

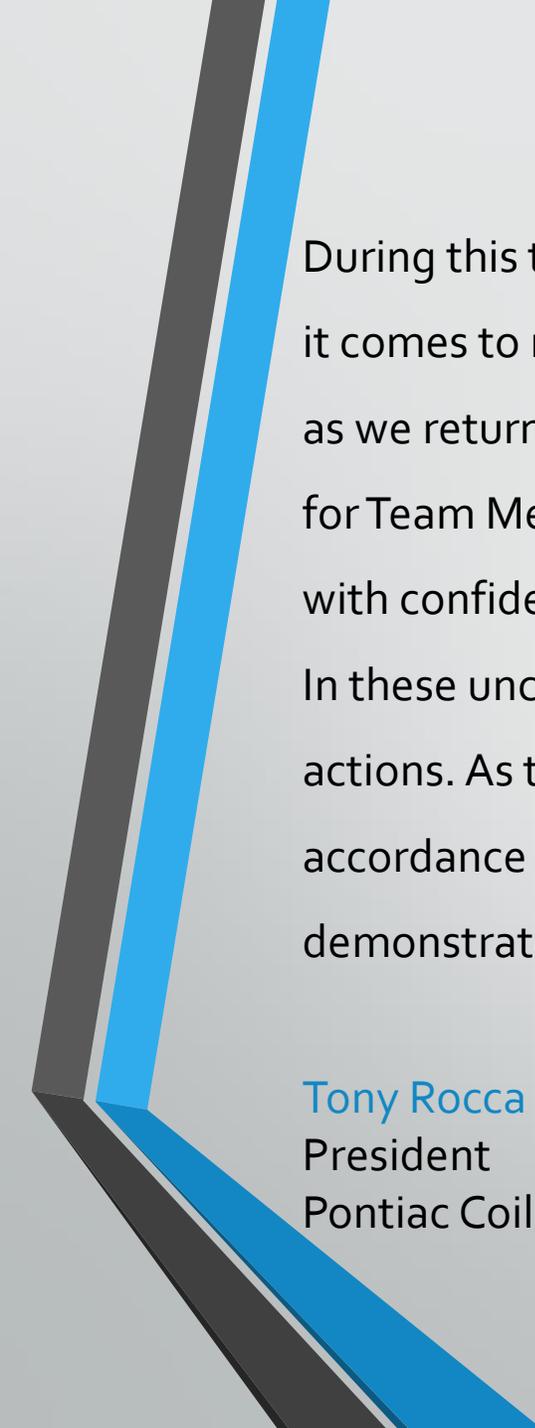


Pontiac Coil

RETURNING TO WORK WITH CONFIDENCE

COVID - 19 OPERATING STRATEGY PLAYBOOK

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.

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RISK MITIGATION STRATEGY

RISK MITIGATION STRATEGY - OVERVIEW

As Pontiac Coil resumes operations, the health and safety of our employees and stakeholders will remain our highest priority. We have designed extensive procedures guided by Centers for Disease Control (CDC) and Occupational Safety and Health (OSHA) guidelines to help keep people safe when they arrive for work, perform jobs and as they leave. It is our responsibility – one we take very seriously – to provide a safe working environment for our employees and visitors. Therefore we have created a robust, multi layered approach to prevent the spread of COVID – 19. This document will serve as an outline for the 6 key parts of strategy.

COMMUNICATION

SITE ENTRY
PROCESS

SANITIZATION

PHYSICAL
DISTANCING &
VENTILATION

CRITICAL SUPPLY
MANAGEMENT

VALIDATION

A decorative graphic in the top-left corner consisting of several overlapping, parallel lines. The lines are primarily blue and grey, with some white lines separating them, creating a layered, geometric effect.

COMMUNICATION

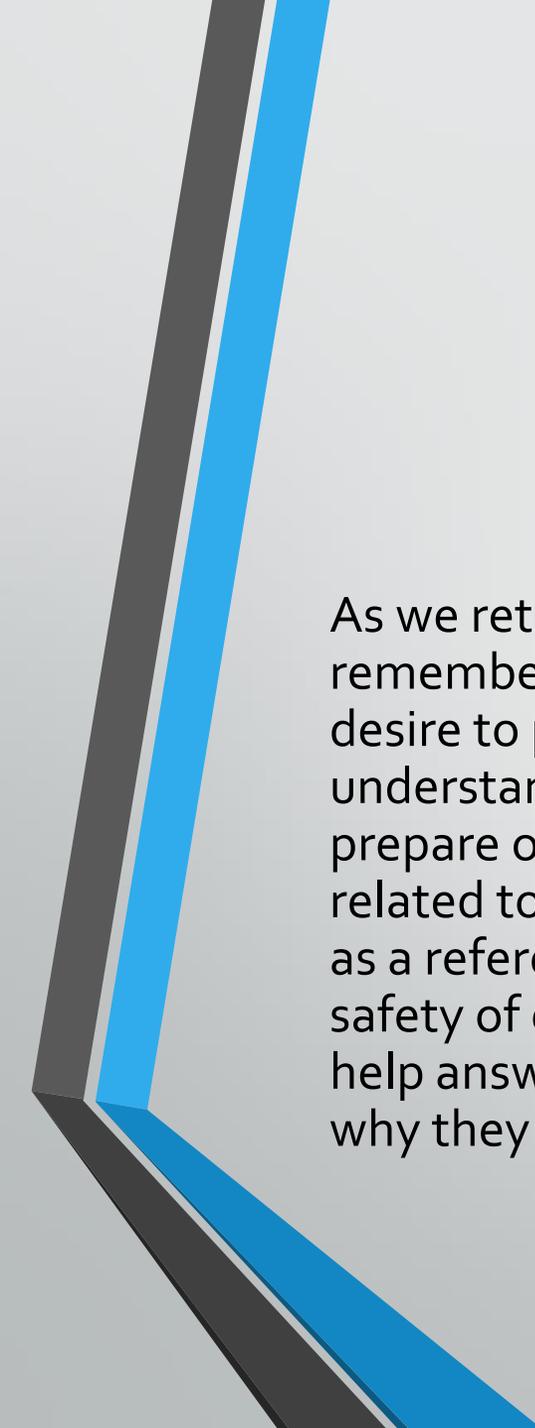
COMMUNICATION

As employees, partners, contractors and suppliers return to Pontiac Coil's facilities, it's our responsibility to clearly and effectively communicate all procedures to each department. It is also our responsibility to give our People Leaders the tools necessary to carry out and enforce these safety measures. Successful communication and awareness can be achieved through methods such as:

LEADER TRAINING

ORIENTATION

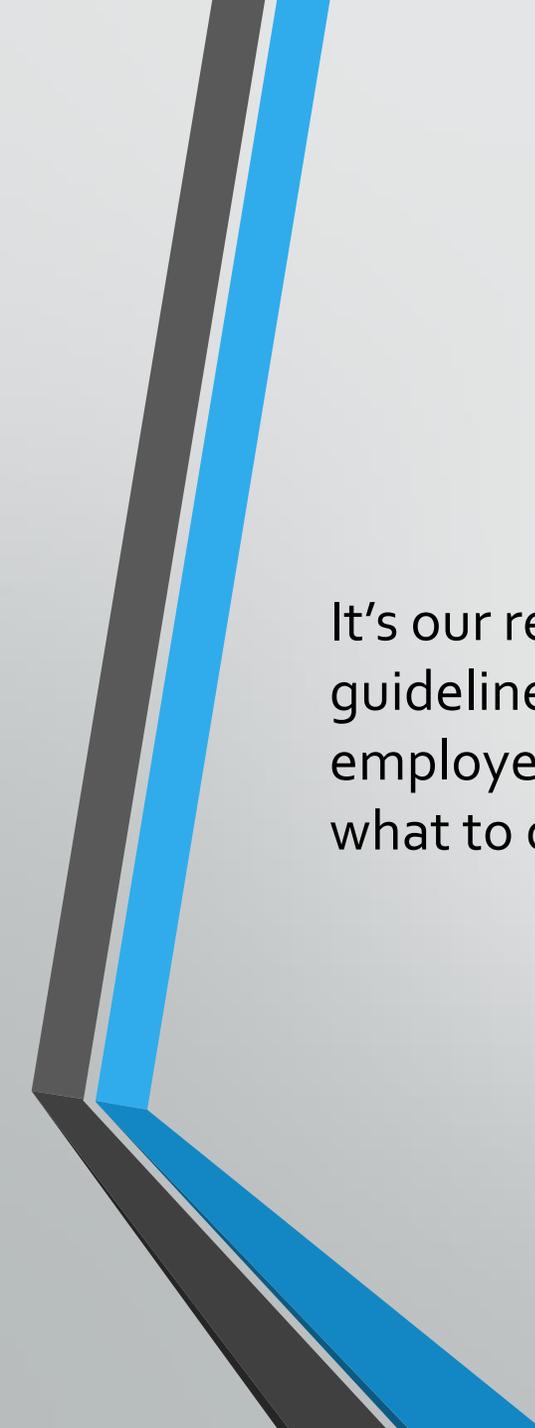
SIGNS AND
POSTINGS



COMMUNICATION

LEADER TRAINING

As we return to work, it is more important than ever that we use empathy, understanding and remember every employee will have their own issues, concerns over physical distancing and desire to protect themselves and their families. As leaders, it's our responsibility to listen, understand and act. To assist in the process, we are providing pertinent information to help prepare our leaders to answer the questions and concerns of our employees on key topics related to our COVID-19 risk mitigation strategies. This document is for all leaders to be used as a reference tool to prepare and provide talking points regarding what we are doing for the safety of everyone who enters our facilities. It should also be utilized on an ongoing basis to help answer questions from employees regarding the controls that have been put in place and why they have been put in place.



COMMUNICATION ORIENTATION

It's our responsibility to make employees and visitors aware of new operating guidelines related to the COVID-19 pandemic. These must be shared with all employees entering our facility. PCI expects that this document be used in regards to what to communicate to returning employees and visitors.

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?

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:

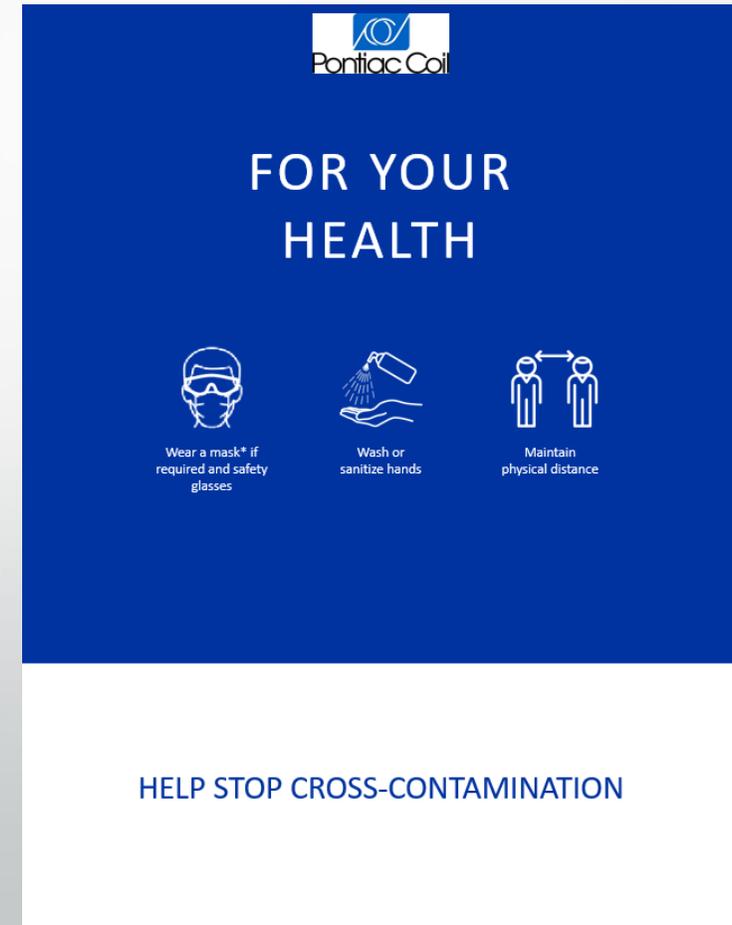
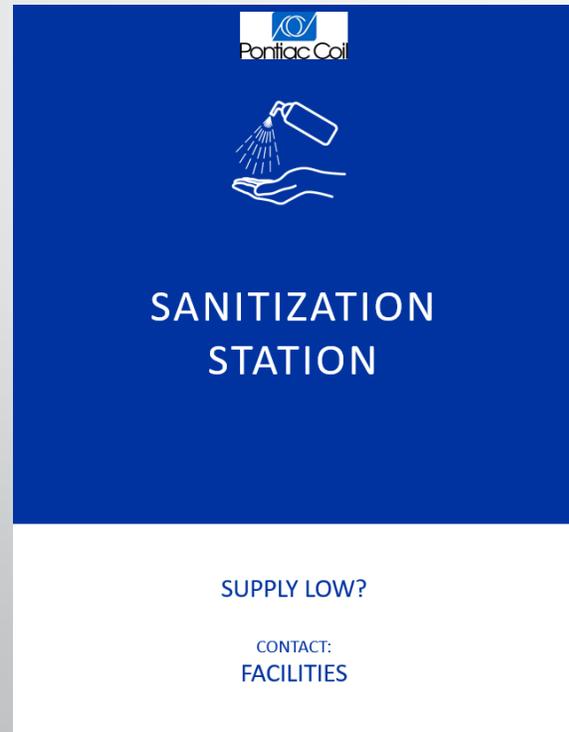
IMMEDIATELY NOTIFY
the supervisor
at site entry.

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

COMMUNICATION

SIGNS AND POSTINGS

Signage relating to awareness
and prevention.





SITE ENTRY PROCESS

SITE ENTRY PROCESS

We have designed extensive procedures to help keep people safe when they arrive, while they are working and as they leave the facility. The entry process is critical in maintaining the health and safety of employees and visitors at each of our sites. During high-traffic times, additional staffing may be required to efficiently move people through the process. The site entry process focuses on:

PEOPLE FLOW

Ensuring physical distancing, a simple COVID-19 questionnaire, hand sanitizing and face masks.

TEMPERATURE SCREENING

Preventing people with high surface temperatures from exposing others to potential infection.

TRUCK DRIVER PROTOCOL

Regulating and monitoring dock areas and the entry and exit of truck drivers..

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

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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
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MAINTAIN SIX FEET DISTANCE
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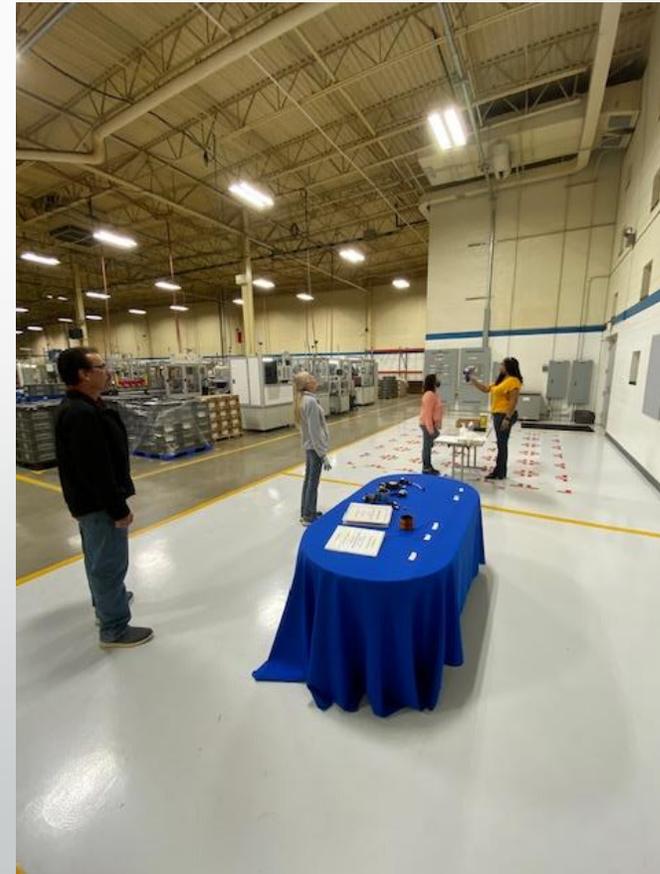
SITE ENTRY PROCESS

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



SITE ENTRY PROCESS

TRUCK DRIVER PROTOCOL

Truck drivers are required to wear their own safety glasses. Shipping and receiving will receive a hand-held infrared thermometer to scan each driver entering our facilities. A regular cleaning schedule will be maintained and tracked for dock areas including entry/exit doors and handles, key card access, waiting area, etc. Employees should always try to maintain a six-foot (two meters) physical distance, even if wearing a mask. When six feet is not possible, a face shield or mask and safety glasses should provide adequate protection. Supervisor should implement a process for paperwork exchange that can maintain physical distance between personnel and the OTR driver, such as a drop off box, table or area. Signage will be posted at shipping and receiving door and driver waiting area, as necessary.





SANITIZATION

SANITIZATION

We recognize the importance of maintaining cleaning frequencies in high touchpoint areas, including common spaces, workstations and equipment, as well as requiring frequent handwashing to help prevent the spread of COVID-19. The sanitization process focuses on:

TOUCHPOINT SANITIZATION AND CLEANING

Increasing the frequency of high touchpoint area cleanings, as well as clearly displaying the last time the area was sanitized..

SANITIZATION STATION

Providing designated areas where disinfecting supplies will be available..

HANDWASHING

Reminding employees to wash or sanitize hands frequently and properly through the use of visual guides

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

PHYSICAL DISTANCING AND VENTILATION

Physical distancing, also called “social distancing,” is the act of keeping space between yourself and other people outside of your home. This, in combination with minimizing touchpoints and increasing airflow, is crucial in preventing and stopping the spread of COVID-19. Our additional measures include:

FOCUS AREAS & BEST PRACTICES

Physical distancing protocols for workstations, meeting rooms and other common spaces.

DOORS OPEN STRATEGY

Propping doors open to increase airflow and prevent the need to use hands.

FANS AND VENTILATION

Managing ventilation to possibly decrease the risk of infection.

PHYSICAL DISTANCING AND VENTILATION

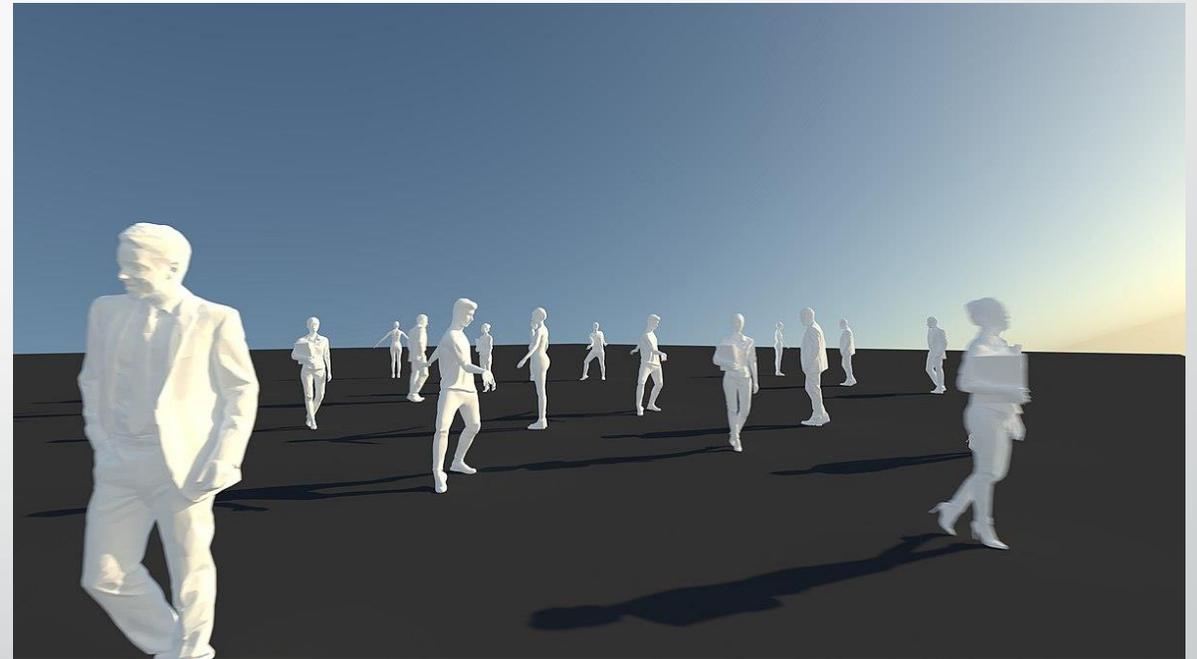
FOCUS AREAS AND BEST PRACTICES

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

CRITICAL SUPPLY CHAIN MANAGEMENT

To establish an effective distribution process and ensure management of supplies in facilities, we must engage the following departments:

- Operations/Scheduling to understand operating schedules and supply chain management
- HR to understand working headcount (employees, partners, contractors and suppliers) • Purchasing Department and PCI - MRO Buyer to procure necessary supplies
- Designated site personnel to manage local distribution Remember that these supplies are in high demand and must be effectively managed. Point to point transportation restrictions and government intervention to confiscate or reroute supplies could cause delays. It's important to establish a distribution/request process with key contacts for limited supplies. Critical supplies include:

FACE SHIELDS & MASKS

Face masks are required to prevent the spread of infection.

TEMPERATURE SCREENING DEVICES

Thermal screening is crucial in detecting possible infection and preventing exposure to others.

SANITIZER

Proper cleaning solutions are crucial in stopping the spread of the virus on high touch surfaces or in high traffic areas..

CLEANING SUPPLIES

Procuring and distributing proper cleaning materials such as gloves and paper towels.

CRITICAL SUPPLY CHAIN MANAGEMENT

FACE SHIELDS AND MASKS

EMPLOYEES, PARTNERS,
CONTRACTORS & SUPPLIERS Every
person entering our PCI facility will be
required to wear eye protection.

“Essential Worker” masks will be provided
to individuals who would like them.

Employees are permitted to wear home-
made masks if desired.

Certain jobs will require the wearing of
face shields or masks due to the inability
to be more than 6 feet apart.



CRITICAL SUPPLY CHAIN MANAGEMENT

TEMPERATURE SCREENING DEVICES

PCI has deemed the temperature screening devices to be critical to safely and efficiently screen employees, visitors and vendors.

- Thermal screening devices and related supplies
- Operation and calibration requirements differ between brands or device types and must be considered when choosing additional devices
- Back-up equipment and batteries must also be considered



CRITICAL SUPPLY CHAIN MANAGEMENT

SANITIZER

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
- Use dedicated dispensing equipment to avoid cross-contamination
- Dispensing from large containers (gallons to smaller containers must be conducted in an approved area with adequate ventilation, control of ignition sources, fire protection, etc. in accordance with NFPA 30; Flammable and Combustible Liquid Code



CRITICAL SUPPLY CHAIN MANAGEMENT

CLEANING SUPPLIES

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.

ADDITIONAL CLEANING SUPPLIES •
Disinfectant spray/wipes • Additional spray bottles • Extra hand soap • Paper towels • Safety glasses • Appropriate disposal containers





VALIDATION

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.

