

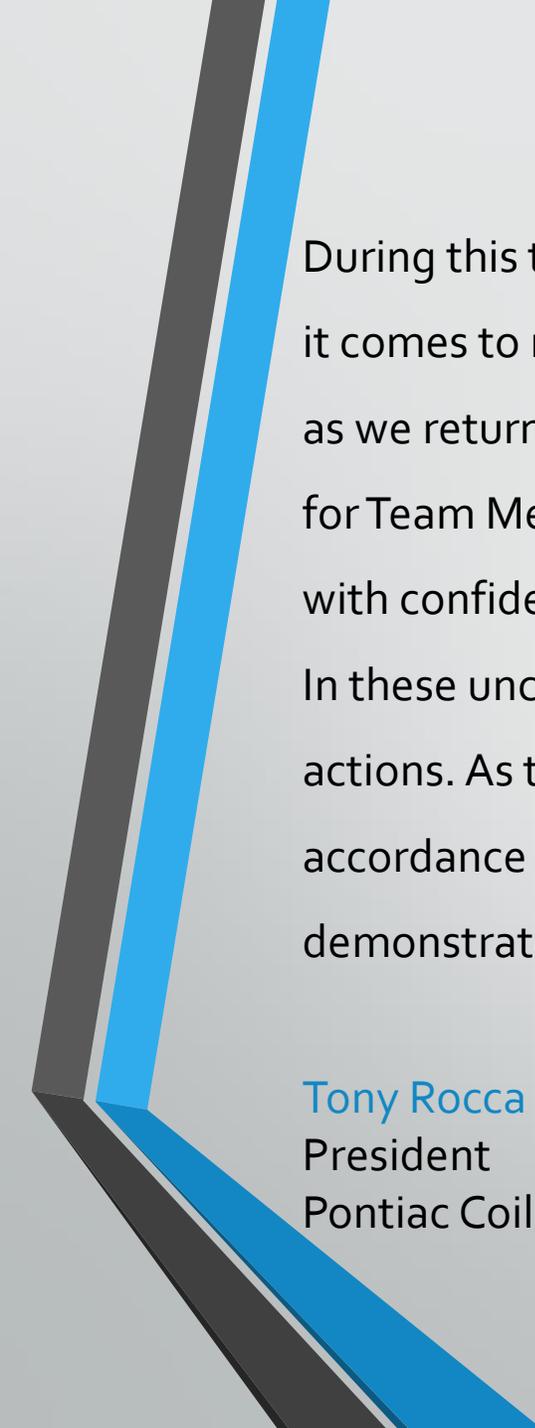


Pontiac Coil

RETURNING TO WORK WITH CONFIDENCE

COVID - 19 OPERATING STRATEGY ORIENTATION

05.15.20



During this time of unprecedented global crisis, we know that what people want most is answers, especially when it comes to returning to work. This playbook will outline the steps Pontiac Coil is taking to keep all employees safe as we return to our facilities. Primarily a resource for Leaders preparing our sites, this playbook is also a reference for Team Members, providing assurance that robust protocols are being implemented so they can return to work with confidence.

In these uncertain times, we must focus on controlling what we can, and we will continue to take the appropriate actions. As the COVID-19 situation continues to evolve, we are ready to adapt and make any changes to policy in accordance with relevant health and safety protocols issued by authorities. We will live our values and demonstrate our behaviors in order to protect you and our company.

Tony Rocca
President
Pontiac Coil Inc.

WE ARE IN THIS TOGETHER

- TO PROTECT YOURSELF AND OTHERS FROM THE COVID-19 VIRUS, IT IS IMPORTANT TO UNDERSTAND AND FOLLOW THE SAFETY PROTOCOLS OUTLINED WITHIN THIS GUIDE.
- PROTOCOL BASICS
- Keep COVID-19 out of our facility
- Prevent the spread of COVID-19 within our plant
- Effectively manage suspected or confirmed COVID-19 cases
- PROTECTING YOURSELF AND OTHERS • Monitor your health daily –you are the first level of defense in preventing COVID-19 from entering PCI • Follow entrance procedures • Wear a face mask • Wash or sanitize your hands frequently • Maintain physical distancing • Help keep our facility clean • Notify your supervisor if you or a co-worker are not feeling well while at work



MULTI LAYERED APPROACH

- While each of our individual safety protocols is designed to prevent the spread of the COVID-19 virus, they are most effective as a whole; working together to keep you and those around you safe. Any one protocol standing alone is not enough –it is our responsibility to ensure we're following the directions detailed in this guide.
- Remember, before each of these scenarios, our entry process is a preventative measure to keep the disease out of our facilities.
- **THERE ARE TIMES YOU WILL LIKELY BE WITHIN SIX FEET (TWO METERS) OF ANOTHER PERSON** It is at those times when our other safety protocols –wearing a mask – face shield and safety glasses – become more important
- **THERE ARE TIMES YOU WILL REMOVE YOUR FACE MASK OR FACE SHIELD TO EAT OR DRINK** When this occurs, physical distancing is a priority. Washing your hands and cleaning the area immediately around you is also critically important
- **THERE ARE TIMES WHEN OUR FACILITY AND/OR YOUR HANDS ARE NOT PERFECTLY CLEAN** This is another reason why we emphasize frequent handwashing and require you to wear a face mask



HOME PROTECTION MEASURES

- **WE WILL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT YOU, YOUR FAMILY AND YOUR COMMUNITY.**
- This orientation outlines what we are doing in the workplace to prevent the spread of the COVID-19 virus. However, many of the protocols we have described can also apply to your everyday life outside of work. It takes the entire team to be successful with each of us doing our part.
- **OUTSIDE OF THE WORKPLACE** • If you bring your face mask home from work, store it in a lunch-size paper bag • When returning from work or a public place, wash or sanitize your hands • When you or family members go out in public, wear a face mask • Avoid close contact with people in public, maintaining six feet (two meters) of distancing at all times and avoid anyone who is visibly sick or coughing • Clean and disinfect frequently touched surfaces at home daily, such as tables, doorknobs, light switches, remote controls, countertops, etc.
- **Together, we can win the battle against COVID-19.**



MANAGING STRESS AND ANXIETY

Many aspects of the COVID-19 outbreak can cause stress and anxiety.

Fear of the disease, dealing with the unknown, social isolation and financial stress can all become overwhelming very quickly and cause strong emotions in adults and children.

Managing your stress can help you, the people you care about and your community together; can be resilient and thrive.

Some ways to cope include:

- Learn from reputable resources like the CDC about the disease and how to protect yourself and your family
- Avoid bingeing on the news, social media and television
- Take care of yourself by eating healthy, getting regular exercise, trying to obtain good sleep each night and avoiding alcohol and drugs
- Take breaks and do an activity you and your family enjoy
- Connect with others by giving them a call
- For more stress management resources, see HR for Employee Connect information and programs.



SITE ENTRY PROCESS

PEOPLE FLOW

A COVID-19 self-declaration questionnaire will be posted at all site entrances:

- Have you traveled internationally or been on a cruise in the last 14 days?
- Have you had contact with a diagnosed COVID-19 patient in the last 14 days?
- Do you currently have fever, chills, cough, difficulty breathing, headache, sore throat, muscle/joint aches, diarrhea, abdominal cramps or nausea, conjunctivitis (pink eye), loss of taste or smell?

If an employee or visitor answers "YES" to any of the above questions, they will be referred to HR and may not be permitted to enter the site. If an employee begins experiencing symptoms while at work, they should report immediately to their supervisor. They will be referred to a HR or a supervisor who will gather information and provide guidance regarding the suspected or confirmed case of COVID-19.

Pontiac Coil

STOP

- 1
Have you traveled internationally or been on a cruise in the last 14 days?
- 2
Have you had contact with a diagnosed COVID-19 patient in the last 14 days?
- 3
Do you currently have fever, chills, cough, difficulty breathing, headache, sore throat, muscle/joint aches, diarrhea, loss of taste or smell?

IF YOU ANSWERED YES
to any of these questions:

IMMEDIATELY NOTIFY
the supervisor
at site entry.

MAINTAIN SIX FEET DISTANCE
from all people while medical
response is coordinated.

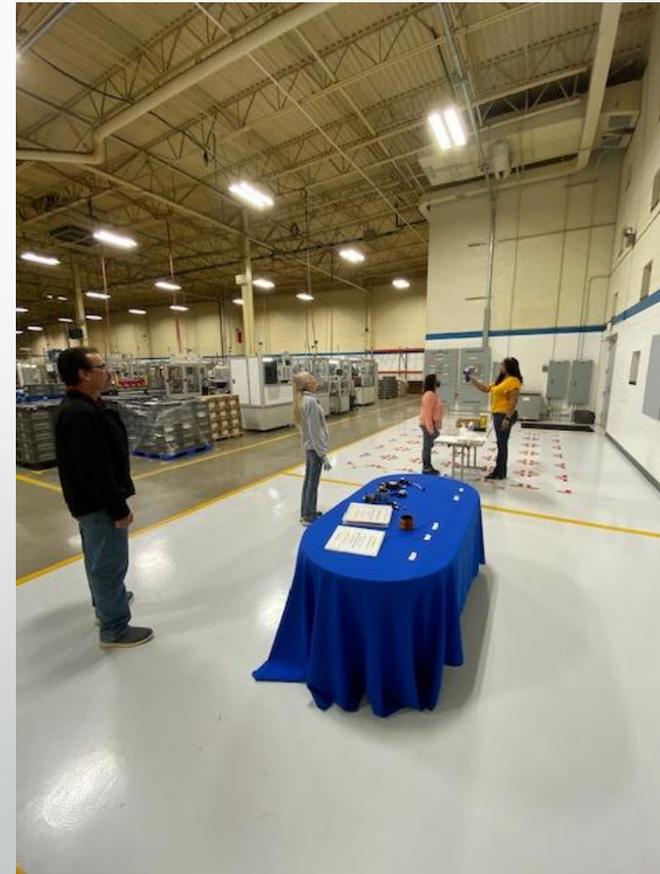
SITE ENTRY PROCESS

PEOPLE FLOW

Prior to entering PCI facility, all employees and visitors must follow all applicable national and local COVID-19 isolation/quarantine protocols. Note that these protocols may differ in timing and terms and conditions.

UPON ARRIVAL At each entrance, all employees and visitors will be required to comply with the following protective measures:

- Maintain a physical distance of six feet (two meters) from other people, as reminded by numerous visual cues
- Sanitize hands • Answer a simple COVID-19 questionnaire • Have temperature screened • Wear safety glasses in all manufacturing, warehouse and lab facilities • Wear face shield or mask when directed (certain areas)



SITE ENTRY PROCESS

TEMPERATURE SCREENING

A trained PCI representative will perform a temperature screening on anyone entering the facility to identify the risk of a potential COVID-19 case. Temperature screenings are conducted with a thermal screening device. Anyone with an elevated temperature screening will be sent to a designated medical holding area, for further evaluation. If elevated temperature is confirmed, they will be denied access to the facility and will be provided with an instructional packet providing further guidance.

SCREENING DIRECTIONS

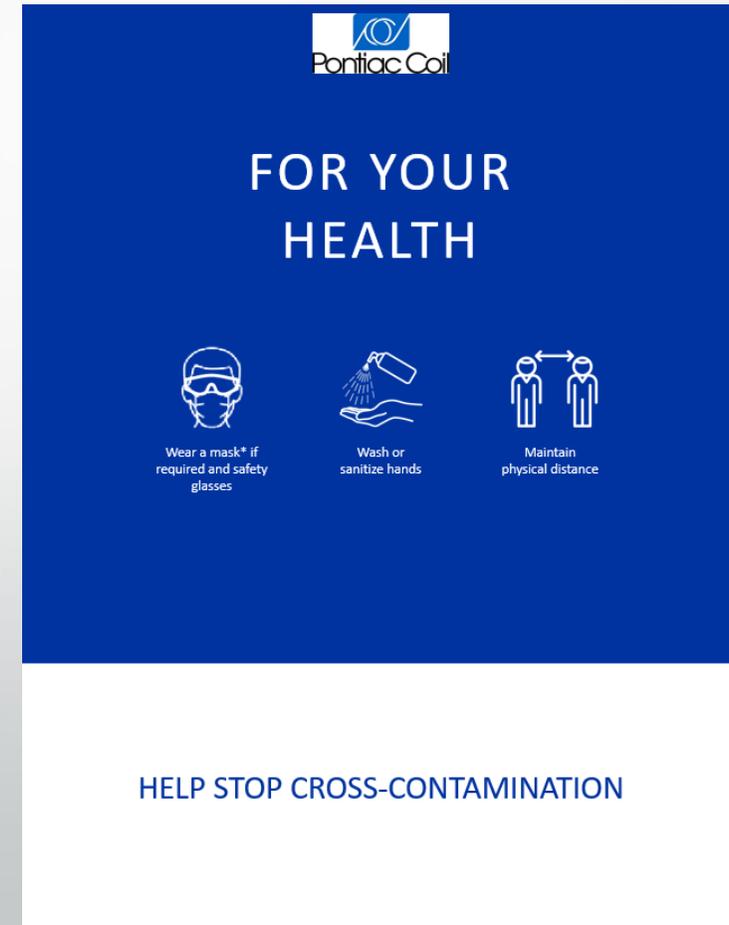
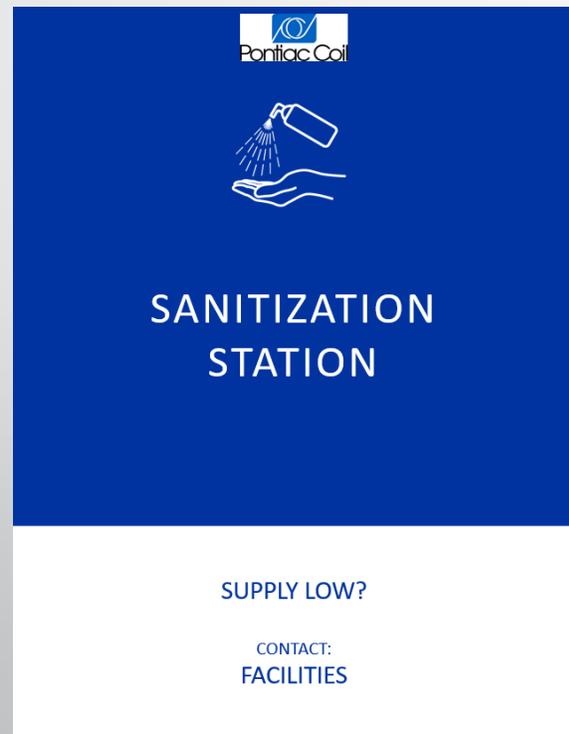
- Remove hats or glasses
- Stand in the designated area in front of the screening device
- Screening will occur at optimum distance to maximize the safety of the entrant and the screener
- Temperature is taken in 2-5 seconds



COMMUNICATION

SIGNS AND POSTINGS

Signage relating to awareness
and prevention.



COMMUNICATION

SIGNS AND POSTINGS

Signage relating to site entry.


DO YOU HAVE ANY OF THE FOLLOWING SYMPTOMS?

Fever	Muscle/joint aches
Chills	Diarrhea, abdominal cramps or nausea
Cough	Conjunctivitis (pink eye)
Difficulty breathing	Loss of taste or smell
Headache	
Sore throat	

IF YES:

Report immediately to HR or a supervisor who will gather information and provide guidance regarding your suspected or confirmed case of COVID-19.


 **STOP**

1
Have you traveled internationally or been on a cruise in the last 14 days?

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Have you had contact with a diagnosed COVID-19 patient in the last 14 days?

3
Do you currently have fever, chills, cough, difficulty breathing, headache, sore throat, muscle/joint aches, diarrhea, loss of taste or smell?

IF YOU ANSWERED YES
to any of these questions:

IMMEDIATELY NOTIFY
the supervisor
at site entry.

MAINTAIN SIX FEET DISTANCE
from all people while medical response is coordinated.

SANITIZATION

TOUCHPOINT SANITIZATION AND CLEANING

Facilities will increase cleaning frequency for common touch surfaces.

COMMON SPACES The following will be cleaned 2-3 times per shift and between shifts:

- All entry/exit points
- Restrooms
- Doors, handrails, drinking fountains, etc.
- Cafeteria and vending machines



SANITIZATION

SANITIZATION STATION

Sanitization Stations are identified locations where employees can expect to find disinfecting supplies. Facilities Team should be contacted if supplies are low.

HAND SANITIZER / DISINFECTING WIPES

Locations include: • Entry Points • Time Clocks • Key Office Area Locations • Quality Lab • Kitchen Areas • Conference Rooms



SANITIZATION

HANDWASHING

While COVID-19 is primarily transmitted by airborne droplets, touching surfaces contaminated with the virus and then touching your eyes, nose, mouth or face is thought to be a possible secondary means of disease transmission. The risk of contracting COVID-19 from handling parts or packing materials is low, and gloves provide no additional protection because COVID-19 cannot be absorbed through intact skin. The best protection against possible surface contamination is to follow standard infection control measures. • Wash hands frequently with soap and water throughout the day for at least 20 seconds • Alcohol-based hand sanitizer can be used when soap and water are not available • Always wash or sanitize hands before and after eating, drinking or smoking • Avoid touching your face, eyes, nose or mouth



PHYSICAL DISTANCING AND VENTILATION

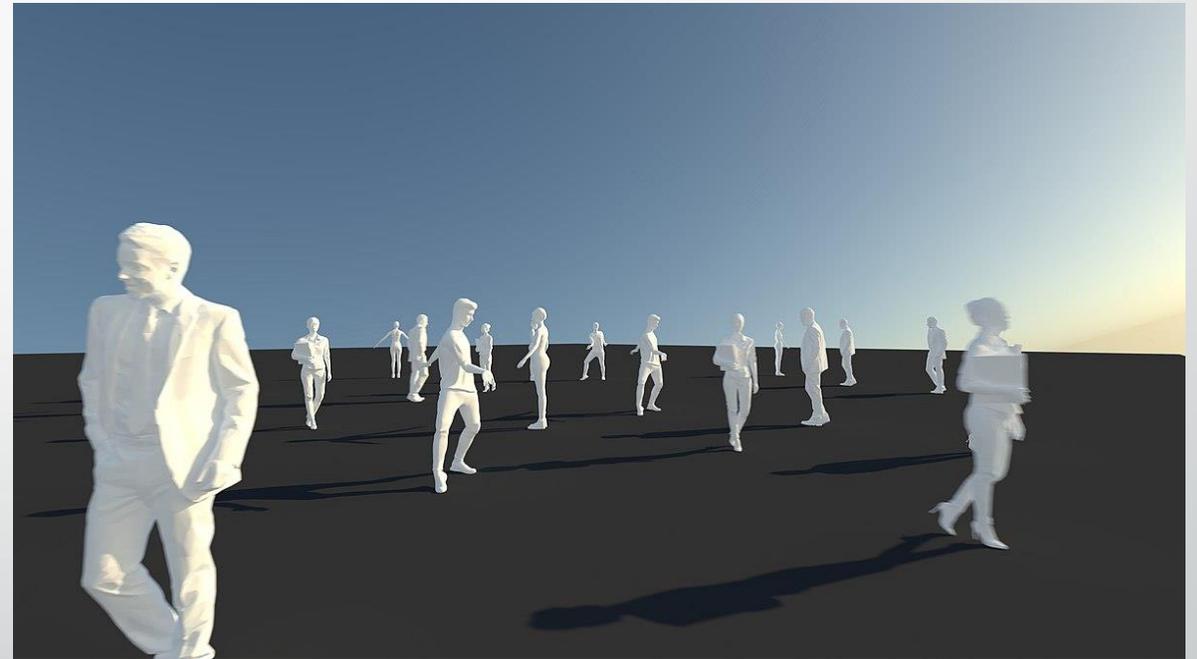
FOCUS AREAS AND BEST PRACTICES

PCI recommends everyone maintain physical distance of six feet (two meters) between people.

TO PRACTICE PHYSICAL DISTANCING:

- Stay at least six feet (two meters) from others when possible
- Stay out of crowded places and avoid mass gatherings
- Utilize Zoom or Skype meetings whenever possible
- Do not exceed 50 percent of the maximum capacity for multi-purpose spaces or large conference rooms
- Follow restrictions on how many people can use the elevator at a time (1), as well as limiting the number of people permitted to sit at a table .

There will be jobs where employees will work within six feet (two meters), which is why we have a multi-layered protection approach that includes cleaning, pre-screening and requiring masks/safety glasses and shields as additional precautions where applicable.



PHYSICAL DISTANCING AND VENTILATION

DOORS OPEN STRATEGY

PCI has identified doors to remain open. Propping doors open can increase airflow and eliminate touchpoints in high traffic areas. In some cases, signage may be used to clarify which doors must remain closed (i.e. file rooms, restrooms, etc.) In areas where ventilation is localized (conference rooms, offices, etc.), consider keeping doors open to circulate airflow



PHYSICAL DISTANCING AND VENTILATION

FANS AND VENTILATION

Cooling fans are an integral part of our facility ventilation system, however high-velocity airstreams could possibly move airborne droplets around if someone is infected and they cough or sneeze. It is important to follow the guidelines below.

COOLING FANS & DIRECTED AIR DISTRIBUTION

- Assess the cooling fans at your lines focusing on high-speed airflow between workers
- Look for situations where more than one worker is within the high-speed airflow from the fan, potentially causing droplets to blow from one worker to another
- Potential solutions: • Adjust fan speed and/or redirect airflow • Evaluate barriers to redirect air



CRITICAL SUPPLY CHAIN MANAGEMENT

LET US KNOW

GENERAL CLEANING SUPPLIES (HOUSEKEEPING)

- PCI recognizes we will need current resources but in larger quantities
- PCI has considered the impact of increased cleaning schedules

WORKSTATION CLEANING SUPPLIES (TEAM MEMBERS)

- More general supplies will be required for operator workstations, tradesperson tools, office environments, etc.

HAND SANITIZER –MINIMUM 62 PERCENT ALCOHOL

- PCI will consider bulk purchasing AND appropriate point-of-use containers .

- Alcohol-based hand sanitizer is flammable. Keep away from heat, sparks, open flames, hot surfaces, etc. No smoking around containers or during use

KEEP US INFORMED *Inform your supervisor when these critical items are low so we can keep our supply chain functioning and keep these items available for use.



VALIDATION

Pontiac Coil understands that we can never assume that things we have implemented will work without validation and repetitive reinforcement. We are focusing our emphasis on changing habits, reinforcing and coaching new expectations and developing new social norms –NOT auditing and discipline.

- Supervisors and leaders are expected to be strong and work with everyone to “follow the rules”.
- Maintain open communication –listening to employee concerns and ideas.
- PCI stresses that we should continue to emphasize the greater good of what we are trying to do.

SAFETY TEAM FACILITY TOURS

PCI Safety Team will conduct frequent facility tours to ensure our COVID 19 Response Plan is valid.

VALIDATION

SAFETY TEAM
FACILITY TOURS

PCI WILL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT OUR EMPLOYEES, THEIR FAMILIES AND THE COMMUNITY.

Safety tours are a method of verifying that the PCI's Workplace Safety System is functioning as required, while providing the opportunity to learn, teach and support new habits. Safety tours will measure both safety conditions and safety culture at our facility. Focused Safety Observation Tours will be conducted frequently throughout the facility to validate our COVID-19 Risk Mitigation Strategy.

