



SHAPE CORP. SAFE WORK PLAYBOOK

May 12, 2020 | Version 2

An interactive guide for COVID-19 Pandemic Preparedness and Response



A NOTE TO ALL READERS

The information contained in the Shape Corp. Safe Work Playbook represents Shape Corp.'s current practices regarding the recommended operation of its manufacturing facilities, where and when permitted by law, during this time of the unprecedented COVID-19 pandemic. The health and safety of our employees is our number one priority, and our hope in sharing this information is that it may be of assistance to others.

This Playbook is to be used as a Corporate and Recommended Practice Guideline and aligns with the Centers for Disease Control (CDC) and World Health Organization (WHO) recommendations to the greatest extent possible.

This is a working document and will be updated to reflect changes in directives and introduce new recommended practices as they become available.

The Safe Work Playbook provides general recommendations for use in all Shape Corp. facilities. Because there may be circumstances unique to a location, there may be some cases in which a Shape Corp. facility must adapt the recommendations of the Playbook to address that facility's specific requirements. Such exceptions must be authorized by senior leadership. Additionally, all facilities must comply with all applicable laws meaning that if there is a conflict between the recommendations in the Safe Work Playbook and the applicable law, the facility must follow the applicable law.

DISCLAIMER - LEGAL STATEMENT

This Safe Work Playbook was developed by Shape Corp. for use in Shape Corp.'s facilities globally. Shape Corp. supports sharing best practices that could improve workplace safety, and does not consider this Playbook confidential. Customers, suppliers and other manufacturers are welcome to study and adapt Shape Corp.'s Safe Work Playbook. However, please be advised that some or all of the information contained in this document may not be applicable to businesses or places of work other than Shape Corp.'s, and may apply differently in various countries, provinces and states. Additionally, Shape Corp. may implement even more restrictive guidelines than those shown in the Playbook for various positions, locations or as conditions change. The Safe Work Playbook is a "living" document that Shape Corp. may update at any time given the fluidity of the situation. We strongly recommend that before implementing any of the ideas contained in this Playbook you carefully evaluate the legality, applicability and potential efficacy of this information in your place of business, and consult with legal counsel as appropriate.

With respect to all of the practices and procedures outlined in this [book/manual], Shape Corp.'s employee handbook and policies will continue to apply. Specifically, Shape Corp. will not discriminate, harass or retaliate against any team member in screening for COVID-19, handling reports of COVID-19 symptoms, test results, or close contact with a person who may or does have COVID-19, team members' staying home due to COVID-19, whether the team member has COVID-19 or has been in close contact with someone who has COVID-19, or with respect to a team member's disability, medical, religious or other legally-protected status that makes compliance with certain practices, such as wearing of face masks, difficult.

Shape Corp. bears no responsibility for any circumstances arising out of or related to the adoption, or decision not to adopt, any of the practices or procedures contained in the Shape Corp. Safe Work Playbook.

DEAR LEADERS,

Whether you've been assisting with our essential work or supporting our teams from home, your efforts have been greatly appreciated. Strong leadership, empathy, flexibility and creativity are critical characteristics needed during this time.

We are excited to begin our startup plan and getting back to opening our plants and offices. Our next steps to startup will be phased to ensure an environment that is clean and promotes wellness for our team members.

This startup playbook provides you the steps and guidelines necessary for beginning operations in the upcoming weeks. Please take the time to thoroughly review and understand the startup playbook to ensure you are equipped as a leader to bring our company back to full production. The procedures in this guide are intended to mitigate COVID-19 risk. If you identify opportunities to enhance our protocol, evolve our business and drive continuous improvement, please share. This is a collective effort and we are all learning together.

Again, thank you for your leadership in the past weeks and I thank you for your support as we advance into this next phase. I am confident in our people and in the future of our business. Continue working together and we will thrive as Thinkers. Believers. Doers.

Stay healthy and stay strong.

Best Regards,

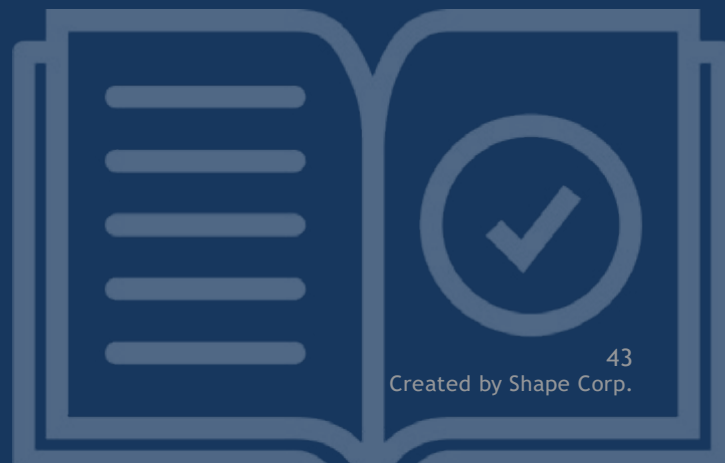
MARK WHITE
President & CEO

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PLAYBOOK UPDATES

PLANT OPENING PROTOCOL



PLANT PANDEMIC PROTOCOL

The following topics are critical for a safe plant opening and continued operation at Shape Corp. following a pandemic situation. Each topic includes a list of necessary tasks that support a safe plant opening and continued operations.

#	Topic	Task
1	Pandemic Response Team (PRT)	<ul style="list-style-type: none"> Set up the Pandemic Response Team (PRT) Have a plan in place to adopt this corporate framework and develop site-specific protocols
2	Preventative Material Inventory	<ul style="list-style-type: none"> Confirm operation has an adequate supply of soap, disinfection spray, hand sanitizer, paper towels and tissues Confirm stock office masks, face shields, gloves, and glasses on-site and on order with lead time Have "non-touch" thermometers on-site for employee screening
3	Personal Protective Equipment	<ul style="list-style-type: none"> Review and understand PPE protocol
4	Disinfection Measures	<ul style="list-style-type: none"> Develop plant specific hygiene / sanitation plans Replace HVAC air filters or clean/disinfect Implement the Sanitation Protocol
5	Deep-Cleaning and Disinfection Protocol	<ul style="list-style-type: none"> Review, understand, and prepare for the triggering of the Deep-Cleaning and Disinfection Protocol
6	Inbound Parts/Materials/Packages	<ul style="list-style-type: none"> Manage incoming supplies in accordance with playbook standards
7	Layered Audit Checklist	<ul style="list-style-type: none"> Implement Audit
8	Transportation	<ul style="list-style-type: none"> Hold meetings with transportation provider(s) to review protocols and implement the Transportation Disinfection Checklist protocol for buses
9	Isolation Protocol & Coordinator Training	<ul style="list-style-type: none"> Review and understand protocol Isolation Coordinator (volunteer) identified and trained Protocol in place to isolate/exit employees if symptomatic on site Print out forms and protocol to be available as needed
10	Social Distancing Protocol	<ul style="list-style-type: none"> Review and understand protocol Complete and continue to adhere to the Social Distancing
11	On-Site Health Screening	<ul style="list-style-type: none"> Ensure protocol for pre-shift screening prior to plant entry Ensure barriers are in place to prevent anyone from missing screening protocol
12	Daily Self-Screening Protocol	<ul style="list-style-type: none"> Daily Self-Screening protocol is distributed to all employees for voluntary, home self-screening HR team prepared to receive inquiries or reports of symptomatic employees prior to shift
13	Self-Quarantining and Return to Work Protocol	<ul style="list-style-type: none"> Review and understand protocol and adjust as necessary for local, legal and cultural environment
14	Visitors & Contractors Self-Screening	<ul style="list-style-type: none"> Plan in place for screening Visitors and Contractors Visitors & Contractor Self-Screening Checklist printed and available as needed
15	Employee Trainings	<ul style="list-style-type: none"> Host Pre-Return to Work Trainings: Review of Safe Work Playbook with salaried employees Training for Health Screeners & Isolation Coordinators Training for Disinfection Team & HR Team Host First Day Trainings/Orientation: Localize playbook presentation & materials to be consistent with facility Host first-day training orientation for all plant staff
16	Health & Wellness	<ul style="list-style-type: none"> Self-Screening Checklist Deploy site specific health and resource guide
17	Signage	<ul style="list-style-type: none"> Facility Signage

PANDEMIC RESPONSE TEAM (PRT)

Tasks



- Set up the Pandemic Response Team(s) (PRT)
- Have a plan in place to adopt this corporate framework and develop site-specific protocol

About:

The Pandemic Response Team (PRT) is a cross functional team lead by the Plant Manager as follows:

Plant Manager - Site manager who has overall responsibility for the site's pandemic preparedness & response plan, coordinating and aligning with regional/global Safety & Environmental Team and the COVID-19 Crisis Team.

Social Distancing Control Lead - Works with the site to manage social distancing logistics in regards to arriving and departing shifts, as well as visitors and contractors. Further supports the Virus Prevention & Response leader by providing site specific options regarding social distancing within the plant, including potential mitigation measures to manage risk of employees required to work < 2 meters (or 6 feet) from others.

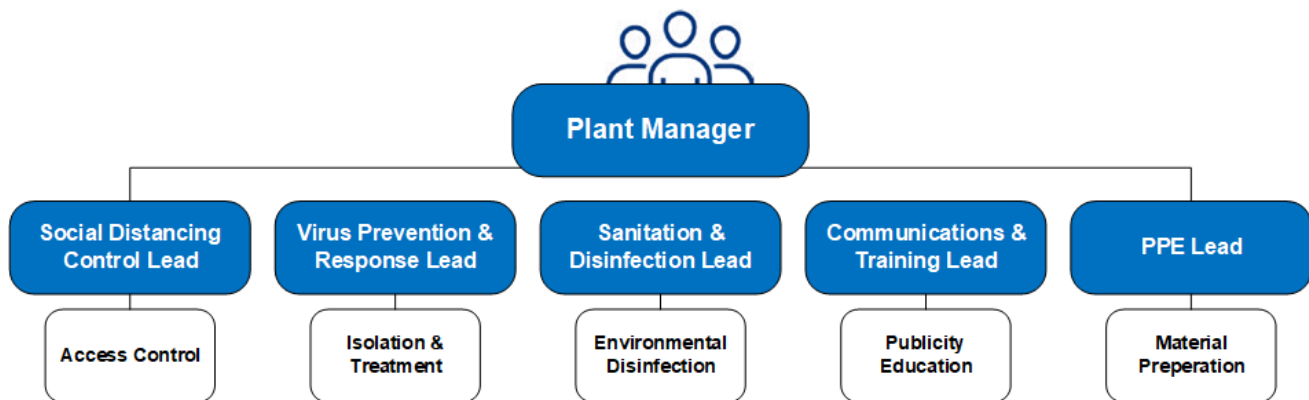
Virus Prevention & Response Lead - Works to develop protocols to ensure the wellness of all employees, and the overall pandemic preparedness and response plan, ensuring alignment with our safety and environmental strategy and the COVID-19 Crisis Team.

Sanitization & Disinfection Lead - Works to manage daily and periodic disinfection logistics, including routine and deep cleaning, disinfection processes, in accordance with the protocols set up by the Virus Prevention & Response leader. Drives process continuous improvement and ensures 100% compliance of Shape Corp.'s disinfection protocol, and any approved regional or site variations.

Communication & Training Lead - Works to manage all pandemic related communications, in accordance with regional and global Communications and Human Resources. Manages the training function across the site related to pandemic preparedness and response, including both employee, management and pandemic response team training, in accordance with Shape Corp.'s playbook and COVID-19 Policy and Guidelines directive.

PPE & Materials Lead - Works to secure all necessary supplies to implement and sustain the site pandemic preparedness & response plan, including direct procurement by the plant, as well as coordination with Shape Corp. Procurement related to accessing centrally located supplies or leveraging supplies from other Shape Corp. facilities.

Pandemic Response Team



Details:

- The PRT should start to meet routinely (recommended daily) once established
- Send team member assigned to roles to Managing Director and VP of HR
- Leverage Safety Committees and Team Members
- Work with Maintenance/Facilities to maintain an isolation area

Tasks



- Confirm operation has an adequate supply of soap, disinfection products, hand sanitizer, paper towels and tissues
- Confirm stock of face coverings, face shields, gloves, and safety glasses on-site and on-order with proper lead time
- Have thermometers on-site for team member screening

Disinfectant supplies:

- Confirm operation has an adequate supply of soap, disinfection spray, hand gel, paper towels and tissue.
- Plants should keep a recommended minimum quantity of 30-day supply of disinfectant supplies.
- Disinfection supplies must be available at each work center for team member empowered sanitation activities.

PPE:

- Confirm stock of face coverings, gloves, and safety glasses on-site and on-order with proper lead time.
- Plants should keep a recommended minimum quantity of 30-day supply of PPE.
- Medical team members, screeners, and cleaning crew are required to wear gloves, face coverings, and safety glasses.

Preventive Material Inventory			
1	Masks/Face coverings	Disposable masks or face covering(1-day)	Min. 30-day supply
2	Nitrile gloves	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 125 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	Plastic spray bottles/sprayers	Min. 5 bottles
6	Sanitization floor stand (optional)	Hand sanitizer dispenser (floor stand)	1 available in work area per 50 employees
7	Hand sanitizer (optional)	Sanitizer with Alcohol 70%	Min. 30-day supply
8	Hand soap	Hand soap	Min. 30-day supply
9	Paper towels	Paper Towel	Min. 30-day supply
10	Glasses/face shields	Safety glasses / Polycarbonate	Min. 30-day supply
11	Bio-hazard bags	Bags 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)	https://www.cloroxpro.com/products/clorox/total-360/	At least 1 per plant
13	Plexiglass / Lexan wood	Materials to build barriers where social distancing can't be met	To meet plant plans for social distancing
14	Foot Operated Door Openers (optional)	Devices to open doors hand's free (foot actuated)	

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Tasks



- Review and understand protocol for PPE

About:

Protection of the company's general workforce is afforded via:

- Personal hygiene
- Social distancing
- Frequent disinfection of common surfaces

The PRT and Team Leads for PPE and Sanitization are responsible for ensuring there are adequate supplies as required per this playbook.



Face Coverings

Every team member entering a Shape facility will be provided and is required to wear a face covering. Employees are permitted to bring in higher levels of respiratory protection, such as an N95 mask, provided Shape requirements for optimal use are followed.

Exclusions include

- Individuals that struggle to breath or experience other medical difficulties when using a face covering. For health privacy reasons Shape will not request medical documentation for this exclusion.
- In cases where the use of a face mask can interfere with effective and safe execution of the job duties i.e. excessive fogging of safety glasses or field of view issues.
- While eating, drinking, or on break where social distancing is assured.
- In locations where 6 ft social distancing can be guaranteed (i.e. closed or partitioned office)
- In work cells where JSA validates very low risk due to partitioning or layout assures 6 ft spacing

Guidelines For Face Covering Usage

It is important to note that the use of a face covering does not prevent the virus from being breathed in if it is in the air. Therefore, it is a protection for others not for the individual wearing the face covering. Additionally, it is critical that all face coverings be handled appropriately as not doing so can increase the risk of exposure with virus or other substances that have come into contact with the outside of the face covering.



Face Shields

Face shields may be worn as a precautionary measure when team members are working less than 2 meters (6 feet) of other team members.



Gloves

Our top priority is always protecting our team members. Based on CDC findings, the company does not require or recommend that our employees wear gloves except for:

1. Screening and Isolation team members and,
2. Those performing disinfection of common surfaces per the Playbook. However, the company should provide gloves if mandated by local laws.

Note: Gloves put team members at higher risk of exposure and are not recommended for general protective use for the following reasons:

- The COVID-19 virus does not harm your hands, so gloves provide no protection, and touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection.
- Gloves often create a false sense of security for the individuals wearing them; people are more likely to touch contaminated surfaces because they feel they are protected from the virus because of the gloves when, they are not.
- When wearing gloves, team members are less inclined to wash their hands; this is counterproductive and puts others at higher risk; we want people to wash their hands because it is the number-one defense against any virus.
- Proper removal of gloves takes training; if contaminated gloves are not removed properly, our team members are exposed to greater risk.

DISINFECTION MEASURES

Tasks



- Disinfect plants prior to startup of production.
- Replace HVAC air filters or clean/disinfect.
- Implement the Sanitation Protocol: the cleaning steps outlined should be taken routinely, based on frequency mentioned to disinfect workplace surfaces, chairs, tables, etc. and protect team members.

The goal is to establish a sanitary baseline before the plant opens.

Utilize your Safety & Environmental Leader for specific guidance. Take unique site-specific circumstances into consideration when sanitizing and disinfecting

Cleaning crews and team members should sanitize and disinfect all areas of the plant with special attention to:

- Tools
- Workstations and equipment
- Handles and tools on checking fixtures
- Restrooms
- Cafeterias
- Lockers
- Commonly touched surfaces
- Computer screens and keyboards

Put tight controls in place on who enters and exits plants during any cleaning shutdowns:

- Safety & Environmental team;
- Third party cleaning staff;
- PRT team members, as needed

Sanitation Protocol:

- This checklist should be implemented in facilities to reduce the risk of spread of infection
- The cleaning steps outlined below should be taken routinely, based on the frequency mentioned to disinfect workplace surfaces, chairs, tables, etc. and protect employees
- Along with these workplace disinfection activities, proper personal hygiene practices including washing hands after bathroom use are also necessary.



SANITATION PROTOCOL IN PLANT AND OFFICES

NOTE: PPE should not be shared. Sanitation protocol for any shared PPE is required before and after each use.

#	Area/Place	Disinfection Content	Disinfectant	Disinfection Method	Frequency
1	Work center and 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	Parts 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 center 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	Prior and after each use
10	Transport vehicles	Common surfaces (e.g. seat surfaces rails, belts, door and window controls)		Spray with sprayer	Prior and after each use
11	All floors and walls	All general floors and walls at site		Mop	Periodic, where frequently touched; mop hard surfaces daily

DEEP-CLEANING AND DISINFECTION PROTOCOL

Tasks



- Review, understand, and prepare for the triggering of the Deep-Cleaning and Disinfection Protocol

Corona Virus COVID-19 - Deep Cleaning and Disinfection

The Sanitation Protocol should be followed regularly whereas the Deep-Cleaning and Disinfection Protocol is triggered when a team member is:

Suspected of having COVID-19 (i.e. symptoms); or

Confirmed positive for COVID-19 by testing.

The following chart defines four levels of cleaning based on the situation identified:

Levels of Cleaning

Level	Who	What	When	Why	How	Training	PPE
0	Associates	Routine cleaning	All day, every day	Assumption that all commonly touched surfaces are contaminated	Commercially available disinfectants and surface wipes	Hazard Communication	Per Safety Data Sheet or risk assessment
LEVEL 0 STATEMENT: All cleaning should be done with the intent to disinfect. Bleach solutions can also be used.							
1	Associates and Cleaning Services	Targeted cleaning with disinfection	Symptoms only or any case where last surface contact > 72 hours	Kills germs and viruses on surfaces	Commercially available disinfectants and surface wipes or bleach solutions	Hazard Communication	Per Safety Data Sheet or risk assessment
LEVEL 1 STATEMENT: Narrow scope cleaning based on associates work area							
2	Cleaning Services	Extensive surface clean	Suspected Case	Kills germs and viruses on surfaces	EPA approved disinfectants	Hazard Communication for non-routine tasks	Per Safety Data Sheet or risk assessment
LEVEL 2 STATEMENT: Narrow scope cleaning based on source tracking of the associate for 48 hours before onset of symptoms. Fogging may be necessary in this situation when associate interactions are unknown							
3	Cleaning Services	Deep clean	Confirmed Case(s)	Kills germs and viruses on surfaces	EPA approved disinfectants, fogging, misting or other	Hazard Communication for non-routine tasks	Per Safety Data Sheet or risk assessment
LEVEL 3 STATEMENT: Based on source tracking of the associate for 48 hours before onset of symptoms							

Level 3 deep cleaning should be performed as soon after the confirmation of a COVID19 positive test. The site must obtain approval from the Division Managing Director and Director of Safety & Environment of any delay in triggering the deep cleaning procedure greater than the end of shift and should take steps to perform any additional disinfection of potentially impacted common surfaces during the interim period if there is sufficient rationale to do so.

While the scope of deep cleaning (Level 3) is presumed to be the full plant, plants may reduce the footprint to be deep cleaned if there is sufficient rationale to do so and they gain consensus of their Division Managing Director and/or Director of Safety.

Notwithstanding the above, if an active team member is confirmed to have a COVID-19 positive test, sites may in lieu of performing deep cleaning shut down the plant for a period of at least 72 hours to allow for natural deactivation of the virus, followed by the designated sanitation team performing a comprehensive disinfection of all common surfaces.

Identify an approved external company that should carry out the deep cleaning activity, this company must have the minimum requirements of:

- Trained staff to execute the process of cleaning, disinfection and disposal of waste.
- Proper equipment and PPE to perform the task.
- All necessary procedures and local authorizations or permits to perform disinfection services and manage any wastes generated.
- Use of approved COVID-19 disinfectant chemicals to perform this activity (see Shape Corp. Sanitation Protocol).

The plant's PRT must coordinate and supervise the cleaning and disinfection process. They must ensure that:

- There is a specific plan and strategy to clean all site, machinery / equipment, common areas, offices and any typical areas where employees interact
- Only authorized people can access the site during the cleaning operation
- All third party team members are using any required PPE and that it is also properly disposed at the end of the process
- Assure that team members are made aware that the work areas have been disinfected

Note: For the company's purpose, deep cleaning is defined as a more comprehensive cleaning using advanced technologies and more aggressive cleaning solutions that may be administered by an external third party.

Personal Protective equipment (PPE) requirements for the Deep Cleaning team:

- The use of PPE is to be determined by the cleaning contractor based on the chemicals used to conduct the disinfecting process including proper wearing, storage, cleaning, decontamination and disposal of PPE.

Disposal

- At the end of the process the cleaning company must follow the local regulations to dispose all the PPE and cleaning material used in the proper manner.

Reference: www.epa.gov

INBOUND PARTS/MATERIALS/PACKAGES

Tasks



- Manage incoming supplies in ordinance with company's playbook standards

The World Health Organization advises it is safe to receive packages from areas where COVID-19 has been reported, advising 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 temperature 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:

- PPE usage, such as disposable nitrile gloves and/or the use of face coverings.
- 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 staff).

AUDIT CHECKLIST

Tasks



- Virus Prevention & Response Lead will assign resources to complete the audit
- Determine frequency and implement audit

COVID-19 Safety Audit Checklist (Leader Layered Process Audit)

Audit Information			
Production/Team Leader:		Date:	
Inspection Area:		Shift:	
Social Distancing			
1. Are team members following proper social distancing during the following times throughout the shift?			
a) Start of Shift/ Time Clock	Yes	No	
b) First Break/ Break Area	Yes	No	
c) Lunch/ Break Area	Yes	No	
d) End of Shift/ Time Clock	Yes	No	
2. Are work areas compliant to JSA (Layout enforces social distancing, engineering controls still in place, etc.)?			
	Yes	No	
PPE			
3. Are team members wearing proper PPE for Covid-19 while working on the shop floor? (i.e. face masks, shields, etc.)?			
	Yes	No	
Routine Sanitation			
4. Did the team conduct a comprehensive cleaning of?			
a) All work cell common surfaces (control buttons, tools, conveyors, machines, keyboard, mouse, check fixture common touch points, etc.)?	Yes	No	
b) Forklift commonly touched areas?	Yes	No	N/A
Typically Contracted Sanitation			
5. Did the contractor conduct a comprehensive cleaning of?			
a) Offices, desks and conference rooms (table and chair surfaces, door handles, etc.)?	Yes	No	N/A
b) Cafeterias (tables, chair surfaces, vending machines, etc.)?	Yes	No	N/A
c) Restrooms and locker rooms (doors/handles, faucets, sinks, dispensers, etc.)?	Yes	No	N/A
Comments:			
<div></div> <div></div>			
2nd Layer Audit Audit of the above by Production Manager <ul style="list-style-type: none"> • Were non-conformities raised? Yes No • If yes, were they actioned? • If no, please provide reasons: 		3rd Layer Audit Audit of Layer 2 by the Plant Manager <ul style="list-style-type: none"> • Were all non-conformities closed? Yes No • If no, please provide reasons: 	

TRANSPORTATION

Tasks



- Hold meetings with transportation provider(s) to review protocols and implement disinfection protocol for buses

Transportation Sanitation Checklist					
Division:					
Plant:					
Date:					
Supplier Name:	Task		Action (in case it applies)	Date	Responsible
Before Starting Pick Up	Yes	No			
Is there handwashing (or hand sanitizer)?					
Clean / Sanitize - Aisle					
Clean / Sanitize - Stairs					
Clean / Sanitize - Upper Rail					
Clean / Sanitize - Seats & Armrests					
After Employees Arrive to Plant					
Is there handwashing (or hand sanitizer)?					
Clean / Sanitize - Aisle					
Clean / Sanitize - Stairs					
Clean / Sanitize - Upper Rail					
Clean / Sanitize - Seats & Armrests					
After Final Employee Drop-Off					
Is there handwashing (or hand sanitizer)?					
Clean / Sanitize - Aisle					
Clean / Sanitize - Stairs					
Clean / Sanitize - Upper Rail					
Clean / Sanitize - Seats & Armrests					
Auditor Name / Signature			Driver Responsible		
Name			Name		
Signature			Signature		

Bus drivers are considered contractors/visitors and must follow the company's Visitors and Contractors Self-Screening Protocol.

Service provider must disinfect the buses multiple times following the company's requirements and as a minimum disinfect:

- Right before starting a route to pick up company employees
- Right after the company's employees arrive at company facilities
- All surfaces, seats, dashboards, door handles, seatbelts, etc., must be washed down with a disinfectant solution in advance of transporting employees.
- Supply of antibacterial gel/hand sanitizer for employees to use upon boarding the busses.
- It is the supplier's responsibility to ensure drivers are in good health condition.
- Bus drivers must wear a mask all the time while providing the service.
- Temperature check of drivers must be done before the start of the route and must be documented.
- The mandatory use of mask is defined by local authorities for public transportation, the use of masks is encouraged for vulnerable people or pre-existing health conditions.
- Note: Bus drivers are considered contractor/visitor and must follow the company's **Visitors and Contractors Self-Screening Protocol**.

Team Members

Team Members must adhere to the On-Site Health Screening Protocol before entering transportation.

- Team Members must not use buses if they suspect they are sick or if they have symptoms such as fever, or difficulty to breathe or have been in contact in the past 7 days with other people confirmed sick of any respiratory disease (reference **the Daily Self-Screening Protocol** for symptoms).

ISOLATION PROTOCOL & COORDINATOR TRAINING

Tasks

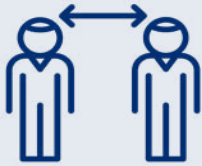


- Review and understand protocol
- Isolation Coordinator (volunteer) identified and trained (see Pre-Return to Work Trainings for training materials)
- Protocol in place is to isolate employees if they are symptomatic on site
 - Must include: room to isolate the employee, PPE, communication with local health authorities, safe transport, and disinfection of the room
- Print out forms and protocol to be available as needed

Isolation Protocol for team members who become ill at work: Advise team members that if a he/she feels ill, or if someone observes that another team member is exhibiting symptoms of COVID-19 at work, they are to contact an Isolation Coordinator as determined by each plant (see below).

Note: If available, DO NOT use the onsite health clinic as the Isolation Room.

Telephone communications are preferable, so the Isolation Coordinator can wear the appropriate PPE prior to aiding an ill team member.



Isolation Coordinators, determined by each plant, should be selected from the following team members, as appropriate:

- Doctors and/or Nurses
- Safety Leader
- Human Resources Leader
- Production Leader/Manager
- Emergency Response Team and/or First Aid leaders

If the Isolation Coordinator is directly contacted by a team member with a suspected infection, they must ask the team member to go directly to the designated Isolation Room by the most direct route.

Isolation Procedure

1. Once the suspected infected team member arrives in the Isolation Room, immediately provide them with a mask and nitrile gloves. Explain to them that it is to help protect other team members and prevent the spread of a potential virus.
2. The Isolation Coordinator must complete a **COVID-19 Case Management Form**.
3. The Isolation Coordinator, and any others attending the suspected infected person, must also wear a protective mask and nitrile (surgical) gloves while working with the suspected infected person.
4. The Isolation Coordinator must direct the ill team member to leave work and go home or to the nearest health center as advised by the local health authority. Public transportation should not be used.
 - If the infected person is well enough to drive their own vehicle, ask them to use it.
 - If they cannot drive, ask if a friend or family member can pick them up.
 - As a last resort, if the PRT team is to transport the person in another vehicle, ensure that the infected person always keep the mask on their face and wear a pair of nitrile gloves.
 - The driver must wear a mask and gloves whilst making the journey and keep them on for the return journey for proper disposal.
 - Once the vehicle has returned to the site, ensure that it is cleaned, and all surfaces, seats, dashboards, door handles seatbelts etc, have been washed down with a disinfectant solution. All team members cleaning the vehicle must wear a mask and gloves whilst doing so.
5. The Isolation Coordinator, in coordination with Human Resources (HR) and Safety & Environmental Leader, must:
 - Identify team members who may have been in contact with the suspected infected team member. Unless required by the local health authority, the name of the infected team member should not be provided.
 - Advise team members that they may have been in contact with a suspected infected team member, to carry out a self-screening check every morning, and based on the results, contact his/her Human Resources Leader department.
 - In situations where the infected team members ends up confirmed positive with COVID-19, advise team members who have been in contact with the infected team member to contact their physician and request a COVID-19 test.
6. Ensure that both the isolation area and suspected team member's work station or office is thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the infected team member. All persons carrying out this cleaning must wear disposable nitrile (surgical type) gloves, and all support persons' PPE should be appropriately discarded prior to resuming normal work functions.

Location

Where possible, the isolation room should be an exterior room (building or tent structure). If not, then an enclosed area away from the general population can be used.

PPE

Although isolation workers are not expected to touch the team member, nitrile gloves are recommended.

COVID-19 CASE MANAGEMENT FORM REVISION: 05/05/20

Introduction: Form to be completed when a Team Member, Visitor or Contractor reports symptoms or exposure to COVID-19.

Confidentiality: Form to be completed and managed by Human Resources only. Please do email or distribute outside of HR.

Retention: Completed forms must be maintained in Team Member medical file and routed to Wellness Manager for centralized tracking.

1. Team Member Information:

Name:

- ☐ Team Member
☐ Visitor
☐ Contractor

Job Title:

Date:

Time of Report:

Plant:

Location within Plant:

2. Symptom Information:

- | | | |
|--|--------------------------|---|
| <input type="checkbox"/> No symptoms | | |
| <input type="checkbox"/> Temperature > 38°C (100.4F) | Actual Temp: | Time of fever on-set: |
| <input type="checkbox"/> New or Worsening Cough | <input type="checkbox"/> | <input type="checkbox"/> New Loss of taste or smell |
| <input type="checkbox"/> Muscle Pain | <input type="checkbox"/> | <input type="checkbox"/> New Repeated shaking with chills |
| <input type="checkbox"/> Shortness of breath | <input type="checkbox"/> | <input type="checkbox"/> Headache |
| <input type="checkbox"/> Difficulty Breathing | <input type="checkbox"/> | <input type="checkbox"/> Sore Throat |
| <input type="checkbox"/> Other Explain: | | |

Date symptoms began:

If any symptoms exist, Team Member must stay at home, contact their physician and request COVID 19 testing.

3. Exposure Information:

Have you had close contact with or cared for someone diagnosed with COVID-19 or suspected of having COVID-19 within the last 14 days?

- ☐ Yes If yes: ☐ Confirmed Date of Exposure:
☐ No ☐ Presumed

Describe Exposure:

If any exposure exists, Team Member must stay home, contact their physician and request COVID 19 testing.

4. Isolation Information:

- | | |
|---|--------------------------|
| <input type="checkbox"/> Sent to Isolation Area | Isolation Area Location: |
| <input type="checkbox"/> Sent Home | Time Sent Home: |
| <input type="checkbox"/> Other: | Explain: |

5. Transportation Information:

- ☐ Drove Self Home
- ☐ Transported by Others
- ☐ Other Describe:

6. Contact Tracing Questionnaire:

1. Where was the Team Member on Shape property over the last 72 hours?
2. For each of the locations above, please indicate the names of Shape team members with whom you were in close contact (within 6') with for more than 10 minutes. This includes coworkers, visitors, contractors, etc.
3. Up to 7 days before symptoms appeared or receiving a positive COVID-19 test, please indicate the non-Shape 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.
4. For each of the locations above, please indicate the names of individuals with whom you were in close contact (within 6') with for more than 10 minutes. This includes coworkers, visitors, contractors, etc.
5. Is there any additional information Shape should be aware of regarding your diagnosis or contacts?
6. Was the Team Member following the proper precautions while at work (handwashing, maintaining social distancing, wearing a face cover, etc.)?

7. Sanitation Information:

Level	Sanitation Type	Frequency	Crew
<input type="checkbox"/> 0	Routine cleaning	All day, every day	Associates
<input type="checkbox"/> 1	Targeted cleaning with disinfection	Symptoms only or where last surface contact > 72 hours	Associates and Cleaning Services
<input type="checkbox"/> 2	Extensive surface clean	Suspected Case	Cleaning Services
<input type="checkbox"/> 3	Deep clean	Confirmed Case(s)	Cleaning Services

Describe Sanitation:

8. Communication Information:

Describe Communication:

9. Managing Test Results:

Positive test in the SYMPTOMATIC individual	SYMPTOMATIC individual with no testing performed	Laboratory confirmed COVID-19 test but individual remains ASYMPTOMATIC
<p>Eligibility to return work must meet 4 criteria if symptomatic with positive test result:</p> <ul style="list-style-type: none"> • NEW: 10 days after the date of their first positive test And • Resolution of fever without use of fever-reducing medications And • Improvement in respiratory symptoms of cough/SOB And • Negative results of repeat COVID-19 nasopharyngeal swab from at least 2 consecutive swabs collected >24 hours apart (must submit documentation) <p>...or....</p> <p>If no second test is obtained, remain out of work for 14 total days from onset of symptoms</p>	<p>Eligibility to return work after >72 hours have passed since recovery (defined below)</p> <p>Recovery:</p> <ul style="list-style-type: none"> • resolution of fever without use of fever reducing medication <p>And</p> <ul style="list-style-type: none"> • Improvement of respiratory symptoms of cough/SOB <p>And</p> <ul style="list-style-type: none"> • At least 10 days have passed since symptoms first appeared 	<p>Must exclude from work until 10 days have passed since date of positive COVID-19 test.</p>

10. Leave of Absence Information:

- ☐ Permitted access to Shape and approved to return to work RTW
 Denied Access to Shape (complete Contact Traceability Questionnaire):
 First date of leave/isolation:
- ☐ Anticipated return to work date:
 Results of COVID-19 test (+ or -):
 Date of COVID-19 test results:

NOTES:

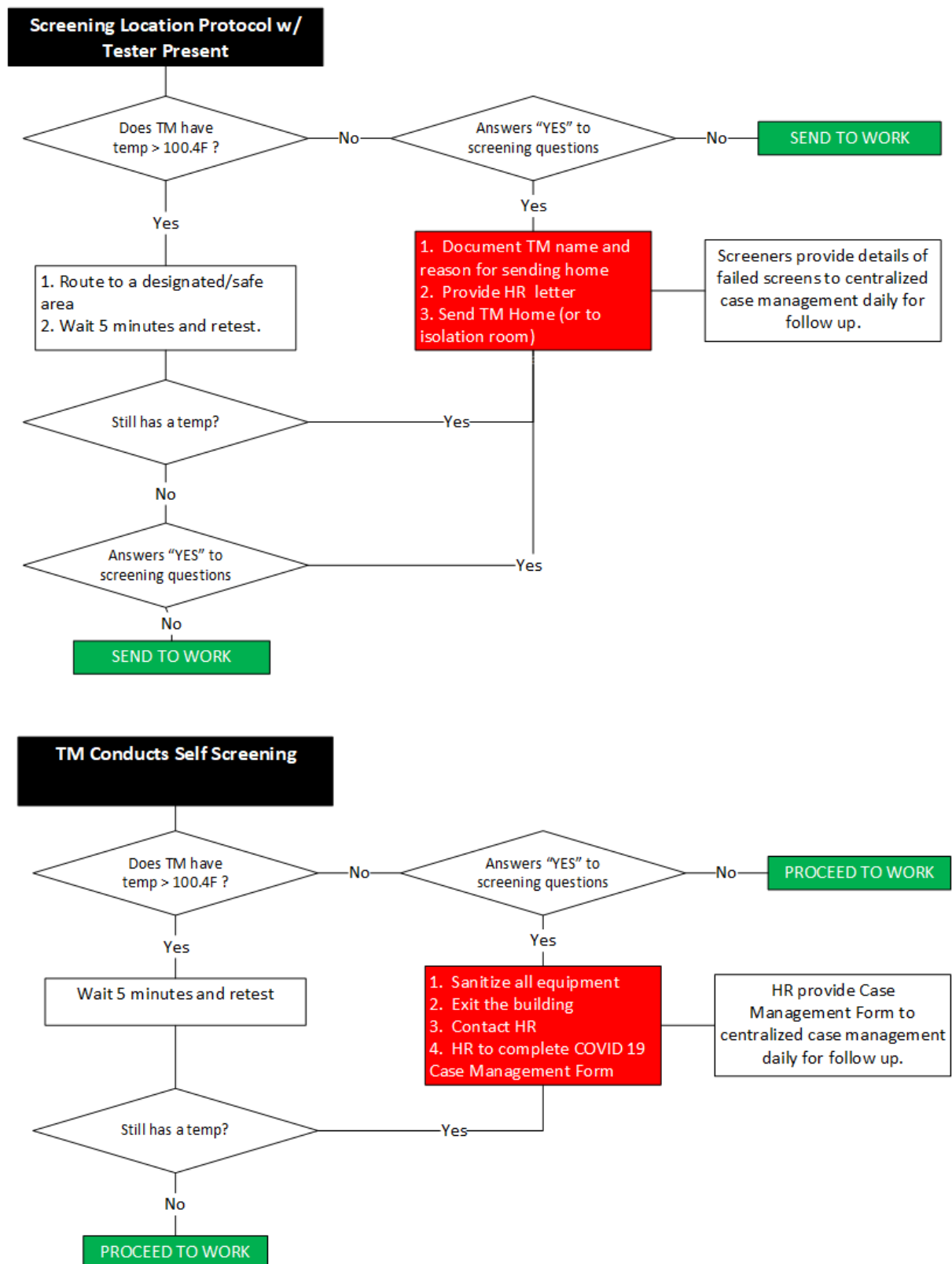
11. Reporter Information

Report Prepared by:

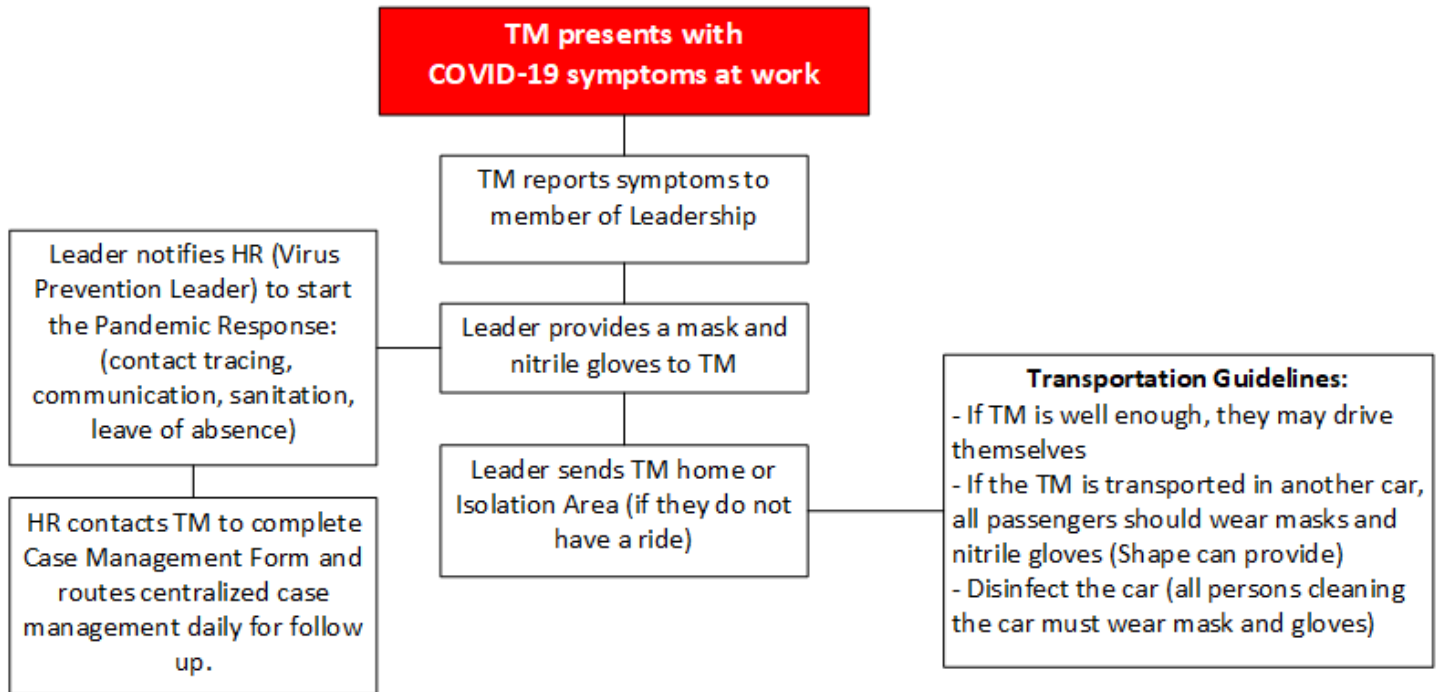
Reporter Title:

Date of Completion:

CORONAVIRUS SYMPTOM SCREENING RESPONSE PROTOCOL



CORONAVIRUS ON SHIFT RESPONSE PROTOCOL



Positive test in the SYMPTOMATIC individual	SYMPTOMATIC individual with no testing performed	Laboratory confirmed COVID-19 test but individual remains ASYMPTOMATIC
<p>Eligibility to return work must meet 4 criteria if symptomatic with positive test result:</p> <ul style="list-style-type: none"> • NEW: 10 days after the date of their first positive test And • Resolution of fever without use of fever-reducing medications And • Improvement in respiratory symptoms of cough/SOB And • Negative results of repeat COVID-19 nasopharyngeal swab from at least 2 consecutive swabs collected >24 hours apart (must submit documentation) <p>...or....</p> <p>If no second test is obtained, remain out of work for 14 total days from onset of symptoms</p>	<p>Eligibility to return work after >72 hours have passed since recovery (defined below)</p> <p>Recovery:</p> <ul style="list-style-type: none"> • resolution of fever without use of fever reducing medication <p>And</p> <ul style="list-style-type: none"> • Improvement of respiratory symptoms of cough/SOB <p>And</p> <ul style="list-style-type: none"> • At least 10 days have passed since symptoms first appeared 	<p>Must exclude from work until 10 days have passed since date of positive COVID-19 test.</p>

SOCIAL DISTANCING PROTOCOL

Tasks

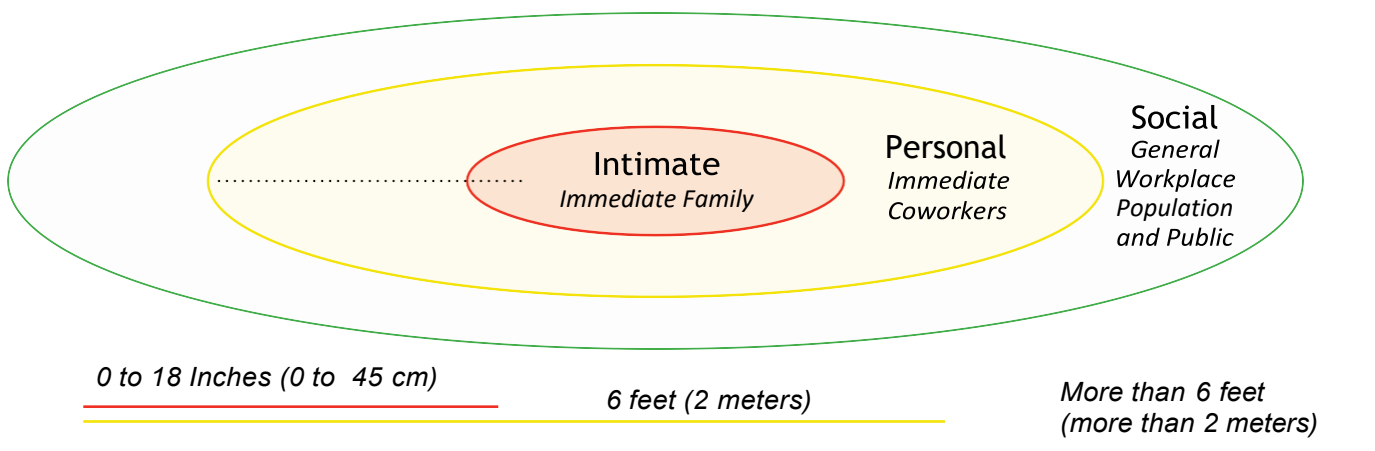


- Review and understand the Social Distancing Protocol
- Complete and continue to adhere to the Social Distancing checklist

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

In practice this means:

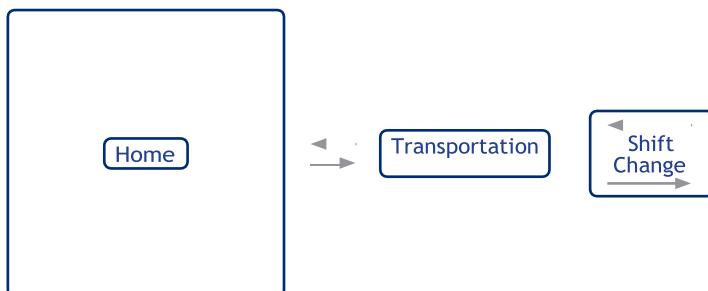
- Staying 2 meters (6 feet) away from others as a normal practice
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or friends
- Avoiding touching surfaces touched by others, to the extent feasible.
- Avoiding anyone who appears to be sick, or who is coughing or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



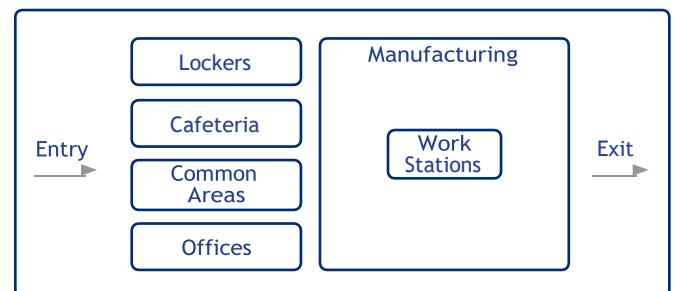
Note: Group assemblies are discouraged during a pandemic. Meeting should be virtual whenever possible. Meetings may not be greater than 10 persons until further notice, even when the meeting area is large enough to accommodate appropriate social distancing.

This practice of social distancing includes but is not limited to production lines, cafeterias, common areas, entrance/exit areas of work locations, and offices. These are examples, but the principle of social distancing is universally applicable.

Community



Plant



Social Distancing in Manufacturing

Social distancing in manufacturing is intended to provide a safe environment reducing risk of any potential person to person infection.

Guideline:

- Maintain a social distance of 2 meters (6 feet) throughout the manufacturing process and operations.
- Where a minimum distance cannot be maintained due to workplace design, one or more mitigation strategies need to be implemented including engineering solutions (like a plexiglass shield), administrative controls (like floor markings), and/or PPE (like a cloth covering) as appropriate.
- When possible, restrict interactions to teams of no more than 8 people. Small teams also aid in isolating exposure for when contact tracing is necessary.

Recommended

Workstations

- Whenever possible, workstations should be arranged to allow separation of 2 meters (6 feet).
- Shape Corp. signage about the desired position of the operators may be placed in each work station but is not required.
- Utilize production transfer aids (such as inclined shelves, push boards) to minimize the risk to social distance violations.
- Team Members are strongly encouraged to disinfect their own workspace multiple times during the shift, giving special attention to common surfaces.
- Team members must be reminded to avoid touching their face and must wash thoroughly with soap and water several times during the work hours to reduce risk and prevent person to person potential infections.

What to do if the workstations are less than the recommended spacing?

- Work designs should avoid face to face operations with less than the minimum requirement (2 meters or 6 feet), if this condition cannot be met, then team members should be provided with alternative measures to mitigate their exposure. Options include the following:
 - Face coverings
 - Face Shields
 - Body Orientation
 - Physical barriers may also be installed where practical; the barriers must be cleaned multiple times a shift

Social Distancing During Shift Changes

Shift changes must be managed thoughtfully to reduce infection risk and to leverage the opportunity they present to ensure optimal disinfection of the workplace. Start times must be staggered for plants and add a gap of time in between each designated time.

Recommended

- Team members are to enter and exit at the designated entrances and exits – these locations will be easily identified and posted
- Plants with less than 200 on a shift should implement a method that works best for their plant like this example:
 - Team Leader A – 5:50am - 6:00am
 - Team Leader B – 6:00am - 6:10am
 - Team Leader C – 6:10am – 6:20am
 - Team Leader D – 6:20am – 6:30am
- For plants over 200 team members, the plant may increase the number of staggered start times
- End of shift times should be scheduled to release the team members in the order they arrived

Helpful Tips to Communicate

- Avoid gathering when entering and exiting the facility
- Remain in your car until your scheduled window of start time
- Ensure 2 meters (6 feet) of space between each person while you wait in line to enter the plant
- When you talk to someone in line make sure you do not point your head directly at them
- Do not touch the time clock or entry door handle with an exposed finger(s) or hand
- Do not touch your face before you have had a chance to wash your hands

Things to consider

- Security stationed near entry doors at start and stop times, where available
- Waiting lines outside of plant in Inclement Weather
- How and when to hand out PPE
- Do you have the ability to prop doors open at shift change to minimize door handle touching or to install toe kicks on the doors?
- Turnstyles, lead with elbow
- Time clocks must be wiped off each time it is touched by an employee
- Station a team member to observe the time clock at a safe 2 meters (6 feet) distance to disinfect the clock if it is inadvertently touched, so not to hold up the line.

Shop Floor Information and/or Start-up Meetings

- Safe meeting spaces could be painted on the floor to encourage the Social Distancing of 2 meters (6 feet).

No more than 10 employees at any meeting; times for meetings may be staggered and larger groups must be divided to meet the 10 team member maximum.

Several meeting spaces can be designated for one large area; for example, meetings may be held at the same time on different conveyor/assembly lines, in different manufacturing cells, meeting rooms, offices, etc.

Social Distancing During Breaks

Management of team members during breaks to provide social spacing and proper hygiene is necessary. Start and end times should be staggered.

Recommended Breaks

For plants with less than 200 on a shift example:

1st Shift

- Team Leader A – 9:00 to 9:10 a.m.
- Team Leader B - 9:10 to 9:20 a.m.
- Team Leader C - 9:20 to 9:40 a.m.

2nd Shift

- Team Leader D – 5:00 to 5:10 p.m.
- Team Leader E – 5:10 to 5:20 p.m.
- Team Leader F – 5:20 to 5:40 p.m.

**For plants with over 200 employees, the number of times must be increased*

Helpful Tips to Communicate

Seating and Capacity

- Count the number of optimal, number of allowable seats in the break room considering the acceptable distances of 2 meters (6 feet).
- Limit and/or space chairs appropriately.
- Place signage on table to ensure proper social distancing in each seat – sign says yes or no to sit
- Post capacity of the break room
- Consider allowing team members to sit only on one side of table
- Remind employees not to arrive early to break

Break Times

- Plants may want to separate lunch/break times by 10 minutes to have enough time to wipe tables, seats, all surfaces, refrigerator, vending machines and microwave ovens after each use.

Cleanliness and Sanitation

- Station one to two team members to observe the safe 2 meters (6 feet) distance and to disinfect the items noted above if they are inadvertently touched
- Provide enough supplies for team members to clean up after themselves. Ex: wiping down tables, etc.

Food Storage

- Consider only allowing sack lunches that do not require refrigeration or adding as many refrigerators and/or shelving to accommodate additional bags if you are limiting locker access.

Social Distancing During Lunch Break

Manage lunch breaks to provide social spacing and proper hygiene. Stagger start and end times to limit the amount of people within the lunch area at a given time.

Recommended

For plants with less than 200 on a shift example:

Separate the plant into two groups

- Alternating days or weeks - Group A will be asked to go to their vehicle for lunch, allow
- 5-10 extra minutes for travel time to incent team members to go to their vehicle (if reasonable and practical).
- Group B will be able to use the lunch room limit entry to a certain number and all others will go to the vehicle. In effect team members can chose which option they prefer.

1st Break Example

- Team Leader A – 9:00am to 9:20 a.m.
- Team Leader B – 9:20am to 9:50 a.m.
- Team Leader C – 9:50 to 10:10 a.m.

**For plants with over 200 team members, the number of times must be increased*

Plants with full-service cafeterias

- Only allow pre-packaged options (no self-service) in full cafeteria service
- Place markers on the floors to ensure proper distance (anywhere where there is a line)

Additional Options:

- Schedule food trucks that have the necessary municipality credentials and certified by the local Health Department
- Allow team members to eat in their vehicles
- Place markers on the pavement to ensure proper distance (anywhere where there is a line)
- Use outside pavilions
- Increase the number of seats
- Place signage on tables to ensure proper social distancing in each seat – sign says yes or no to sit
- Post capacity

Bathroom usage during the workday and at break times

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

Recommended

- Establish maximum capacity for the facility that allows for social distancing
 - Post the maximum capacity
- Cleanliness & Sanitation
 - Station one to two team members to observe the safe 2 meters (6 feet) distance and to disinfect the items noted above if they are inadvertently touched
 - Provide enough supplies for team members to clean up after themselves. Ex: wiping down tables, etc.)

Social Distancing for Locker Rooms

Recommended

- Access to locker room
 - Follow shift start and end times, break and lunch schedule.

Helpful Tips to Communicate

- Re-assign lockers to ensure distancing by each team member group's start time
- Ensure proper social distancing during shift change by limiting capacity at any one time

Additional Options

- Limit access to only team members who must have a locker as a matter of health or safety and/or clothes
- Subsidies with food – limiting the lockers to those who need it
- Consider shelves in lunchroom to store lunch boxes

Social Distancing in Common Areas

- Increase cleaning intervals to ensure clean environment at all times
- Ensure social distancing is maintained
- Avoid non-essential gatherings

Recommended

- 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 a minimum of 2 meters (6 feet) from others as a normal practice
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or friends
- Avoiding touching surfaces touched by others to the extent feasible
- Avoiding anyone that appears to be sick, or is coughing or sneezing

Social Distancing in Offices

- Office work should be organized to ensure social distancing to keep separation of team members between 2 meters (6 feet) as a minimum.
- Avoid face to face desk layouts.

Recommended

- Cubicles should have dividers when people are working in 2 meters (6 feet) of one another.
- Meeting rooms should be organized to hold no more than 10 chairs with the appropriate spacing and 10 employees at a time. Sitting or standing positions should not exceed the minimum distance required.
- Communicate similar messages and arrange meetings over two or three shifts when possible to help reduce the number of people in office at any given point in time.
- Interaction to exchange information or quick meetings on the office floor space should respect the Social Distancing of 2 meters (6 feet).
- Remote work may be assigned when possible or when mandated by the government to keep the operation efficient and communications flowing.
- Self-cleaning of the workspace is encouraged multiple times during the shift with special attention of the most used surfaces such keyboards, monitors, chair arm rest, desks, cubicle divider among others.

Communal Transportation

Individual commuting to and from work is preferable however when using public transportation or provided by a third party the following guidelines shall be followed:

Recommended

Buses (company-provided)

- It is the supplier responsibility to ensure drivers are in good health condition.
Note: Bus driver are considered contractor/visitor and must follow the company's Visitors and Contractors Self-Screening Protocol.
- Bus drivers must wear a mask all the time while providing the service.
- Temperature check of drivers must be done before the start of the route and must be documented.
- Service provider must disinfect the buses multiple times following Shape Corp. Safety & Environmental requirements and as a minimum:
 - Right before starting a route to pick up team members
 - Right after team members arrived at facilities
- The mandatory use of mask is defined by local authorities for public transportation, the use of masks is encouraged for vulnerable people or pre-existing health conditions.
- Team members must not use buses if they suspect they are sick or if they have symptoms such fever, or difficulty to breath or have been in contact in the past 14 days with other people confirmed sick of any respiratory disease

Contact Tracing

- If a team member is suspected or confirmed to have COVID-19, the Plant Response Team will initiate a boundary area investigation and contact tracing process AS SOON AS POSSIBLE, as well as execute the right level of sanitation or deep cleaning per our sanitation guidelines
- The investigation will conclude with a communication to team members in the immediate work area, along with others who are known to have had contact with the infected team member
- Unless required by a local health authority, the name of the infected team member should not be provided
- In these cases, team members within the defined boundary area will be asked to vigilantly monitor their own symptoms and will be re-trained on our safety protocol
- Depending on the situation, team members (whether symptomatic or asymptomatic), may be sent home and asked to complete a COVID-19 test prior to returning to work

ON-SITE HEALTH SCREENING

Tasks



- Ensure protocol for pre-shift screening prior to plant entry
- Ensure barriers are in place to prevent anyone from missing screening protocol

Overview of Health Screening Procedure

1. Temperature reading
2. Observation for overt symptoms
3. Verbal/non-verbal confirmation of daily self-screening

Details:

- The Managing Director and Director of Safety/Environment will advise regions and facilities if health screening procedures are required and when they can be discontinued using World Health Organization, Center for Disease Control, or other credible resources for decision making.
- Perform screenings at plant entrances prior to starting work. Ensure barriers are in place to prevent anyone from missing screening protocol.
- Reference the **Preventative Material Inventory** for details on the Touchless Thermometer.
- Develop a vehicle drive-thru at the parking lot entrance for team member in-vehicle screening where applicable and safe.
- This is a pre-shift screening only; screening does not need to be completed between shift start to end.
- Reference the **Self-Quarantine and Return to Work Protocol** for team members that are confirmed positive for COVID-19 by a medical professional.



On-Site Health-Temperature Screening Protocol

Shape Corp. should periodically update company guidance on current recommendations from the Centers for Disease Control (CDC) and the World Health Organization (WHO).

On-site screenings to be completed daily by medical staff (internal or external) of all incoming team members/ contractors/suppliers before accessing company facilities/ offices:

If temperature is 38°C (100.4°F) or higher, or the team member exhibits visible symptoms of illness consistent with COVID-19, the team members will be directed to medical services (internal or external to Shape) in accordance with the local Health Department recommendations/guidelines.

Team members returning to work from an approved medical leave should be directed to contact their HR representative for instructions for return to work (including any necessary documentation).

Note: Please refer to the local Health Department recommendation/guidelines to manage medical leaves due to COVID-19.

- If a team member does not accept the screening, the company will request them to depart work, obtain medical evidence and provide a medical release prior to returning to Shape, following the country's medical leave regulation. (Legal requirements should be reviewed in each country).
- If a team member is confirmed to have COVID-19, the company will inform team members in the immediate work area. Unless required by the local health authority, the name of the infected employee should not be provided. Quarantine of any healthy employees will be determined upon consultation with local health officials, generally occurring when COVID-19 is not prevalent in the vicinity, but not where the virus is prevalent in the community. Team member personal data and confidentiality must be protected.
- Communication of current protocol all team members needs to be delivered with a preventive approach to avoid alarm.

DAILY SELF-SCREENING PROTOCOL

Tasks



- Daily Self-Screening protocol is distributed to all team members for voluntary, home self-screening
- HR team prepared to receive inquiries or reports of symptomatic team members prior to shift

The Daily Self-Screening Protocol is in place to try and prevent sick or symptomatic team members from leaving their homes and decrease the likelihood of spreading infection.

- If the team member does not recognize symptoms in their Daily Self-Screening and:
- If the team member is deemed symptomatic upon reporting to work, reference the **On-Site Health Screening Protocol**.
- If the team member is deemed symptomatic during the team member's shift or after the team member has spent any time in the facility (after the On-Site Health Screening), reference the Isolation Protocol.
- Reference the **Self-Quarantine and Return to Work Protocol** for team members who are confirmed positive for COVID-19 by a medical professional.

SELF-QUARANTINING AND RETURN TO WORK PROTOCOL

Tasks



- Review and understand protocol and adjust as necessary for local, legal and cultural environment

Note: Any adjustments made to the standard playbook protocol (below) should comply with local legal requirements and health authority direction.

Guidance for Self-Quarantining and Return to Work: COVID-19

Clarification of “self-quarantine” requirement: Team members are requested to remain off the property for a set period of time if COVID-19 symptoms are present, they are confirmed positive with COVID-19 or have been directly exposed to COVID-19. (Refer to the **COVID-19 Self-Screening Information**)

During the home quarantine period, team members should avoid leaving the home if possible, but if necessary, should practice exceedingly good hygiene and social distancing. Work while at home is expected to continue where possible.

General Guidance

- Stay away from other people in your home as much as possible, staying in a separate room and using a separate bathroom if available.
- No visitors unless the person needs to be in your home.
- If you need medical attention, call ahead to ensure you’re going to the right place and taking the necessary precautions.
- Wear a face mask if you must be around other people, such as during a drive to the doctor’s office.
- When you cough/sneeze: cover your mouth and nose with a tissue; immediately throw tissues in garbage; wash your hands with soap and water for at least 20 seconds; if that’s not available, clean with hand sanitizer that has at least 60% alcohol.
- Avoid sharing household items, including drinking cups, eating utensils, towels or even bedding. Wash these items thoroughly after using.
- Clean high-touch surfaces daily using a household cleaner or wipe. These include: “counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets and bedside tables,” the CDC says.
- Clean surfaces that may be contaminated with blood, stool or bodily fluids.
- Shared spaces in the home should have good airflow—use an air conditioner or open windows.
- Continue monitoring for any symptoms. If they worsen, such as you if you begin to have difficulty breathing, call your health care provider.
- Arrange to have groceries and toiletries delivered by local or state health departments. Also, make sure to inform health care providers of any medications you’ll need, so they can arrange drop-offs of prescriptions as well. In terms of getting laundry done for those without machines at home, ask health care providers about that as well.

Returning to Work After Home Isolation

Team members with COVID-19 symptoms, presumed or tested, or who have been directly exposed to others with COVID-19 who have been under home isolation/quarantine can return to work under the following conditions, consistent with WHO/CDC guidelines:

If you will not have a test to determine if you are still contagious, you can leave home after these three things have happened:

- You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers) AND
- Other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
- At least 10 days have passed since your symptoms first appeared

If you will be tested to determine if you are still contagious, you can leave home after these three things have happened:

- You no longer have a fever (without the use medicine that reduces fevers) AND
- Other symptoms have improved (for example, when your cough or shortness of breath have improved) AND you received two negative tests in a row, 24 hours apart. Your doctor will follow local health authority or CDC guidelines.

Attendance & Required COVID-19 Testing

- In the event a team member is NOT PERMITTED into a Shape facility due to a suspected or confirmed case of COVID-19...
- Team members are eligible for additional paid time away to obtain COVID-19 testing/medical guidance and any medically required quarantine (only applicable during COVID-19 pandemic)
- Team members' absences are excused under Shape's attendance policy
- These absences will be closely managed and guided by Human Resources

Please contact your local Human Resources team prior to returning to work to advise you have met one of the above criterion for your return, and to discuss documentation that may be required prior to return to company premises.

VISITOR AND CONTRACTOR SCREENING

Tasks



- Put a plan in place for screening Visitors and Contractors
- Ensure Visitors and Contractors Self-Screening Checklist printed and available as needed

Visitor Restrictions:

- Shape Corp may implement a complete ban on visitors. Direction will be provided from your Managing Director or the Director of Safety & Environment.
- Meetings should take place virtually during a pandemic, to ensure the protection of both employees and visitors.
- If visitors are permitted, and business-critical, in-person visits do occur, such as to allow equipment or facilities to remain operational, they should be in accord with the company's pandemic preparedness and response plan.
- Note that the **COVID-19 Visitor and Contractor Self-Screening Questionnaire** forbids visits from persons who have had known exposure to persons with COVID-19 within the past 14 days, or who are exhibiting symptoms of illness consistent with COVID-19.

Contractor Restrictions:

- Shape Corp. only permits access to those contractors deemed business critical (essential to keep Shape Corp. running) during a pandemic situation.
- Plant Managers will authorize all contractor visits.
- Contractors permitted on premises must also be screened prior to entry, when screening is occurring.
- NOTE: Screening may include temperature screening or the **COVID-19 Visitor and Contractor Self-Screening Questionnaire**.



Shape Corp Coronavirus (COVID-19) Visitor/Contractor Questionnaire

REVISION: April 27, 2020

The safety of team members and their families, customers and visitors during the Coronavirus (COVID-19) continues to be Shape's overriding priority. This outbreak is an evolving global health issue that we continue to monitor closely.

To prevent the spread of COVID-19 and reduce the potential for risk of exposure to our team members and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to prevent disease transmission.

Name	Personal Phone # (cell/work/home):
Company/Organization	Name of Shape Host:
Facility Name:	

If you answer "yes" to any of the following questions, access to the Shape facility will be denied:

Self-Declaration by Visitor/Contractor	
1	<p>Have you or someone you have been in close contact with traveled domestically or internationally within the last 14 days?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Please note any other countries you have traveled to:</p> <p>_____</p>
2	<p>Have you had any of the following symptoms within the last 14 days?:</p> <ul style="list-style-type: none">• Temperature > 100.4F (38C)• Cough (unrelated to asthma, allergies, or chronic condition)• Shortness of breath or difficulty breathing• Chills or repeated shaking with chills• Muscle pain• Head ache• Sore throat• Loss of taste or smell <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
3	<p>Have you had close contact with or cared for someone diagnosed with COVID-19 or suspected of having COVID-19 within the last 14 days?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
4	<p>Have you been following the guidelines from the CDC around hand-washing, social distancing, and use of face coverings in public locations?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>

Signature: _____ Date: _____

NOTE: If you plan to be onsite for consecutive days, please immediately advise your Shape host if any of your responses change.

Access to the facility is (circle one): APPROVED DENIED

Host Directions for Visitors and Contractors

Please adhere to the company's pandemic preparedness and response plan with respect to visitors and contractors. This means:

- Visitation or contractor work is forbidden if there has been any YES response to the COVID-19 Self-Screening Checklist. If yes is checked for any response, please advise the visitor to leave the premises, notifying appropriate site staff to disinfect any common surfaces touched by the visitor and advising Safety & Environmental Team and HR of the incident.
- Visits or contractor work that do occur should limit exposure to team members to the extent feasible, by:
 - Ensuring visitors/contractors take a direct route to meeting or work areas and do not unnecessarily interact with employees.
 - Practicing Social Distancing themselves at all times and instructing visitors regarding our expectations regarding social distancing (e.g. no handshakes or embraces, keeping 2 meters (6 feet) distance when interacting, etc.).
 - Practicing expected hygiene regarding washing hands and covering coughs/sneezes, pointing out or providing company guidance on this topic.
- For visitors, use dedicated meeting rooms where possible, which should have common surfaces disinfected between meetings.



EMPLOYEE TRAINING

Return to Work Training Plans
Pre-Return to Work Trainings
First Day Trainings / Operations



Tasks



Host Pre-Return to Work Trainings

- Host training for Isolation Coordinators
- Host training for Disinfection Team
- Host training for Human Resources Team, as well as all managers, ensure full understanding of the Safe Workplace Playbook and outlining specific expectations regarding how to enforce and support the enhanced protocol

Host First-Day Trainings/Orientation

- Localize presentation materials to be consistent with facility environment and changes
- Host first-day training orientation for all plant and office staff (COVID-19 Signs/Symptoms & Isolation Protocol, Social Distancing, Personal Hygiene, COVID-19 Disinfection Procedures)

It is very important that ALL team members understand the safety requirements, protocols, and expectations to ensure everyone and their communities stay safe and prevent the spread of COVID-19.

We structured this training plan to effectively disseminate this information to the site’s various teams and audiences.

Pre-Return to Work Trainings

To be presented remotely in order to ensure management’s understanding and preparedness in alignment with the playbook.

First-Day Trainings/Orientation

To present the protocols and procedures to staff as aligned with the playbook but consistent with location.

Details

All training topics can be reinforced with on-the-job checklists and **signage** in the plants.

PRE-RETURN TO WORK TRAININGS

Tasks



- Deliver trainings on the topics detailed on this page so all plant management team members 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 Human Resources and Management Team Members	<p>Virtual Overview of Safe Workplace Playbook</p> <p>Can be reviewed through Web Based Training or Skype/Teams Virtual Training prior to starting work or Daily review with Leaders</p> <p>Plant Opening Protocols: Plant Startup Checklist Pandemic Response teams Preventative Material Inventory Personal Protective Equipment Disinfection Measures Transportation Isolation protocol Social distancing protocol On-site health screening Daily self-screening protocol Self-quarantining and return to work Visitors and contractors screening Health and Wellness Signage</p> <p>Next Steps:</p> <ul style="list-style-type: none"> • Checklist Items • 1st Day Back Training • Other Trainings
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 Personal Protective Equipment (PPE)</p> <p>Sanitation Protocol Presentation</p> <p>Deep Cleaning – Understand protocol, but they will not be the ones practicing. External team to perform</p>
Isolation Coordinator and Health Screening Leaders	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> <p>PPE</p> <p>Isolation Protocol</p> <p>Self-Screening (daily & on-site)</p> <p>Self-Quarantine</p>
HR/Attendance Policy	HR Team	<p>In-depth review of the protocols related to team member attendance Isolation Protocol</p> <p>Self-Quarantining and Return to Work Protocol</p> <p>Visitors and Contractor self-screening</p>

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 <i>NOTE: Can be leader led, web based, and/or OJT</i>	Company's COVID-19 Response Signs & Symptoms of COVID-19 Daily self-screening for symptoms Isolation Protocol for symptomatic employees Social distancing measures Personal Hygiene Disinfection measures

Training Logistics:

- Host training prior to or on first day of plant 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.

Staff Training Requirements

- All team members will be required to complete a web based training covering safe return-to-work practices promptly upon return
- All team members may access web based training through MyADPapp on mobile phone to support social distancing
- If cell phones are not available, team members may use computer kiosks in cafeterias
- Hourly team member must complete training while clocked-in





HEALTH & WELLNESS



HEALTH CARE AND BENEFITS (UNITED STATES SPECIFIC)

Shape Corp. health care coverage continues for all employees through our Priority Health and Cigna plans.

Virtual Care visits are encouraged for general medical concerns outside of Covid-19 concerns.

www.priorityhealth.com

Virtual care link:

https://www.myshapeweb.com/upload/Shape%20US/Employee%20Resources/Fitness_Wellness/Priority%20Health%20Virtual%20Care.pdf

Covid-19 Specific Resources

The Center for Disease Control (CDC) <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Ottawa County Health Department <https://www.miottawa.org/Health/OCHD/coronavirus.htm>

The information included here may not be applicable to your area. Please reach out to your local state or community health organizations for information specific to your area

At Shape Corp., we provide a comprehensive wellbeing program to support our employees and their families. In these unprecedented times, we have modified our offerings so that we can continue to offer much needed support.

Physical wellbeing

Our registered dietitian provides virtual coaching for anyone with nutritional concerns, including access to food pantries, food budgeting, and meal planning.

While our onsite fitness center, The Fitness Factory, is closed per government guidelines, our fitness instructors are offering online fitness classes three times weekly.

Emotional and Psychological Wellbeing

Mosaic Counseling is our Employee Assistance Provider (EAP). Mosaic's 75 therapist are provided virtual counseling to any employees or dependents in need of assistance. Shape covers the cost of 3 sessions with Mosaic Counseling. www.mosaiccounseling.com

Economic Wellbeing

The economic wellbeing of our families is supported with free access to the Smart Dollar® money management program as well as through partner programming with Fifth Third Bank. Online educational sessions provide easy access to learning when the time is right.

Life Satisfaction and Social Wellbeing

Flexible work schedules to enhance work/life balance have been enhanced. We acknowledge the challenges having kids home as well as working from home can create. We put trust in our employees to complete necessary work and provide regular touchpoints between the employees and leadership to ensure needs are being met and connections are maintained.

Some Shape jobs are considered essential and create their own personal and family challenges. Guidance is provided to secure child care, transportation, or to meet other needs so the employee can confidently and safely work.

Our laid-off workforce receives regular communication from leadership, human resources, and the wellbeing team. This has included phone calls, emails, and online updates with opportunity to ask questions.

Volunteering is encouraged and rewarded when safety guidelines can be adhered to. Team Members have volunteered at food pantries, sewing masks, and packing care packages for healthcare workers.



FACILITY SIGNAGE



Samples of suggested plant signage are pictured below.

Printing Guidelines

Option 1: Poster Size

- Poster size should be 30" x 40" / 76 cm x 100 cm
- Orientation portrait (vertical)
- Material: Foam core

Option 2: Letter Size

- Poster size should be 8.5" x 11" / A4
- Orientation portrait (vertical)
- Material: regular paper



MAX ROOM CAPACITY XXXX

Please Continue to Practice
Social Distancing

MAX ROOM CAPACITY



Please Continue to Practice
Social Distancing



This Bathroom is Regularly Disinfected

**Remember to wash your hands for
at least 20 seconds**



THINKERS.
BELIEVERS.
DOERS.



For Your Safety, This Facility is Regularly Disinfected

**Please double check employee
self screen protocols before entering**



This Lunch Room is Regularly Disinfected

**Please double check employee
self screen protocols before entering**

Hand Washing Instructions



Wet hands with water
and enough soap
to cover all surfaces



Rub hands palm
to palm, also with
fingers interlaced
for 20 seconds



Rinse hands
with running
water



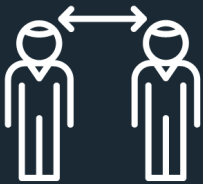
Dry your hands
thoroughly with
a single use towel

We are all in this together



THINKERS.
BELIEVERS.
DOERS.

Please Respect Social Distancing Guidelines



Keep a distance of
6 feet between
people



Avoid physical
contacts such as
hand greetings,
kissing and hugging



Avoid going to
crowded places, and
if it's inevitable, don't
take minors or older
people with you



Avoid contact
with anyone
who is sick

We are all in this together



THINKERS.
BELIEVERS.
DOERS.



Please Wipe All Surfaces After Each Meeting

**Help protect the health and safety of you
and your team members**



THINKERS.
BELIEVERS.
DOERS.



Please Avoid Using Locker Rooms When Possible

**Help protect the health and safety of you
and your team members**



**We encourage
utilizing your vehicle
when taking breaks**

**Help protect the health and safety of you
and your team members**



THINKERS.
BELIEVERS.
DOERS.



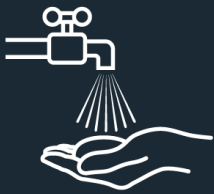
Please Properly Sanitize Your Work Area

Be sure to sanitize all keyboards, gauges, HMI and shared tooling before, during and after your scheduled shift.



THINKERS.
BELIEVERS.
DOERS.

Personal Hygiene Tips



Wash your hands frequently with soap and water for at least 20 seconds



If you are unable to wash your hands with soap and water, use antibacterial gel with 70% alcohol



When sneezing or coughing, cover your nose and mouth with the inner angle of your arm or with disposable hanker chief

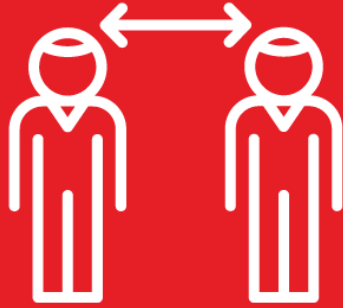


Don't touch your face including your mouth, ears, eyes and nose

Help stop cross-contamination



THINKERS.
BELIEVERS.
DOERS.



Please Practice Social Distancing

Remember to stand 6 feet apart



Temperature Check-Point

Please stand 6 feet apart



THINKERS.
BELIEVERS.
DOERS.



Visitors Temporarily Not Allowed

Thank you for understanding



Isolation Area

**Authorized personnel only.
PPE required beyond this point.**



First Aid Room

**Used only for medical and injury
issues not related to COVID-19**



Thank You For Working Safely Today

**Please continue to social distancing,
personal hygiene, and frequent disinfection**