CDC, OSHA and other organizations) should be used in conjunction with the documents that have already been sent out.

- 1. Planning** – In order to insure the proper measures are in place to protect everyone, each employee must review the “COVID-19 Best Practices Checklist” and the “COVID-19 Exposure Protocol” upon returning to work or reporting for their first day. No work may begin without the review and training document signed and returned to the Workplace COVID-19 Coordinator.
- 2. Designated Workplace Coordinator** – Each company location must have a designated workplace coordinator who is responsible for COVID-19 issues and implementation.
 - a. For visitors, an office representative can serve in this role.
 - b. This coordinator must ensure the Best Practices Checklist is completed to document compliance.
- 3. Enhanced Worker Education** – Workplace Coordinators should share all communications and posters on the importance of frequent hand washing and hygiene, cough and sneeze protocols, along with the mandate to stay home when an employee is feeling sick or has an elevated temperature (100.4°F or higher):
- 4. Social Distancing** – Working conditions have been arranged to maintain social distancing. Nevertheless, the following should help to define common terms and how to task plan:
 - a. **Social Distancing** as “remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible.
 - b. **Congregate Settings** as “crowded public places where close contact with others may occur, such as shopping centers, movie theaters, and stadiums.
 - c. **Close Contact** as being within approximately 6 feet or 2 meters of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case.
 - d. Consider changing how you hold meetings and take breaks
 - i. Consider going outside, meeting only in small groups, or utilizing a Zoom meeting. Don’t share pens and don’t require sign-in.
 - ii. Workers should not take breaks in a common area without maintaining distance (6 feet or 2 meters). Other options include associates taking breaks in their vehicle or in the work place while maintaining Social Distance.
 - e. Start and break times can be staggered to allow more space between workers to comply with Social Distancing requirements.

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- f. Elevators and hoists should be limited to no more than 3 people if Social Distancing cannot be maintained with more people.

5. Personal Protection Equipment

- a. Current PPE requirements, including wearing gloves, help prevent transmission of the COVID-19 virus.
- b. Where associates must work in closer contact than the Social Distancing requirements allow, heightened PPE may be required, including but not limited to face shields, gloves, and clothing. Please contact an Workplace Coordinator or Safety Professional for assistance.

6. Disinfecting Procedures

- a. Disinfecting products to be used include:
 - i. Disinfectants that are listed by the EPA as effective against the virus can be found at the following link:
<https://www.epa.gov/pesticideregistration/list-n-disinfectants-use-against-sars-cov-2>
 - ii. Alcohol solutions with at least 70% alcohol.
 - iii. Diluted household bleach solution, when mixed below:
5 tablespoons bleach (1/3 cup) per gallon of water

OR

4 teaspoons bleach per quart of water

Always label the container

Never mix bleach with ammonia or any other cleaner
Leave surface wet for at least a minute
 - iv. To kill the virus, the surface must stay wet for the entire time on the label. Look for "contact time" or "dwell time". Each product could have a different duration.
 - v. Surface wipes can dry out during use. They must remain wet to be effective.
 - vi. Disinfectants, alcohol solutions or bleach solutions may not work on all surfaces. Follow the label carefully.
 - vii. "Cleaning" wipes do not kill viruses. They do not make claims to disinfect and are not registered by the U.S. EPA.
 - viii. Associates performing disinfecting should wear the appropriate PPE, including disposable gloves and safety glasses based on the product they are using.
 - ix. To avoid chemical exposure, associates should be trained on the products following the label's "precautionary statements" and the SDS.
 - x. Open windows and use fans to ventilate when necessary.

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- xii. Associate should wash hands after removing gloves when using any disinfectant solution, including surface wipes.
 - xiii. Keep lids tightly closed when not in use. Spills and accidents are more likely to happen when containers are open.
 - xiii. Throw away disposable items like gloves and masks after use. They cannot be cleaned.
- b. Routine disinfecting should be performed on all frequently touched surfaces. This includes, but is not limited to, workstations, desks, chairs, tables, handles, doorknobs, tool boxes, shared tools, and equipment.
- c. Offices and washrooms should be disinfected multiple times daily.
- d. Avoid using pressurized air or water spray type disinfecting techniques.
- e. Restrooms & Hand Cleaning Facilities
 - i. These facilities should be disinfected multiple times daily.
 - ii. Running water with soap and/or hand sanitizer should be provided in restrooms.
- f. Lunch and Break Areas
 - i. All common break areas, lunch and break rooms should be disinfected multiple times throughout the workday.
 - ii. Do not allow individuals to congregate in lunch or break areas.
 - iii. No communal food should be permitted until further notice, i.e., donuts, pizza, buffets, etc.
 - iv. Consider providing individual water bottles or instruct workers to bring their own.
- g. Tools & Equipment
 - i. Tools, equipment, and supplies should be disinfected daily
 - ii. Shared tools, equipment and supplies should be disinfected when returning.
 - iii. Sharing of any multi-user electronic devices and accessories should be prohibited, e.g. iPads, laptops, hand-held radios, computer stations, etc.
- h. Personal Protection Equipment (PPE)
 - i. Shared PPE should be disinfected when returning.

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COVID-19 Best Practices Checklist

Site Leader:	Facility:	Date:
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CHECK EACH ITEM LISTED BELOW.

Date:														
Day:	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Daily Check List for Week Beginning _____, 20____	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Are COVID-19 Questionnaires available and Completed by new workers to the site														
Are COVID-19 Communications/Posters conspicuously displayed?														
Are Exposure/Illness Report Forms available?														
Have all company communications been shared with associates?														
Are staggered start and lunch periods necessary?														
Are precautions in place and in use when working closer than 6'														
Not having communal lunches														
Are hand washing/sanitizing facilities available?														
Is soap/sanitizer supply available on site?														
Is disinfectant available?														
Disinfect														
Office, Break/Lunch Room, and High Touch Surfaces?														
Restrooms														
Tools/Equipment/Gang Boxes														
Tables														
Electronics (radios, phones, computers/tablets)														
Other:														

Inspected By:

_____	_____
Initials	Date
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REMARKS:

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COVID-19 Exposure / Illness Report

WHAT TO DO WHEN SOMEONE REPORTS OR APPEARS TO HAVE SYMPTOMS OF COVID-19, A
CONFIRMED DIAGNOSIS OR POSSIBLE EXPOSURE.

Immediately notify a COVID-19 team member for your company of all possible COVID-19 related issues
and forward completed paperwork to:

Key Contact – Phone Number or Secondary Contact – Phone Number

If you are unable to make voice contact with the Key Contact, please call the Secondary Contact.

Associates name: _____ Phone: _____ Location: _____

Office ☐ Plant ☐ Other _____ Form completed by: _____

Date reported: _____ Date symptoms first noticed: _____ What

was reported: symptoms ____ possible or confirmed exposure to COVID-19 ____ other ____

Details _____

If symptoms match COVID-19 symptoms (fever 100.4 or higher, dry cough, shortness of breath)

Immediately send worker home OR instruct worker to stay at home if they call in.

Tell worker someone will call them for additional information.

The associate must be contacted at home and the information below completed...

In the last 48 hours:

Where did you work (specific locations) and what tasks did you perform?

What tools, equipment, vehicles did you use or ride in?

Where did you take breaks and lunch, what restroom(s) did you use, attend meetings, etc.?

Who did you work with or who was around you? (direct/indirect contact)

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Manager or Supervisor should add additional information above based on their knowledge. If the associate worked in a different location or with a different team in the last 48 hours, the CMT will contact the previous Manager or Supervisor to notify them and obtain additional information.

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Voluntary Use of Face Covering and Masks

_____ is committed to providing you with the most up-to-date information regarding the COVID-19 pandemic.

The Centers for Disease Control (CDC) now recommends that people wear simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. A significant portion of individuals with coronavirus lack symptoms (“asymptomatic”) and even those who eventually develop symptoms (“pre-symptomatic”) can transmit the virus to others before showing symptoms.

In accordance with the CDC’s latest information, we recommend that associates, contractors, and visitors begin wearing simple cloth face coverings as an additional, voluntary public health measure. Associates and contract employees can bring and utilize their own cloth face coverings.

Please note:

- Cloth face coverings cannot be used in conjunction with or as a replacement for standard taskbased respiratory PPE.
- The CDC recommends practicing social distancing and good hygiene practices, as well as wearing cloth face coverings in public settings.
- Individuals wearing cloth face coverings or a mask must continue to follow all social distancing requirements.
- According to the CDC, cloth face coverings may be washed in a washing machine with hot water and reused.

Go to [CDC.gov](https://www.cdc.gov) to learn how to make cloth face coverings from common household materials. Make sure your cloth face covering:

- Does not have loose strings that could present a safety hazard.
- Does not contain offensive language or designs unsuitable for the workplace.
- Is properly stored for reuse when you’re not wearing it or disposed of in a trash can or designated container.

_____ will provide masks for voluntary use by associates when available. Some activities may have more specific requirements.

_____’s Designated Workplace Coordinator will be responsible for maintaining control of and distributing masks to associates.

One mask should be provided to each associate each day upon request at the beginning of the shift. If the mask becomes damaged or unusable, the associate must turn in the mask for a replacement. It is expected that associates who accept a mask will wear the mask on site. If an associate who requests a mask is repeatedly observed not wearing a mask, they will be asked to wear the mask or may not be given masks in the future.

If you have questions, please contact your supervisor.

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COVID-19 Screening Questionnaire

Location Name: _____

In response to the recent Coronavirus (COVID-19) outbreak and the raised pandemic alert status by the World Health Organization (WHO), _____ is taking precautions to lessen the spread of the virus. All individuals who enter an office or manufacturing facility must be screened until further notice.

Please answer the following screening questions:

Have you traveled to, or been in direct contact with anyone who has traveled to any countries or locations (including, but not limited to: China, Europe, South Korea, Iran, and Japan) within the past 14 days that are considered high risk as defined by the Center for Disease Control (CDC)? Visit:

<https://wwwnc.cdc.gov/travel/notices> for the current list.

Yes _____ No _____

Have you been diagnosed with COVID-19 or have you been exposed to someone who has been diagnosed with COVID-19 in the last 14 days?

Yes _____ No _____

Have you had or been exposed to anyone with a fever of 100.4 within the past 72 hours?

Yes _____ No _____

Have you experienced or been exposed to anyone who is currently experiencing at least TWO of the following Coronavirus symptoms; cough, shortness of breath, or fever?

Yes _____ No _____

If you answered "Yes" to any of the above questions, access to any facilities will be denied until cleared by the Company, or you have met the current CDC guidelines for discontinuing home isolation. In addition, a completed "Return to Work" form is required if you were under home isolation. If you are coming to the office or plant for a meeting, we ask that you make other arrangements to participate remotely.

Last Name: _____ First Name: _____

Company Name: _____ Date: _____

Signature: _____

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How to Perform COVID-19 Screening:

It is important to ensure that people do not enter the facility that are potentially affected or that have been in contact with people who have been affected. The best way to accomplish this is to assess the employees before they enter. The below process is a recommended procedure to accomplish this as safely and efficiently as possible:

Initial Screening Process

1. Define the start and receiving times for associates, suppliers, and visitors for when they can enter the facility.
2. Have associates, supplier, and visitors carry pens in their vehicles.
3. Have copies of the **Screening Questionnaire** (06 – SAI Trading COVID-19 Screening Questionnaire) available to provide as people drive up to the facility.
4. Have a check-in tent where a Company Screening Representative will measure the temperature (using an IR Thermometer) of the person while they are still in their vehicle. This check is to verify that their temperature is below the 100.4 F CDC recommended temperature limit.
 1. If the temperature is below 100.4 F, then hand them a Screening Questionnaire to complete (go to **Check-In Process**).
 2. If the temperature is above 100.4 F, direct them to park in a designated area where a more accurate temperature will be taken with a forehead thermometer (go to **Recheck Process**).

Check-In Process

1. The associate must complete the **Screening Questionnaire**.
2. If all questions are answered No, then the person should be given a mask and glove kit and can enter the facility.
3. If there are any questions that are answered Yes, the person must return the questionnaire to the Company Screening Representative, be provided the **Exposure Reporting Form** (04 - SAI Trading COVID-19 Exposure Reporting Form Template), and complete the form (go to the **Response Process**).

Recheck Process

1. After all people are checked-in, go over to the designated area for the people who tested high for temperature.
2. Use the forehead thermometer to recheck the persons temperature.
 1. If the temperature is below the 100.4 F, provide the person the **Screening Questionnaire** (06 – SAI Trading COVID-19 Screening Questionnaire) and instruct them to complete it (go to the **Check-In Process**)
 2. If the temperature is above the 100.4 F, provide the person the **Exposure Reporting Form** (04 - SAI Trading COVID-19 Exposure Reporting Form Template), and complete the form (go to the **Response Process**).

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Response Process

1. Have the person return the **Exposure Reporting Form**.
2. Process the form and formulate the company response based on;
 1. The areas that the person was in – have areas disinfected
 2. The equipment that they were using – have equipment disinfected
 3. Notify the people they interacted with – that there was a person who is considered at risk of having COVID-19 that was around them so that they could take appropriate steps for distancing, protective equipment, and remote working if possible.

How to Remove Disposable Gloves the Right Way:

It's probably a smart idea to practice doffing disposable gloves that aren't contaminated. That way, if it takes a few tries to get it right, you won't have to worry about what your bare skin may have come into contact with. Here is the step-by-step method:

1. Pinch the outside of the glove about an inch or two down from the top edge inside the wrist (Image 1).
2. Peel downwards, away from the wrist, turning the glove inside out (Image 2).
3. Pull the glove away until it's removed from the hand. Hold the inside-out glove with the gloved hand (Image 3).
4. With your gloveless hand, slide your fingers under the wrist of the glove (Image 4), **do not touch the outside surface of the glove**.
5. Pull the glove away from the skin (Image 5).
6. Peel downwards, away from the wrist, turning the glove inside out (Image 6).
7. Continue pulling the glove down and over the first glove. This ensures that both gloves are inside out, one glove enveloped inside the other, with no contaminants on the bare hands.
8. Dispose of the gloves in a designated bin.



Image 1



Image 2



Image 3



Image 4



Image 5



Image 6

Proper Donning of Earloop Mask *as simple as 1, 2, 3*

1



With colored or printed side facing out, and the nose wire at the top, put your fingers through the earloops, position the mask over your nose and mouth. Place the earloops securely around the ears.

2



Pull the mask from the top and bottom to fully open the folds of the mask, and adjust the mask around the face.

3



Gently form (do not pinch) the nose wire over the bridge of the nose, and make any final adjustment.



Properly secured earloop mask.