

Kent Manufacturing Covid-19 Safety Protocol

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The information contained in the Kent Manufacturing Safety Protocol represents Kent'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 and customers is our number one priority. This is a "living" document that may be updated at any time by Kent given the fluidity of this situation.

This Protocol is to be used as a Corporate and Recommended Practice Guideline and aligns with the Centers for Disease Control and Prevention (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. The Kent Safety Protocol provides general recommendations for use in all departments. Because there may be circumstances unique to a location, there may be some cases in which a department must adapt the recommendations of this Protocol to address the specific requirements. Such exceptions must be authorized by Management. Additionally, all departments must comply with all applicable laws.

#	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, disinfectant solution, hand sanitizer, paper towels and tissues Confirm stock of face masks, face shields, gloves and safety 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 protocol
4	Disinfection Measures	<ul style="list-style-type: none"> Clean and disinfect all areas of the plant that have not been used for critical operations to this point. Replace HVAC air filters or clean/disinfect Implement the General Disinfection Procedures
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 Protocol standards
7	Layered Audit Checklist	<ul style="list-style-type: none"> Implement audit
8	Kent Vehicles	<ul style="list-style-type: none"> Hold meetings with transportation provider(s) to review protocols and implement the Disinfection Checklist protocol for Kent vehicles.
9	Isolation Protocol & Coordinator Training	<ul style="list-style-type: none"> Review and understand protocol Identify and train Isolation Team Establish protocols to isolate employees if they become 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 Protocol
11	On-Site Health Screening	<ul style="list-style-type: none"> Ensure protocol for pre-shift screening prior to site entry Ensure barriers are in place to prevent anyone from missing screening protocol
12	Daily Self-Screening Protocol	<ul style="list-style-type: none"> Distribute Daily Self-Screening protocol to all employees for home self-screening Prepare HR team 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.
14	Visitors & Contractors Self-Screening	<ul style="list-style-type: none"> No Visitors are allowed on the premises until further notice
15	Employee Trainings	<p>Employees must view and acknowledge they understand the training videos posted on Kent's website prior to returning to work (see On-line Self Health Screening)</p>

Pandemic Response Team

Tasks



- Set up the Pandemic Response Teams
- 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 Site Manager in the following categories/examples:

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

Employee Access Control Lead - Works with the site to manage social distancing logistics for arriving and departing shifts, as well as visitors and contractors. Supports the Virus Prevention & Protocol Leader by providing site-specific options for social distancing within the site, including potential mitigation measures to manage safety risks for employees required to work less than 3 feet from others.

Virus Prevention & Protocols Lead - Develops protocols to ensure the wellness of all employees, the overall pandemic preparedness and response plan, and alignment with the COVID-19 Pandemic Response Team.

Sanitization & Disinfection Lead - Manages daily and periodic disinfection logistics, including routine and deep cleaning, and disinfection processes, according to the protocols set up by the Virus Prevention & Protocol Leader. Drives the process of continuous improvement and ensures 100% compliance with Company's disinfection protocol and any approved regional or site variations.

Communication & Training Lead - Manages all pandemic related communications, in coordination with HR. Manages training across the site related to pandemic preparedness and response, including employee, management and pandemic response team training, in accordance with Kent's Protocol and COVID-19 Policy and Guidelines directive.

PPE & Materials Lead - Secures all necessary supplies to implement and sustain the site pandemic preparedness and response plan, including direct procurement by the site, as well as coordination with Company Procurement to access centrally located supplies or leverage supplies from other Company facilities.

Preventative Material Inventory

Tasks



- Confirm operation has an adequate supply of soap, disinfection, hand sanitizer, paper towels and tissues
- Confirm stock of face masks, face shields, gloves and safety glasses on-site and on-order with proper lead time
- Have “touchless” thermometers on-site for employee screening

PPE:

- Confirm stock of face masks, gloves, and glasses on-site and on-order with proper lead time.
- Screeners and cleaning crew are required to wear gloves, masks and safety glasses.

#	Item	Spec	Quantity
1	Mask	Washable masks Disposable Masks	2 Per Employee As Needed
a	Mask (N95)	N95 respirators as required per the company's directives (Isolation team use only. Others may utilize washable mask types)	Min. Supply for Isolation Use
3	Nitrile gloves	Touchflex/ Surgical NitrileGloves	Min. 30-day supply
4	Infrared thermometer	Medical infrared thermometer/ Measures range 32°C to 42.5°C and meets ASTM E965-98 (2016)	1-3 for site
5	Disinfectant spray/wipes	0.1 to 0.05% sodium hypochlorite solution, attained by mixing 1 part household laundry bleach (an ~ 5 to 10% sodium hypochlorite solution) with 99 parts water	Min. 30-day supply
6	Spray bottles	1-liter plastic spray containers	Min. 5 bottles Bottles for employees to cleaning work area, tools, etc.
7	Sanitization floor stand	Hand sanitizer dispenser floor stand	1 available in work area per 25 employees
8	Hand sanitizer (refills)	Sanitizer with Alcohol 60%/Local Brand “Sanitizer”	Min. 30-day supply
9	Hand soap	Hand soap /Local brand	Min. 30-day supply
10	Paper towels	Paper Towel	Min. 30-day supply
11	Glasses/face shields	Safety glasses /Polycarbonate	Min. 30-day supply
12	Bio-hazard container	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

Personal Protective Equipment (PPE)

Tasks



- Review and understand protocol for PPE

About:

Protect the company's general workforce through:

1. Personal hygiene
2. Social distancing
3. Frequently disinfecting of common surfaces

The PRT and Team Leads for PPE and Sanitization are responsible for ensuring adequate supplies as required by your company's Pandemic Plan.

Masks



Face masks are required PPE for all Kent personnel and are to be worn at all times except while eating during breaks

- Isolation team members
- Shift health screeners
- Disinfection team members
- Face masks must be worn whenever social distancing of at least 6 feet is not possible such as when walking the halls, or when working within 6 feet of another.
- Personal face masks may be used by employees in lieu of a company-supplied mask, if the mask meets World Health Organization specifications for medical masks (e.g. meeting ASTM F2100, EN 14683, GB19083 or equivalent)
- Notwithstanding the above, Pandemic Response Team members are required to use company-supplied face masks
- Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent disinfection efforts.
- Face masks are an important risk mitigation strategy where social distancing cannot be consistently practiced and can reduce COVID transmission risk from sick yet asymptomatic employees overall.
- Kent has provided two (2) cloth washable face masks per employee. Please be sure to wash and clean your masks daily.

Note: N95, FFP2(3) or equivalent protection must be prioritized for use by isolation as they are more likely to be exposed to employees who are COVID-19 symptomatic.



Face Shields

Face shields must be worn as a precautionary measure when employees work within 3 feet of other employees.



Gloves

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

1. Isolation Team Members and
2. Those disinfecting common surfaces However, the company will provide gloves if mandated by local laws.

Note: Gloves put employees 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. However, 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. People are more likely to touch contaminated surfaces because they feel the gloves protect them from the virus when in reality, they do not.
- When wearing gloves, people 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 employees are exposed to greater risk.

Disinfection Measures

General Disinfection Measures:

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

#	Area/Place	Disinfection Content	Disinfectant	Disinfection Measures	Frequency
1	Work cell common surfaces	Control buttons, tools and other common surfaces	SARS-CoV-2 Grade Cleaning Disinfectant Solution	Spray with handheld sprayer or wipe	Minimum at the end of each day
2	Offices, desk and conference rooms	Table and chair surface		Spray with handheld sprayer or wipe	At the end of each meeting and end of day
3	Machine Feeders	Wipe areas of common employee interface		Spray with sprayer	At least once in the morning and afternoon
4	Moveable trays or containers	Handles and other commonly touched areas		Spray with sprayer	Based on use; Once per shift if contacted by 1 person only; otherwise, between users
5	General objects that are used or touched often	Doors and windows, handles, faucets, sinks and bathrooms		Spray with handheld sprayer or wipe	Generally at least 3 times per day
6	Lunchrooms	Table and chair surfaces, dispensers, vending machines, etc.		Spray with sprayer	Generally, 3 or more times per shift to include after all breaks and meals
7	Vending machines	Interface surfaces (pay, selection and vending surfaces)		Spray with sprayer	Generally, 3 or more times per shift to include after all breaks and meals
8	Forklifts	Wipe areas of common human interaction		Spray with sprayer	After each use
9	Kent vehicles	Common surfaces (e.g. seat surfaces rails, belts, door and window controls)		Spray with sprayer	Before and after each use
10	All floors and walls	All general floors and walls at site		Mop	Periodically, where frequently touched; mop hard surfaces daily

Disinfection Frequency in Workshops and Offices

Deep-Cleaning and Disinfection Protocol

Tasks



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

About:

The **General Disinfection Measures Protocol** will be followed regularly whereas the Deep-Cleaning and Disinfection Protocol is triggered when an active employee is identified as positive for COVID-19 based on testing.

Corona Virus COVID-19 - Deep Cleaning and Disinfection

COVID-19 “deep-cleaning” is triggered when an active employee is identified as being COVID-19 positive based on testing. Sites may opt to have a deep cleaning performed for presumed cases, at their discretion.

Deep cleaning will be performed as soon after the confirmation of a positive test as practical.

While the scope of deep cleaning is presumed to be the full site, Kent may reduce the footprint to be deep cleaned if there is sufficient rationale to do so.

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

1. Identify an approved external company to carry out the deep cleaning activity. At a minimum, this company must have:
 - Trained personnel to clean, disinfect and dispose of hazardous 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 Company disinfectant protocol)
2. The Pandemic Crisis Management Team 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 of at the end of the process
- Assure that employees 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, more aggressive cleaning solutions and performed by an external third party.

3. 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 as biohazard waste.

4. 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.

Inbound Parts/Materials/Packages

Tasks



- Manage incoming supplies in accordance with the company's protocol standards

Delivery personnel (who are not employees of Kent) are not permitted in the facility and must wait either outside or in their trucks unless it is strictly necessary for them to enter the facility. Should it be necessary for deliver personnel to enter the facility they must pass the standard Kent screening protocol prior to entering the facility.

According to the WHO, it is safe to receive packages from areas where COVID-19 has been reported, stating 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 stored at the site for more than 48 hours from last human contact, no further action is needed. While not necessary, where employee apprehension remains high, sites may suggest the following additional precautions:

- Using PPE, such as disposable nitrile gloves and/or disposable surgical masks
- Disinfecting surfaces with a Covid-19 abating solution when needed.

Layered Audit Checklist

Tasks



· Implement audit

Conforming Audit Card

Date:	
Inspection Area:	
General Disinfection Measures	
<input type="checkbox"/>	1. Did the cleaning crew/employees receive training about the disinfection method and frequency?
<input type="checkbox"/>	2. Was cleaning solution used to abate Covid-19 used as appropriate?
<input type="checkbox"/>	3. Did the team conduct a comprehensive cleaning in all work cell common surfaces (control buttons, tools, machine feeds, trays, containers, forklifts, machines)?
<input type="checkbox"/>	4. Did the team conduct a comprehensive cleaning in all offices, desk and conference rooms (cabinets, desk, tables, chair surfaces)?
<input type="checkbox"/>	5. Did the team conduct a comprehensive cleaning in all general objects that are often used or touched (doors, windows, handles, faucets, sinks, bathrooms)?
<input type="checkbox"/>	6. Did the team conduct a comprehensive cleaning in lunchrooms (tables, chair surfaces, dispensers, vending machines)?
<input type="checkbox"/>	7. Did the team conduct a comprehensive cleaning in all common surfaces of Kent vehicles (seat surfaces, dash, gear shifts, belts, door handles)?
<input type="checkbox"/>	8. Did the team conduct a comprehensive cleaning of floors, walls and multiuse areas (tables, chair surfaces, dispensers, vending machines)?

Kent Vehicles

Tasks



- Hold meetings with sales and other authorized drivers to review protocols and implement disinfection protocol for Kent vehicles

Kent Vehicle Sanitation Checklist					
Vehicle					
Before Using Vehicle	Yes	No			
Is there antibacterial gel?					
Clean/Sanitize - Doors/Handles					
Clean/Sanitize - Steering Wheel					
Clean/Sanitize - Gear Shifts/Dash					
Clean/Sanitize - Seats/Belts/Armrest					
After Return to Kent					
Is there antibacterial gel?					
Clean/Sanitize - Doors/Handles					
Clean/Sanitize - Steering Wheel					
Clean/Sanitize - Gear Shift					
Clean/Sanitize - Seats/Belts/Armrest					
Name/Date					
Name					
Date					

Isolation Protocol for employees who become ill at work AND/OR Observes Someone Exhibiting Symptoms of COVID-19 at Work:

If a person feels ill while at work they must immediately go to the closest Isolation Area and call either by cell phone or Kent phone their Supervisor to alert them of their illness. See contact information below.

If someone observes that another person is exhibiting symptoms of COVID-19 at work, contact their Supervisor by telephone or an Isolation Coordinator by cell phone or Kent phone. See contact information below.

**PLEASE CALL FROM YOUR CELL PHONE OR KENT PHONE –
PLEASE DO NOT TRY TO LOCATE THEM PERSONALLY**

Telephone communications are preferable so that the Isolation Coordinator can wear the appropriate PPE prior to aiding an ill employee.

Tom Muraski, Site Safety Manager (616-291-7681 or Ext 329)
Mike Muraski (616-291-7679 or Ext 312)
Charlie Drake (616-881-1983 or Ext 330)
Russ Radford (616-443-9430 or Ext 314)

Once an Isolation Coordinator is directly contacted by an employee with a suspected infection, they must ask the employee to go directly to the closest designated Isolation Room by the most direct route if not already there.

Isolation Area Locations – Look for Signage:

Main Office Area – Conference Room By Main Entrance

Plant/Production Area – Tent in Medical Bay South Wall by Garage Door

PDV Office Area – Vestibule Area by Entrance Door in NE Corner of Office

Procedure

1. Once the suspected infected employee arrives in the Isolation Room, immediately provide them with a mask (if they are not wearing their required mask) and nitrile gloves. Explain to them that it is to help protect other employees and prevent the spread of a potential virus.
2. The Isolation Coordinator must complete a **Suspected COVID-19 Case Form** and call the proper medical office to seek advice regarding transportation and location.
3. The Isolation Coordinator, and any others attending the suspected infected person, will also wear a protective mask, gown, face shield and nitrile (surgical) gloves while working with the suspected infected person.
4. The Isolation Coordinator will direct the ill employee 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 the PRT team is to transport the person in another vehicle, ensure that the infected person always keeps the mask on their face and wears a pair of nitrile gloves.
 - The driver must wear a mask and gloves during the entire trip, removing and properly disposing of them after returning to the site.
 - 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 persons cleaning the vehicle must wear a mask and gloves while cleaning the vehicle.
5. The Isolation Coordinator, in coordination with the Site Safety Manager, must:
 - Identify persons who may have been in contact with the suspected infected employee. Unless required by the local health authority, the name of the infected employee should not be provided.
 - Advise employees that they may have been in contact with a suspected infected employee, to carry out a self-screening check every morning, and based on the results, contact the HR department.
 - Advise employees to contact a physician to obtain medical permission to return to work.
6. Ensure that both the isolation area and suspected employee's workstation or office is thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the infected employee. All persons carrying out this cleaning must wear disposable nitrile (surgical type) gloves, and all support persons' PPE will be appropriately discarded prior to resuming normal work functions.

PPE

Isolation workers are not expected to touch the virus, nitrile gloves, gown, face mask, gloves and shield will be used by them.

COVID-19 Case Form

Report for Employees/Visitors Presenting Symptoms at Work

Name:

Date:

Job Title:

Worksite Area:

Symptoms noticed:

- Fever
- Chills
- Repeated shaking with chills
- Sore throat
- Cough
- Shortness of breath or difficulty breathing
- Diarrhea
- Muscle pain
- Headache
- New loss of taste or smell

Location of Isolation:

Time of fever on-set: _____ Time of isolation: _____

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

Where referred to:

Notes:

DETAILS OF REPORTER

Name:

Job title:

Telephone Number:

Employee Symptom & Isolation Protocols



Employee is Symptomatic

COVID-19 Symptoms detected at site entry

Sent to isolation area for further assessment

COVID-19 Symptoms detected on the shop floor

Take temperature after 5 minutes to confirm

COVID-19 Symptoms detected

Line manager reports to HR & SM

Report symptoms to manager

Symptoms not detected
Send to Work

Send Home

** telephone communication is preferred*

Employee goes to designated Isolation Room for further evaluation

Isolation Room Protocol

Transportation Guidelines:

- If employee is well enough, they may drive their own car
- If the employee is transported in another car, all passengers must wear masks and nitrile gloves
- Disinfect the car; all persons cleaning the car must wear masks and gloves

Once the suspected infected employee arrives at the isolation room immediately give them a mask and nitrile gloves

**The Isolation Team and any employee coming into contact must wear appropriate PPE prior to assisting the symptomatic employee*

The Isolation Coordinator completes Suspected COVID-19 Case Form

COVID-19 Symptoms are not detected

COVID-19 Symptoms detected
Isolation Coordinator directs the employee to leave work and go home or to a healthcare provider

Discretion is taken by employee and supervisor to return to work or send home

Negative COVID-19

Positive COVID-19

Employee may return to work

Employees must see a doctor or medical professional and provide a note to local HR to confirm COVID-19 status

Isolation Coordinator, SM and HR identify persons that may have been in contact with the suspected infected employee

Persons identified

- Provide a copy of the **Self-Screening Protocol**
- Advise employees to carry out a daily self-screening check and contact local HR if symptomatic
- Follow the **Self-Quarantine Protocol**

Disinfect the Isolation area and employee's workstation, in addition to all other surfaces recently touched by employee following the **Disinfection Protocol**

Social Distancing Protocol

Tasks

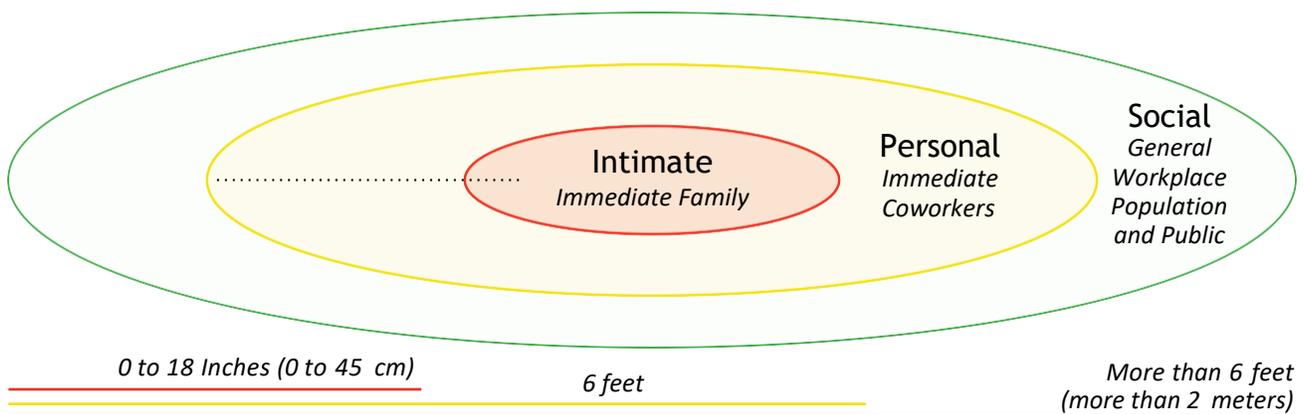


- Review and understand the Social Distancing Protocol
- Complete and continue to adhere to the Social Distancing checklist

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

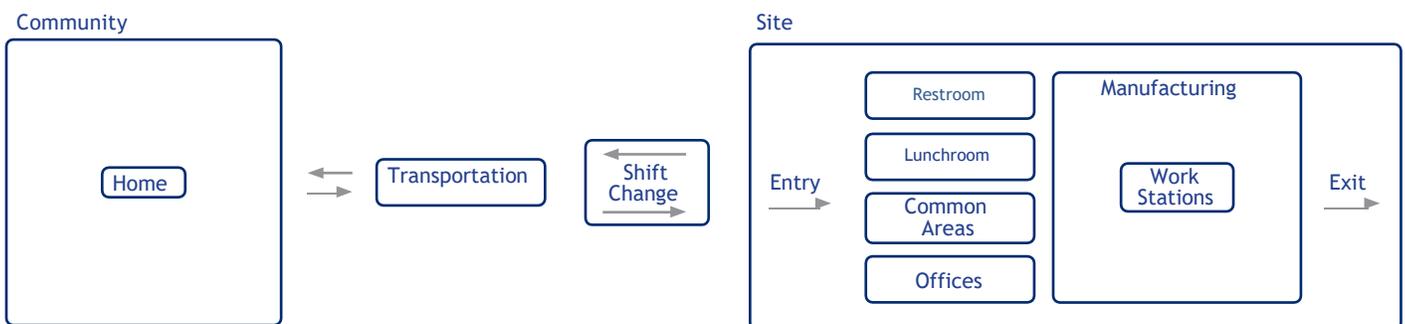
In practice this means:

- Staying 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 is coughing, sneezing or appears to be sick



Note: Meetings may not be greater than 4 persons in the Main Office Conference Room and marked Meeting Area in the Plant Lunchroom until further notice. If a meeting place is large enough to accommodate more than three (3) persons with appropriate social distancing, please contact Site Safety Manager for approval to meet.

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 examples illustrate the principles of social distancing.



Social Distancing in Manufacturing

Social distancing in manufacturing is intended to provide a safe environment that reduces the risk of any potential person-to-person infection.

Guideline:

- Maintain a social distance of 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, PPE and/or administrative controls, as appropriate.

Workstations

- Whenever possible, workstations will be arranged to allow separation of 3 feet.
- Company signage about the desired position of the operators may be placed in each workstation but is not required.
- Utilize production transfer aids (such as inclined shelves, push boards) to minimize the risk to social distance violations.
- Machine feeds need to have operator boundaries clearly marked on the floor. Operators need to stay within their marked areas.
- Workers are strongly encouraged to disinfect their own workspace multiple times during the shift, giving special attention to common surfaces.
- Employees must be reminded to avoid touching their faces and must wash their hands thoroughly with soap and water several times during the work hours to reduce risk and prevent person-to-person potential infections.

If Workstations are less than 3 Feet Apart

- Work designs will be set up to avoid face-to-face operations with less than the minimum requirement (3 feet apart). If this condition cannot be met, employees will be provided with alternative measures to mitigate their exposure:
 - Face shields
 - Body orientation
 - Physical barriers installed where practical; the barriers must be cleaned multiple times a shift
- If employees show symptoms of illness and/or if other employees make a complaint – reference **Isolation Protocol & Coordinator Training**

Start and End of Shift Times

- Employees must use the designated entrances and exits – these locations will be easily identified and posted.
- Kent will be staggering start and end times as follows:

Team	Arrive	Break 1		Lunch		Break 2		Depart
Red (RR)	5:30 AM	8:30 AM	8:40 AM	11:00 AM	11:30 AM	1:00 PM	1:10 PM	2:00 PM
White (TD)	6:00 AM	9:00 AM	9:10 AM	11:35 AM	12:05 PM	1:30 PM	1:40 PM	2:30 PM
Blue (TR)	6:30 AM	9:30 AM	9:40 AM	12:10 PM	12:40 PM	2:00 PM	2:10 PM	3:00 PM

Emp ID	Employee Name	Work Area	Team
RAD01	Russ Radford	Supervisor	Red
CLO02	Mike Clouse	Dake	Red
DEN01	Jeff Denboer	Big Ben/Femco	Red
DRA01	Charlie Drake	Supervisor/Warehouse	Red
ECH01	Edwin Echevarria	Arroy	Red
FLE01	Randy Fleet	G1/Floater	Red
MCC01	Ashley McCutcheon	Dake	Red
RIV01	Chris Rivera	SecOps (White Room)	Red
SCH04	David Schupp	SecOps (White Room)	Red
SCH05	Issac Schupp	SecOps (White Room)	Red

Emp ID	Employee Name	Work Area	Team
DEN02	Tom Denhof	Supervisor	White
BRA01	Blake Brackett	Rotary	White
DOA01	Josh Doane	Wesco/SecOps	White
HEY01	Tom Heys	Warehouse	White
JOH01	Tim Johnson	Rotary	White
MAR01	Andy Marcusse	SecOps (White Room)	White
MAR03	Chuck Marcusse	SecOps (White Room)	White
ORT01	Hayley Ortiz	SecOps (White Room)	White
ORT02	Grant Ortiz	SecOps (White Room)	White
PIC02	Gerald Pickle	Rotary	White
THO02	Amie Thornsburry	Wesco/SecOps	White
VER02	Jake Versluis	Wesco	White
YOK01	Chad Yokom	Small Lam	White

Emp ID	Employee Name	Work Area	Team
ROT01	Terry Rott	Supervisor	Blue
BOU01	Todd Bouwkamp	Edwards	Blue
BOW03	Darnell Bowden	SecOps (White Room)	Blue
BUD03	Michael Budnick	SecOps (White Room)	Blue
DAN02	William Danielski	Warehouse	Blue
DAV01	Lucas Davies	Shipping/Warehouse	Blue
KNA01	Andrew Knapp	SecOps (White Room)	Blue
MAT01	Ken Mathews	Laser/Slitting	Blue
OOS01	Brooke Oosterink	SecOps (White Room)	Blue
SCH06	Adam Schneider	Slitting	Blue
SEM01	Andy Semplonius	Edwards/Spool	Blue

Please be sure to:

- Avoid gathering when entering and exiting the facility.
- Remain in your car until your scheduled start time window.
- Ensure 6 feet of space between each person while you wait in line to enter the site.
- When you talk to someone in line, make sure you put your mask on.
- Do not touch entry door handle or the computer to check in with an exposed finger(s) or hand.
- Do not touch your face before you have had a chance to wash your hands.

Social Distancing During Breaks and Lunch Break

Management of employee breaks to provide social spacing and proper hygiene is necessary. Start and end times will be staggered as noted above.

Seating and Capacity

- Make sure you are maintaining social distancing of 6 feet
- Please limit the amount of people in the lunchroom areas to the posted capacity
- Please do not start or end hour break or lunch time early and/or late to accommodate the next group.
- Please consider taking your break in your vehicle to help with social distancing

Cleanliness and Sanitation

- Please observe the safe 6 feet social distancing rule and do not return to the lunchroom between breaks and lunch time so that the area may remain sanitized.

Social Distancing in Common Areas

- Please do not gather in Common Areas unless you are practicing social distancing
- Please avoid non-essential gatherings

Social Distancing in Offices

- Cubicles have dividers when people are working within (3 feet) of one another.
- Main Conference is organized to hold no more than four (4) chairs with the appropriate spacing. Sitting or standing positions should not exceed the minimum distance required.
- Interaction to exchange information or quick meetings on the office floor space must respect the Social Distancing of 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 workspaces multiple times during the shift with special attention of the most used surfaces such keyboards, monitors, chair arm rests, desks, cubicle dividers among others.

Additional Coronavirus Protocols

All Kent Manufacturing employees who have been returned to work in order to conduct the Company's in accordance with an applicable executive order must abide by the following guidelines at all times:

A. WHEN TO AVOID THE WORKPLACE

- If you exhibit **any of the following symptoms**, please **stay home** or alert your manager and **go home**:
 - Fever
 - Chills
 - Repeated shaking with chills
 - Sore throat
 - Cough
 - Shortness of breath or difficulty breathing
 - Diarrhea
 - Muscle pain
 - Headache
 - New loss of taste or smell
- If you exhibit any of the following symptoms, **stay home** and **seek immediate medical attention**:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion or inability to arouse
 - Bluish lips or face

- If you have had **close contact** in the last fourteen (14) days with someone symptomatic or diagnosed with COVID-19, please stay home.
- If you have **traveled**, internationally or domestically, within the last fourteen (14) days, please stay home.
- All employees **MUST** answer screening questions **truthfully** before they will be permitted to enter the work place. If your supervisor or a Kent Manufacturing manager directs you to leave work for any reason, you must promptly comply. Failure to do so could result in disciplinary action, up to and including termination of employment.

B. PROTOCOLS FOR EMPLOYEE SCREENING

You must enter the workplace as noted below and where marked in that area noted:

Plant/Production Employees: Tent entrance next to former/general employee entrance

Main Office Employees: Front Door Entrance (only one employee may be in the vestibule to have temperature taken and confirmation that on-line screening has been performed). Please wait outside maintaining social distancing until the vestibule is clear for the next employee.

PDV Employees: Front Door to PDV vestibule that is normally not used for entrance (only one employee may be in the vestibule to have temperature taken and confirmation that on-line screening has been performed). Please wait outside maintaining social distancing until the vestibule is clear for the next employee.

On-site screening by taking your temperature and confirming that you have completed the Online Health Self-Check on our website at www.kent-mfg.com. All Kent Manufacturing employees must answer all of the following questions every day, before they may enter the work place:

- Do you have, or have you had, any of the following symptoms in the last three (3) days?
 - Fever or increased body temperature
 - Chills
 - Repeated shaking with chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Trouble breathing
 - Sore throat
 - Diarrhea
 - Muscle pain
 - Headache
 - New loss of taste or smell
 - Persistent pain or pressure in the chest
 - New confusion or inability to arouse
 - Bluish lips or face
- Have you traveled, domestically or internationally, within the last fourteen (14) days?
- If you have had **close contact** in the last fourteen (14) days with someone either symptomatic or diagnosed with COVID-19?

Any employee who answers “**Yes**” to any of the foregoing questions will be **refused entry** and asked to return no earlier than the following schedule:

- Three (3) days with no fever.
- Seven (7) days since first appearance of any other symptoms.
- Fourteen (14) days since last date of travel.
- Fourteen (14) days since last date of contact with COVID-19 patient.

The Company will make and maintain a record of all daily employee screening interviews, but all such records must be held strictly confidential and disclosed only to the extent required or allowed by law.

Visitors and Contractors Self-Screening

Visitor Restrictions:

- At this time Kent **DOES NOT** allows normal visitation to our facilities until further notice. To ensure the protection of both employees and visitors, meetings must take place virtually going forward
- When business-critical, in-person visits must occur, such as to allow equipment or facilities to remain operational, they must be in accordance with the company's pandemic preparedness and response plan. Approval must be obtained prior to any non-Kent employee by the Site Safety Manager.
- Note that the Visitor Self-Screening Checklist forbids visits from people who have had known exposure to COVID-19 within the past 14 days or who are exhibiting symptoms consistent with COVID-19.

Visitors & Contractors COVID-19 Self-Screening Checklist

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

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

Thank you for your time and cooperation.

Visitor's Name:

Mobile Phone Number:

Visitor's Company / Organization:

If the answer is yes to one or more of the following questions access to the facility will be denied.

Self-Declaration by Visitor

**Visitors Not Allowed On Premises
Until Further Notice**

Have you had close contact with or cared for anyone diagnosed with COVID-19 within the last 14 days?

Yes No

Are you showing any signs of one or more of the following symptoms or have you been exposed to anyone showing these signs:

- Fever
- Chills
- Repeated shaking with chills
- Sore throat
- Cough
- Shortness of breath or difficulty breathing
- Diarrhea
- Muscle pain
- Headache
- New loss of taste or smell

Yes No

Signed (visitor): _____

Date: _____

Access to the facility approved. (tick one) Yes No

Signed (visitor): _____

Date: _____

Name: _____

Host Directions for Visitors and Contractors

NOT APPLICABLE UNTIL MANAGEMENT ALLOWS VISITORS, VENDORS, CONTRACTORS, ETC ON SITE

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, notify appropriate site personnel to disinfect any common surfaces touched by the visitor and advise EH&S and HR of the incident.
- Visits or contractor work that does occur must limit exposure to employees as much as possible by:
- Ensuring visitors/contractors take a direct route to meeting or work areas and do not unnecessarily interact with employees
 - Practicing social distancing at all times and instructing visitors regarding our expectations (no handshakes or embraces, keeping (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
 - Using dedicated meeting rooms where possible with common surfaces disinfected between meetings

Employee Training

Return to Work Training

Plans Pre-Return to Work Training

First Day Trainings /Operations

Return to Work Training Plans

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

Pre-Return to Work Trainings Presented remotely to ensure management's understanding and preparedness to align with the protocol.

First-Day Trainings/Orientation Aligns local protocols and procedures with the playbook.

Details

- All training topics can be reinforced with **signage** in the sites.

Pre-Return to Work Trainings

Tasks



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

Topic	Attendees	Content Included
Overview of company's Covid-19 Kent Safety Protocol response protocols and resources	All employees working remotely and those waiting to return to work.	<p>Kent Safety Protocol – Safety & COVID-19 Info Videos on Kent Intranet</p> <p>They can be viewed on www.kent-mfg.com along with a copy of Kent's Protocol</p> <p>Plant Operating Protocols:</p> <ul style="list-style-type: none"> • Plant Startup Checklist • Pandemic Response teams • Preventative Material Inventory • Personal Protective Equipment • Disinfection Measures • Kent Vehicles • Isolation protocol • Social distancing protocol • On-site health screening • Daily self-screening protocol • Self-quarantining and return to work • Visitors and contractors screening
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) General</p> <p>Disinfection Measures Presentation</p> <p>Deep Cleaning – Understand protocol, but external group will perform</p>
Isolation Coordinator and Health Screening Leads	On-site health screeners and volunteer Isolation Coordinator(s)	<p>In-depth review of the role, responsibilities and safety requirements for the Isolation Coordinator and on-site health screeners</p> <ul style="list-style-type: none"> • PPE • Isolation Protocol • Self-Screening (daily & on-site) • Self-Quarantine

Training	Trainer	Attendees	Materials	Format
<p>Pandemic Response Team training</p>	<p>Site Manager Pandemic Response Teams</p>	<p>Isolation Crew, On-Site Screening Crew</p>	<p>“Kent Safety Protocol” Plant Opening Protocols</p> <ul style="list-style-type: none"> · Plant startup checklist · Pandemic response teams · Preventative material inventory · Personal protective equipment · Disinfection measures · Kent Vehicles · Isolation protocol · Social distancing protocol · On-site health screening · Daily self-screening protocol · Self-quarantining and return to work · Visitors and contractors screening 	<p>Teleconference Or Area Where Social Distancing is Maintained</p>
<p>Specialized Team Trainings</p>	<p>Site Manager Pandemic Response Teams</p>	<p>Third Party Cleaning On-Site Cleaning/Disinfectant Specialized Team</p>	<p>Disinfection Crew: In-depth review of the role, responsibilities and safety requirements for the disinfection team.</p> <ul style="list-style-type: none"> · PPE · Disinfection Measures · Deep Cleaning & Disinfection Protocol – teams will understand protocol, but they will not be the ones practicing (external group to perform) <p>Isolation Room Coordinator(s) & Health Screener(s) In-depth review of the role, responsibilities and safety requirements for the Isolation Coordinator and on-site health screeners.</p> <ul style="list-style-type: none"> · PPE · Isolation Protocol · Self-Screening (daily & on-site)/ Thermometers (comply with manufacturer’s directions) · Self-Quarantine 	<p>In Person- On Site</p>
<p>Return Day</p>	<p>Site Manager</p>	<p>-All Production Department Employees and Supervisors -Main Office Employees -PDV Employees -Sales Team</p>	<p>Overview of Company’s COVID-19 Kent Safety Protocol response, protocols and resources</p> <p>-CDC Videos on</p> <ol style="list-style-type: none"> 1) Routes by which the virus causing COVID-19 is transmitted from person to person. 2) Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces. 3) Symptoms of COVID-19. 4) Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19. 5) Measures that the facility is taking to prevent worker exposure to the virus, as described in the COVID-19 preparedness and response plan required under the DOL order 6) Rules that the worker must follow in order to prevent exposure to and spread of the virus. 7) The use of personal protective equipment, including the proper steps for putting it on and taking it off. 	<p>In person</p> <ul style="list-style-type: none"> · Host on first day of reopening · Staggered Meetings to comply with Social Distancing

Office & PDV Personnel

Overall	<ul style="list-style-type: none">· Startup, communications, signage, sanitization protocols per the Kent Safety Protocol
Phase 0	<ul style="list-style-type: none">· Only critical personnel on-site and only when required· Balance of staff works from home/remotely· If an employee needs something from the office, coordinate with facilities management for access
Phase 1	<p>“Soft Opening” with limited access (while risk of infection exists)</p> <ul style="list-style-type: none">· Employees may visit the office for limited periods with specific tasks/goals to be performed on-site· Masks and adherence to sanitization guidelines per Protocol required· Encourage working from home/remotely for broad employee base· Employees with adjacent open workspaces will coordinate to avoid conflict (e.g., alternate day schedules)
Phase 2	<p>Broader Opening of Facilities (while risk of infection exists)</p> <ul style="list-style-type: none">· Employees may visit the office for increasingly longer periods· Same policies as Phase 1· Site communications of phase of activity level permitted