

## **Safe Return to Work**

### **Employee Health & Safety**

# Safety and Health Task Force

- Our Responsibility
  - ☐ Self Monitoring
  - ☐ Washing and sanitizing hand frequently
  - ☐ Adhering to Safe Distancing
  - ☐ Clean and sanitize equipment as directed
- Social Distancing - A Visual Workplace
- Multi-Touch / Shared equipment
  - ☐ Can it be eliminated?
  - ☐ Engineer it out
  - ☐ Define Cleaning / Disinfecting routine
- Re-thinking how we do things
- Suggestions and Feedback

# Self-Monitoring / Awareness

## Our Responsibility



### Feeling Sick?

Stay home when you are sick!

If you do not feel well or have the following symptoms  
**please leave the building and contact your health care provider.**  
Then follow-up with your supervisor.

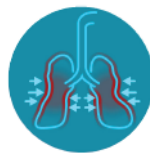
**DO NOT ENTER** if you have:



FEVER



COUGH



SHORTNESS  
OF BREATH

***Thank you for helping keep everyone safe!***

[cdc.gov/CORONAVIRUS](https://cdc.gov/CORONAVIRUS)



- Experiencing any symptoms?
- Been around anyone with symptoms or exposure?
- Practice Safe Distancing guidelines processes.
- Clean and disinfect regularly.

# Take your Temperature

## Health & Safety Actions

**Temperature Check:** [https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID-19\\_CAREKit\\_ENG.pdf](https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID-19_CAREKit_ENG.pdf)

- Temperature Checks are **RECOMMENDED** , they are **NOT MANDATORY**

*To ensure we all stay healthy & safe, all employees are strongly encouraged to take their temperature at home each morning. If you have a fever of **100.4° F or above** please contact your supervisor & stay home!*



- Wait 30 minutes after eating, drinking or exercising
- Wait at least 6 hours after taking medicine that can lower your temperature
  - Acetaminophen, Ibuprofen, Aspirin
- Wash your thermometer with soap and water after use; **DON'T SHARE**

***Bottom line, if you are not feeling well  
PLEASE STAY HOME, Contact Your Supervisor  
and***

***Your Supervisor & HR will make a plan for your Return to Work***

# Self-Monitoring / Awareness

## Our Responsibility



## ☐ Supplies

- All PPE and Cleaning Supplies monitored daily
- Reused Safety Glasses
- Our responsibility

☐ Wash hands frequently

☐ Proper PPE use



# Self-Monitoring / Awareness

## Our Responsibility

### If symptoms appear while at work:

- Apply mask if you have one available to limit possible exposure
- Exit the building immediately
- Contact your manager
- Contact your healthcare provider to determine next steps
- If you are able to get tested for COVID-19, please contact HR with the results
- If you are unable to get tested, you may return to work when:
  - You are at least 3 days (72 hours) have passed fever free without the use of fever-reducing medications
  - You are experiencing improved respiratory symptoms (e.g., cough, shortness of breath)
  - At least 7 days have passed since symptoms first appeared

# Higher Risk Individuals & Helpful Actions

## Awareness

### Higher Risk Individuals...

- People **65 years and older**
- People with **underlying medical conditions**, such as:
  - Chronic lung disease or moderate to severe asthma
  - Serious heart conditions
  - Immunocompromised; e.g. undergoing cancer treatment, smoking, have recently had bone marrow or organ transplants, immune deficiencies, poorly controlled HIV or AIDS, prolonged use of corticosteroids or other immune weakening medications
  - Severe obesity (BMI 40 or higher)
  - Diabetes
  - Chronic kidney disease undergoing dialysis
  - Liver disease

### Helpful Actions...Things you should do...

- Follow your medication action plans...have an emergency supply (@ least 2 weeks)
- At home & work, wash your hands regularly and clean and disinfect things you touch frequently
- Eat healthy...Get at least 8 hours of sleep...control emotions/stress
- Exercise at home; e.g. stretch, in-home equipment, outside walks/biking, etc.
- Continue to limit your travel away from home, work and essential needs; e.g. groceries
- Do not delay getting emergency care for your underlying condition because of COVID-19.
- **Discuss any concerns you have with your local HR team or healthcare provider**

# Masks

## Health & Safety Actions

### Masks (see supplemental slides):

- Masks are **NOT MANDATORY**; unless your role/task requires a mask as PPE
- Masks will be **RECOMMENDED** for germ control when working in areas where 6' social distancing is difficult to manage **AND only if** proper protocol **can be maintained by the WEARER**
- **Check with your SUPERVISOR** if you have questions on mask use or needs
- Appropriate masks will be provided upon request; however, **it is your responsibility to use, care for and dispose of them as intended.**
- You may use a homemade mask if desired; however, **you must use, care for and clean as required**

***Incorrect use, cleaning and disposal of masks could potentially infect yourself and/or others.***



# Masks

## Health & Safety Actions

### World Health Organization Website:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>



- Homemade mask made from bandana and coffee filter – **WASH DAILY**.
- Recommended in public places where 6' spacing is difficult to maintain so the **WEARER** protects others from the **WEARER's** passing of germs to others.



- Surgical mask – supplied on request; **DISPOSE DAILY** (at a minimum).
- Recommended for surgeons so **THEY** don't pass germs on their patients. Can protect **WEARERS FROM PASSING GERMS TO OTHERS**.



- N95 mask – **RE-USE up to 5 TIMES WITH A ROTATION STRATEGY**.
- Recommended for healthcare workers; Can protect **WEARERS** from germs from others by blocking out 95% of small airborne particles if worn correctly.

# Masks

## Health & Safety Actions

### World Health Organization Website:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

### WHEN TO USE A MASK

For healthy people wear a mask **only** if you are taking care of a person with suspected 2019-nCoV infection

Wear a mask, if you are coughing or sneezing

Masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water

If you wear a mask then you **must know how to use it and dispose of it properly**



### HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

**Before putting on a mask, clean hands with alcohol-based hand rub or soap and water**



### HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

**Cover mouth and nose with mask and make sure there are no gaps between your face and the mask**



### HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

**Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water**



### HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

**Replace the mask with a new one as soon as it is damp and do not re-use single-use masks**



### HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

**To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water**



# Hands – Wash and Sanitize frequently

Our Responsibility

## OFFICE

### ✓ 5 Hand Sanitizing Stations



Locations are at the entrances to the office areas.

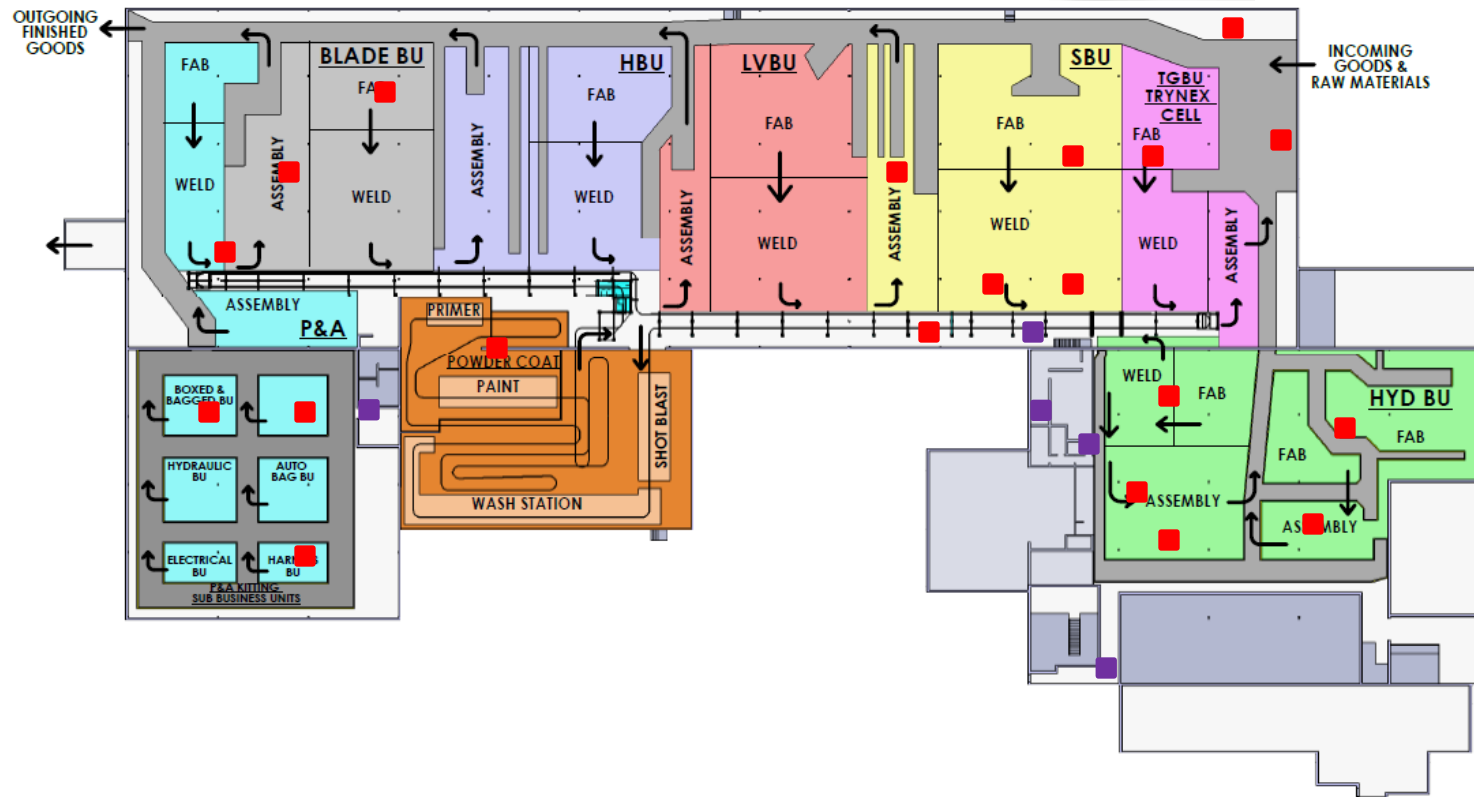
- 1<sup>st</sup> Floor entrance by Finance
- 2<sup>nd</sup> Floor entrance to Engineering at top of stairs
- 2<sup>nd</sup> Floor entrance to Supervisor/Buyer Planner
- Both entrances into Lunchroom
- 2<sup>nd</sup> Floor entrance to North Pole

# Hands – Wash and Sanitize frequently

Our Responsibility

## SHOP FLOOR

- ✓ XX Cleaning Supplies Kits placed ■
- ✓ 5 Hand Sanitizing Stations ■



# Watch for...Visuals / Signage



## Feeling Sick?

Stay home when you are sick!

If you do not feel well or have the following symptoms  
please leave the building and contact your health care provider.  
Then follow-up with your supervisor.

**DO NOT ENTER** if you have:



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OF BREATH

Thank you for helping keep everyone safe!



For the Week of: \_\_\_\_\_

Task Completed	Monday	Tuesday	Wednesday	Thursday	Friday
Empty and change all trash and recycling bins					
Check all soap dispensers and hand sanitizer dispensers – fill if needed					
Clean and disinfect all soap dispensers and hand sanitizer dispensers					
Scrub and disinfect – sinks, countertops and tiles					
Clean and disinfect – all tables and chairs					
Clean and disinfect all microwaves, toasters and refrigerators					
Clean and disinfect – all door handles, cabinet handles and light switches					
Clean and disinfect all vending machines and vending machine knobs					
Clean and disinfect coffee machines					
Sweep and wash all floors					



THANK YOU  
FOR PRACTICING  
SAFE DISTANCING

6 FEET



## NOTICE

ONLY **1** PERSON AT THE COFFEE STATION  
AT A TIME

PLEASE WIPE DOWN MACHINE AND  
COUNTER BEFORE AND AFTER USE,  
WITH ANITSEPTIC TOWLET

## NOTICE



Keep  
this door  
open.

## SOCIAL DISTANCE



MAINTAIN 6 FT

Cafeteria

Max Occupancy 21

1 Person / Table

# COVID-19

Protect yourself and loved ones

Help prevent the spread of respiratory diseases like COVID-19

- WASH YOUR HANDS**  
Wash your hands with soap and warm water regularly.
- COVER A COUGH OR SNEEZE**  
Cover your cough or sneeze with your sleeve, or tissue. Dispose of tissue and wash your hands afterward.
- DON'T TOUCH**  
Avoid touching eyes, nose or mouth, especially with unwashed hands.
- KEEP YOUR DISTANCE**  
Avoid close contact with people who are sick.
- STAY HOME**  
If you experience respiratory symptoms like a cough or fever, stay home.
- GET HELP**  
If you experience symptoms of COVID-19 (cough, fever, shortness of breath), call your health care provider or local health department before seeking care.

**MORE INFORMATION**  
Follow the California Department of Public Health:  
@calpublichealth and www.cdph.ca.gov/covid19

# Social Distancing

## Health & Safety Actions

**Social Distancing** or “physical distancing” means avoiding large gatherings and keeping space (~6 feet) between yourself and others for extended period of time (10 minutes).

### Strategies we are using:

- Increased AWARENESS; e.g. signage, orientation
- Increased PHYSICAL SPACING; e.g.
  - Minimized # of people at a table in lunch room, conference rooms, locker rooms
  - 6 ft. floor markings at clocking in/out stations
  - Relocated work stations
- Implemented PHYSICAL BARRIERS; e.g. Curtains or hard plastic as a divider
- Limited the # OF PEOPLE in common use areas; e.g., conference rooms, locker rooms, lunch rooms
  - Promote eating lunch at your office desk, in your vehicle, alternative areas
  - Implement the use of virtual meetings, phone calls, e-mail/texting
- Staggered timing of shift start/end times, lunches, breaks

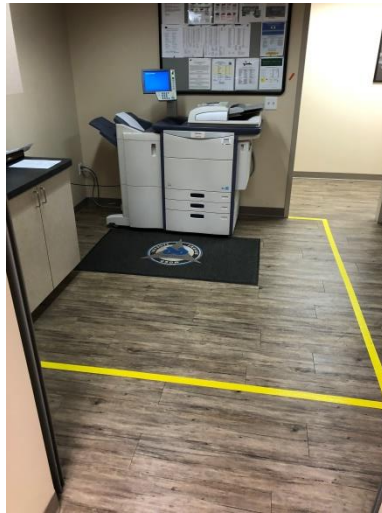
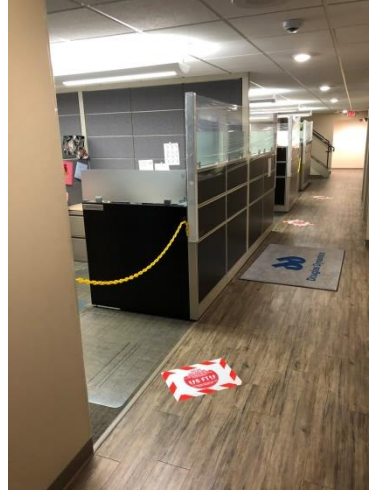
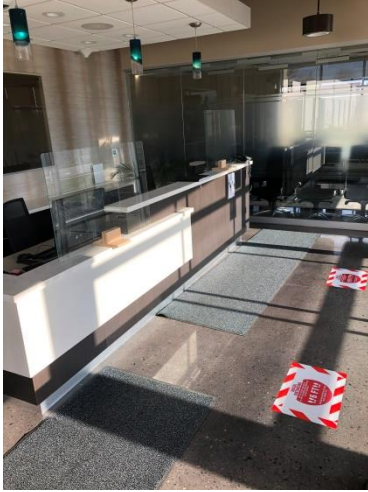
### Social Distancing does NOT mean:

- You can't walk past someone in the hallway/aisle-way and address them with a friendly “hi”; walk past back-to-back if you are more comfortable
- You can't be in the same room as others; remember the 6 foot rule
- You can't hold a conversation with others; remember the 6 foot rule



# SAFE DISTANCING

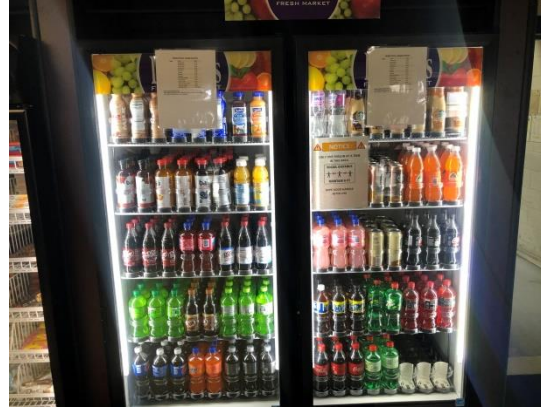
## Our Responsibility



- **Maintain a 6' Safe Distance**
- **Narrow walkways – 1 person at a time**
- **Respect space around desks, copiers, etc.**
- **Some areas – Traffic Flow**

# SAFE DISTANCING / DISINFECTING

## Our Responsibility



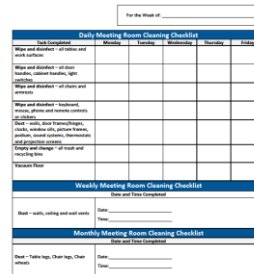
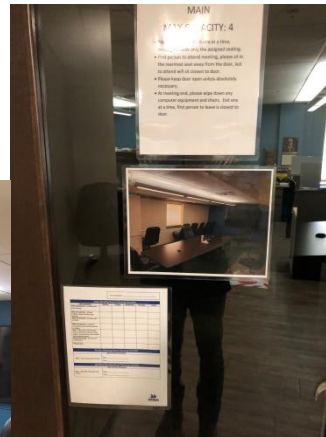
## ☐ Cafeteria

- Maintain a 6' Distance
- Seating reduced to 28 Max
- North Pole used for Breaks / Lunch overflow only
- Traffic flow – breaks/lunched
- Clean and Disinfect frequently
- Limit congregation in the mornings in lunchroom
- Temp Shared Refrigerator policy





## SAFE DISTANCING / DISINFECTING



**Training Room**  
*Max Occupancy 20*  
**Please use arranged chairs**

## Meeting Rooms

- **Maintain Safe Distancing**
- **Seating / Max Capacity**
- **Clean and Disinfect before and after use – Keyboard, Mouse, Remote**
- **Cleaning and Disinfecting daily routine**

# Cleaning and Sanitizing as directed

## Our Responsibility

- ❑ Use web/video conferencing as much as possible

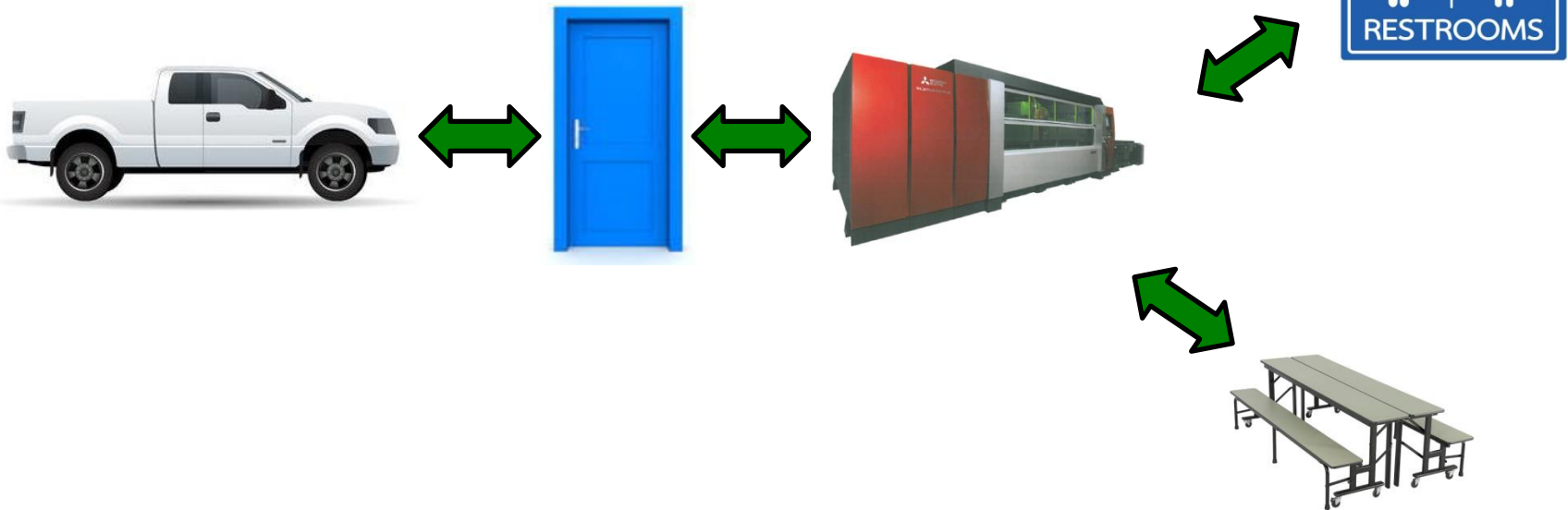
Meetings / Conference Rooms	Coordinator	Participant
After use Clean / Disinfect - keyboard, mouse, remote, phone	✓	
After use Clean / Disinfect table in front of you, arm rests	✓	✓
Take all writing utensils, notepads, personal items with you	✓	✓
Return chairs to their designated positions	✓	✓
Final Inspection of room before leaving	✓	

# DEFINE YOUR PATH

Health & Safety Actions

**STANDARDIZE** and **SIMPLIFY** your  
daily path  
to your **ESSENTIAL** needs.

**DO NOT DEVIATE**

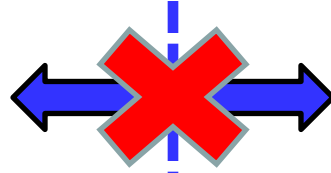


# SAFE DISTANCING PROTOCOL

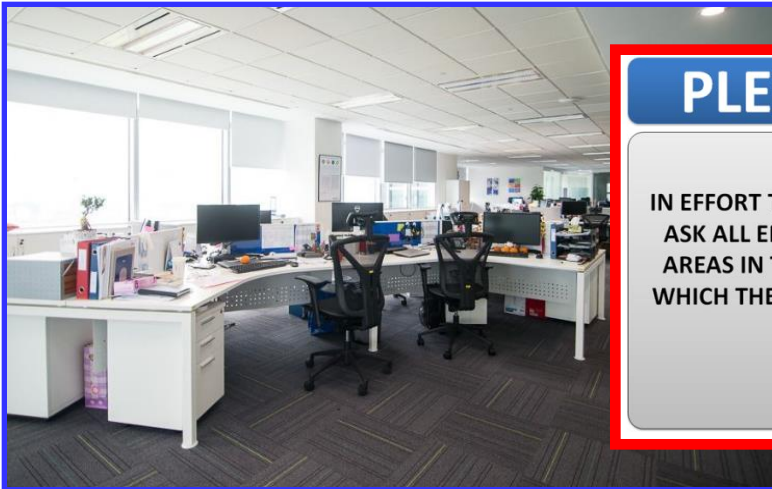
Our Responsibility

**PLEASE**  
**DO NOT CROSS THE LINE**

**OFFICE AREAS**



**PLANT FLOOR**



**PLEASE READ**

IN EFFORT TO MINIMIZE CONTACT WE  
ASK ALL EMPLOYEES NOT TO ENTER  
AREAS IN THE PLANT OR OFFICES IN  
WHICH THEY HAVE NO NEED TO BE IN

THANK YOU!



**ESSENTIAL ONLY**  
**DOCUMENT – WHERE? WHEN? WITH WHO?**

# New Safety-Health Tools

## Stylus and “Thing-of-a-Jigger”



### Stylus:

- Dialing phones
- Touch Screens



### “Thing-of-a-jigger”:

- Opening doors
- Turning on lights

*Be creative...If you don't have to touch it, DON'T!*

# Shared Facilities and Equipment

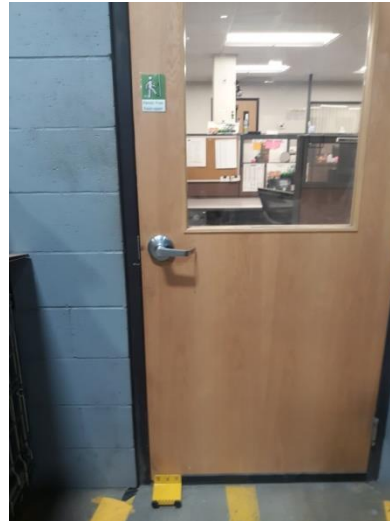


## ❑ Facilities

- Added cleaning personnel.
- Have continued cleaning and disinfecting.
- Safe Distancing Accommodations.
- Visual cleaning tasks
- Wash hands often



# Shared Facilities and equipment



## ☐ Doors

- Signage
- Keep Open
- Hands Free Open
- Routine Disinfecting

# Health & Safety – TOUCHLESS Cont..



## ☐ Time Clocks

- **Phase 1 Report in to your Supervisor / Lead**
- **Phase 2 Stylus Entry**
- **Phase 3 Badge / Swipe Card**



# Health & Safety Actions

## Modifications to current processes

### NOTICE

**1st Responders wear the following PPE prior to treating patients.**

**N-95 Respirator** (located in wall locker)  
**Surgical Gloves**

Good Morning First Responders:

As a short term means to help our patients, I would like include the use to use N-95 masks. When we are working with those that are either injured, or ill, we want to provide them and ourselves greater protection.

When approaching a patient, each 1<sup>st</sup> Responder should be wearing surgical gloves and a N-95 mask. When we return from shutdown, each of you will be issued a mask, plus there will be more in the 1<sup>st</sup> aid locker. There are more N-95 masks available, but we will want to be careful about giving them out.

In addition, I have ordered a digital Forehead Thermometer for the 1<sup>st</sup> aid station. At this time, this will only be used for EE's that are not feeling well.

If we have an Employee that is not feeling well and exhibits symptoms of COVID-19 virus, we should take the following steps:

- Give them a N-95 mask to wear.
- Strongly suggest that they contact their Health Care Provider
- They will not be able to continue working and will need to leave.
- Contact the EE's Supervisor. HR and BUM's will need to know.
- Decontaminate any area where the EE touched, or were working.
- Thoroughly wash your own hands.

Remember that we always need to be considerate to the Patient and their privacy rights.

If you have any questions, please feel free to ask.

❑ **FIRST AID**

➤ **N95 mask use**

➤ **First Responder**

➤ **Employee**

## Promoting Safe Distancing

[illegible]

# Travel & Visitors

## Health & Safety Actions

### Travel:

- **ALL TRAVEL REQUIRES BLT APPROVAL** until further notice.

***If you travel outside your residing state and intend to come back into a CSI facility, you will be REQUIRED to quarantine at home for 14 days***

### Visitors:

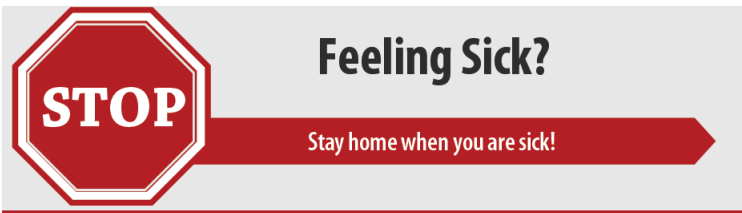
- Outside Visitors will be limited to:
  - Contractors required for
    - Facility safety checks
    - Direct installation of equipment or supporting tasks; i.e. concrete pads, etc.
    - VMI (vendor managed inventory) suppliers; Friday ONLY
- Interview candidates; supplemental questionnaire before interview
- Use Virtual meetings for sales calls/interviews as able

**Be Respectful**  
**Be Reasonable**  
**Be Calm**

# Final Notes

- ✓ **Employees come to work wearing uniforms – minimize locker room usage**
- ✓ **Don't wander around – keep route consistent and limited**
  - ✓ **Keep path to main aisles**
- ✓ **Recommend eating lunches and taking breaks in cars**
- ✓ **Refrigerators in lunch room for personal use closed**
- ✓ **Enter/Exit through assigned doors**

# YOUR SUGGESTIONS ARE NEEDED



If you do not feel well or have the following symptoms  
**please leave the building and contact your health care provider.**  
Then follow-up with your supervisor.

**DO NOT ENTER** if you have:



FEVER



COUGH



SHORTNESS  
OF BREATH

**Thank you for helping keep everyone safe!**

[cdc.gov/CORONAVIRUS](https://cdc.gov/CORONAVIRUS)



**COVID-19** Protect yourself and loved ones

Help prevent the spread of respiratory diseases like COVID-19


- + WASH YOUR HANDS**  
Wash your hands with soap and warm water regularly.
- + COVER A COUGH OR SNEEZE**  
Cover your cough or sneeze with your sleeve, or tissue. Dispose of tissue and wash your hands afterward.
- + DON'T TOUCH**  
Avoid touching eyes, nose or mouth, especially with unwashed hands.
- + KEEP YOUR DISTANCE**  
Avoid close contact with people who are sick.
- + STAY HOME**  
If you experience respiratory symptoms like a cough or fever, stay home.
- + GET HELP**  
If you experience symptoms of COVID-19 (cough, fever, shortness of breath), call your health care provider or local health department before seeking care.

**MORE INFORMATION**  
Follow the California Department of Public Health:  
[@caph.healthandwww.cdph.ca.gov/covid19](https://caph.healthandwww.cdph.ca.gov/covid19)

# Orientation Participation & Reminders

Welcome Back & Thank-You

Please sign and return to your Supervisor or HR before you leave today!

 Safe Return to Work Orientation	
<b>Welcome Back!</b>	
Thank-you for your attention and participation in todays RTW Orientation.	
<i>Remember... IF YOU ARE SICK, PLEASE STAY HOME.</i>	
<i>Remember... TAKE YOUR TEMPERATURE; IF 100.4°F and above , PLEASE STAY HOME.</i>	
<i>Remember... DEFINE YOUR PATH &amp; DO NOT DEVIATE.</i>	
<i>Remember... PLEASE ADHERE TO SOCIAL DISTANCING GUIDELINES (6 FT. / 10 MIN. RULE) .</i>	
<i>Remember... WASH YOUR HANDS FREQUENTLY.</i>	
<i>Remember... DIS-INFECT COMMON USE AREAS &amp; ITEMS BEFORE/AFTER USE.</i>	
<b>BE RESPECTFUL...BE REASONABLE...BE CALM</b>	
<b>Thank-you for keeping Everyone safe!</b>	
<input type="text"/>	
<input type="text"/>	

“Take-Home” Pocket Card of “Best Practice” Reminders!

 Safe Return to Work "Best Practices"	
<b>BE RESPECTFUL...BE REASONABLE...BE CALM</b>	
<i>Remember... IF YOU ARE SICK, PLEASE REMAIN AT HOME.</i>	
<i>Remember... TAKE YOUR TEMPERATURE (103°F Max)</i>	
<i>Remember... DEFINE YOUR PATH &amp; DO NOT DEVIATE.</i>	
<i>Remember... ADHERE TO SOCIAL DISTANCING (6 FT. / 10 MIN. RULE) .</i>	
<i>Remember... WASH YOUR HANDS FREQUENTLY.</i>	
<i>Remember... DIS-INFECT COMMON USE AREAS BEFORE/AFTER USE.</i>	
<i>Remember... DIS-INFECT COMMON USE TEMS BEFORE/AFTER USE.</i>	
<b>Thank-you for keeping Everyone safe!</b>	