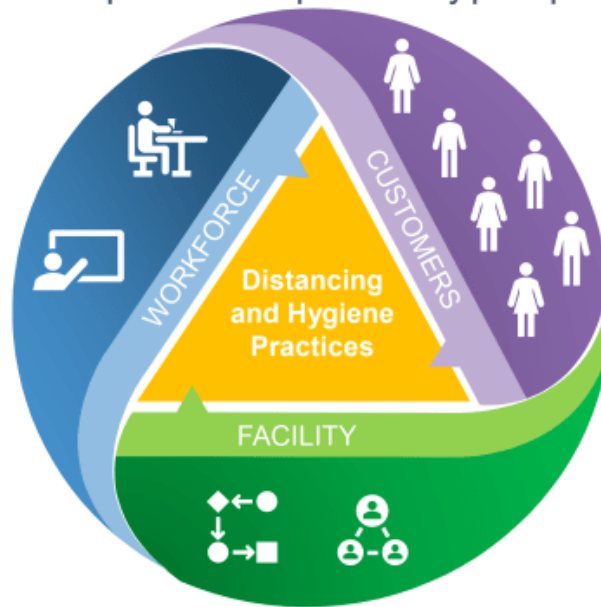


Workplace Health and Safety Principles

A framework to design and implement workplace safety principles for all businesses

Prepare and Protect WORKFORCE

- ✓ Protective Practices
- ✓ Screening
- ✓ Rapid Response to Cases
- ✓ Work from Home Options
- ✓ Risk Mitigation
- ✓ Cultural Practices
- ✓ Education
- ✓ Communication



Prepare and Protect CUSTOMERS

- ✓ Risk Awareness
- ✓ Education
- ✓ Communication

Prepare and Protect FACILITY

- ✓ Disinfecting Practices
- ✓ Environmental Controls
- ✓ Workspace Design
- ✓ Workflow Design
- ✓ Controlled Access

Sources:
Medical College of Wisconsin,
CDC, WHO, OSHA

General Plastics Inc

Safe at Work Practices

How we Prepare and Protect our Workforce.

✓ **Protective Practices**

- Employees have staggered start and end times.
- Supply neoprene gloves to all employees at work.
- Ordered a supply of masks for all employees to use.
 - Anticipated delivery week of 5/4/2020.
- The “Blue Tape Areas” are cleaned six times per day.
 - “Blue Tape Areas” are places that are used by multiple people throughout the day (Ex. Restrooms, lunchroom, drinking fountains, Shop Floor computer login areas, label printing stations, etc.)
 - Cleaning records are maintained electronically on our network.
- If an employee is sick for one day, they must stay home for 24 hours without any symptoms before returning to work.
- If an employee is out sick for multiple days, they need to stay home for 72 hours without symptoms. If they want to return sooner than the 72 hours

wait period, they will need to get a release from their doctor saying it is safe to return to work.

- Split up shift huddle meetings, breaks, and lunches to reduce the number of employees in one area at a time.
 - No more than 2 employees are allowed at a single lunch table at a time and need to be sitting on opposite sides.
- Reduced the number of employees in the restroom at one time.
 - Maximum 2 at a time any additional people must wait outside at least 6 feet away.
- The refrigerator cleared out and disinfected once per day.

✓ **Screening**

- Each Supervisor screens all their employees upon entry to the facility.
 - We take employees temperature and ask a series of questions to see if they are exhibiting any symptoms to identify if they are potentially at risk of having COVID-19 or have possibly been exposed to the virus.
 - Employee wellness screening documentation is maintained electronically on our confidential network drive.
- Upon entering the building all employees are to wash or use hand sanitizer to disinfect their hands.
- All essential Contractors and Suppliers are also screened upon entry to the facility.
 - Contractor and Supplier wellness screening documentation is maintained electronically on our confidential network drive.

✓ **Rapid Response to Cases**

- We have not had any positive COVID-19 cases at General Plastics to this point. (4/27/2020) We have a process to manage any positive test results.
 - We are continuing to review and update as we learn more information.

✓ **Work from Home Options**

- Office employees work from home multiple days per week.
- Reduced the number of shifts for Production and Shipping employees work from five to four shifts per week.

✓ **Risk Mitigation**

- Eliminated all non-essential meetings.
- Eliminated any non-essential Contractors or Suppliers from being on site.

- Schedule contractors to complete any required on-site work on Friday's when Production, Shipping and Office personnel are not at work to minimize any potential exposure.
- Stopped allowing visitors to come on site.
- Staff attends multiple conference calls / webinars per week with industry, medical, and government professionals to review best practices and learn about anything new that may arise.

✓ **Cultural Practices**

- Employees are not receiving attendance points for staying home from work for any potential COVID-19 related days missed.
- Encourage and promote employee selfcare at work as well as at home.
 - Handed out and posted EAP program phone numbers and literature.

✓ **Education & Communication**

- Biweekly standing meetings on the shop floor with all employees in small groups. This is to review the following:
 - Customer shutdowns or slowdowns.
 - Back log order status.
 - Upcoming production schedules.
 - Review current Federal, State, and Local announcements.
 - Training of proper cleaning procedures.
 - Training of Proper hygiene procedures.
- We also post proper cleaning and hygiene procedures on employee bulletin board.

How we Prepare and Protect our Customers.

✓ **Risk Awareness**

- Weekly production meeting to review any raw material or supply issues.
- Weekly staff meeting to review backlog and changes in customer and supplier status.

✓ **Education & Communication**

- Customer Service contact customers to let them know of any production or supply issue that will affect delivery dates.
- Send out company memos letting customers know what General Plastics is doing to keep its employees safe and status of the business.
 - These memos are also posted on our website.

How we Prepare and Protect our Facility.

✓ **Disinfecting Practices**

- Blue Tape Areas are disinfected two times per shift and six times per day.
- The 1st ten minutes of the shift each employee cleans and disinfects their workspace or if moved to a different machine.

✓ **Environmental Controls**

- Exhaust fans for air exchange
- Completed summer pm's on all HVAC systems and replaced all filters.

✓ **Workspace Design**

- Each workspace has all required tools and materials to work independently without sharing resources.
- Product is set up to move in and out of work cell without employee getting within 6 feet of one another.
- Assembly workers each have separate tables / workspace to maintain at least 6 feet of separation.

✓ **Workflow Design**

- Our Forming and Trimming machines are at least 15' apart allowing employees to maintain more than 6 feet of separation.
- We have four workstations set up in various areas around the plant for employees to clock in and out. They use these workstations to clock in and out of the building as well as the jobs they are running.
- We have set up polycarbonate barriers between our CNC machines.
- The office, conference rooms, lunchroom, and main office doors are kept open throughout the day.

✓ **Control Access**

- Our facility is set up with key fob access control throughout the facility. Access matrix was set up by management.
- Doors which Truck Drivers, Essential Contractors, Essential Suppliers, and Essential Visitors report to have cameras that are equipped with intercom and buzz in system to minimize physical interaction.
 - Once, in the building the truck drivers only have access to a 3' x 5' area for exchanging paperwork.
 - Signage is posted on exterior doors explaining access control requirements.