

# Sapona Plastics

**Pandemic Procedures**  
**WI-ADMN-4358**  
**Effective Date: 3-24-2020**

Manufacturing  
Approval: \_\_\_\_\_

QA  
Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **Work Instruction – Corona Virus/Pandemic Procedure**

The governor has declared a state of emergency and the World Health Organization has declared COVID-19 a Pandemic. Coronaviruses like COVID-19 are most often spread through the air by coughing or sneezing, through close personal contact (including touching and shaking hands) or through touching your nose, mouth or eyes before washing your hands. We think that a person can have the virus for several days before exhibiting signs or symptoms.

Our objectives are to reduce transmission among workers, to protect workers who are at a higher risk due to age, or chronic illness, maintain business operations, provide safe jobs for workers and minimize impact on customers. Everyone's cooperation is necessary for the measures to be effective that are being taken nationally and within our business locally. Communication is important so let us know if you have concerns.

Effective immediately:

**Temperature of all workers will be taken daily.**

**Assigned personnel will be enlisted to sanitize surfaces each shift.**

**Workstations with workers within 6 feet of each other will be adjusted** to provide 6 feet of separation if at all possible, until the pandemic is over. This may include reducing cable boxes to one worker with possibly a slower cycle.

**Workers from one workstation shall not visit** other workstations to chat. Changes at break and shift should avoid conversation, referring to visual or written instructions when possible.

**Workers that handle parts immediately after another** should use hand sanitizer frequently (every 30 minutes.)

**Interaction between shifts and plants shall be minimized.** Inspectors and supervisors and other personnel will not work past the end of the shift or come in early.

**Visitors will not be allowed.** Delivery drivers are to remain outside. Cleaning and uniform services will operate as usual with increased emphasis on proper cleaning and disinfection.

If at all possible selection of seating in the breakroom should be to **sit alone at a table** on break. Spray will be provided so that tables can be disinfected prior to eating.

**Meetings will be minimized** and kept to less than 5-10 minutes.

**Non-essential travel is not allowed.** Foreign travel is not allowed. Any worker travelers returning from countries and US states impacted by COVID-19 will follow DHHS guidance on self-monitoring.

When possible and appropriate, administrative workers may work from home.

We will make every effort to continue payroll processing and shipping functions.

## **Other General Rules**

1. **If a worker is confirmed to have COVID-19**, we will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality of health information and privacy.
2. **Workers exposed to a co-worker or acquaintance** with confirmed COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure. These workers should self-monitor for symptoms and keep separate from other employees as much as possible.
3. **Workers who are well but who have a sick family member** at home with COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure. These workers should self-monitor for symptoms and keep separate from other employees as much as possible.
4. **If one person is confirmed with COVID-19 within our plant, we will immediately consider shutdown** of that plant or affected areas for at least **3 days** in order to prevent the spread of the virus. After 3 days we will review to restart the plant with all non-symptomatic employees and thorough disinfection of surfaces.
5. **We are encouraging workers who are sick to stay home.** Workers should notify their supervisor and stay home if they are sick.

- a. Workers who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

The following symptoms may appear 2-14 days after exposure.

- i. Fever (If you do not have thermometer we may be able to take your temp.)
  - ii. Cough (dry cough, no runny nose)
  - iii. Shortness of breath
  - iv. Sore throat (possibly one of the first symptoms)
  - v. Pneumonia (with high fever, difficulty breathing)
  - vi. Heavy nasal congestion (drowning feeling)
6. **During this period of pandemic, we will be flexible on our policy of absenteeism and tardiness**, allowing three weeks of excessive absenteeism without written warning or termination. Be aware that tardiness on your part may seriously inconvenience another person so this continues to be important. If you expect to be out longer you may request family medical leave.
    - a. Our policy is if you must be absent from work, please notify your supervisor in advance. If advance notice is not possible, you must contact your supervisor or the plant office on the first day you are out. Absence from work three times in thirty days without notification can result in termination. Excessive absenteeism or tardiness for any reason can result in a written warning and possible termination.
    - b. We will not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
    - c. We will extend the absenteeism policy to permit you stay home to care for a sick family member.
    - d. We will Separate sick workers who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
  7. **We will emphasize staying home when sick, respiratory etiquette and hand hygiene by all workers.**
  8. **We will perform routine environmental cleaning:**
    - a. Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
    - b. No additional disinfection beyond routine cleaning is recommended at this time.
    - c. If possible we will provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
  9. **We will inform workers how to protect themselves** and expect them to follow these rules (provided by CDC 😊)
    - a. Clean your hands often
      - i. Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
      - ii. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
      - iii. Avoid touching your eyes, nose, and mouth with unwashed hands.
      - iv. The virus stays on metal surfaces for at least 12 hours so wash your hands as soon as you can after touching surfaces.
      - v. The virus can survive on fabric for 6-12 hours. Normal laundry detergent can kill it.
      - vi. The virus can survive 5-10 minutes on your hands. Do not rub your eyes or touch your face.
    - b. Avoid close contact with people who are sick and put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick.
    - c. Stay home if you're sick except to get medical care.

- d. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
  - e. Wear a facemask if you are sick. You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room. Learn what to do if you are sick.
  - f. If you are NOT sick: You do not need to wear a facemask unless you are caring for someone who is sick (and they are not able to wear a facemask). Facemasks may be in short supply and they should be saved for caregivers. Workers may choose to wear a facemask and the company may be able to make some available.
  - g. Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
  - h. If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.
  - i. Older adults (over 65) and people who have severe underlying chronic medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness. Please consult with your health care provider about additional steps you may be able to take to protect yourself.
  - j. Outdoor exposure to sunlight and fresh air are helpful.
  - k. Monitor for a fever twice a day if there has been potential exposure.
  - l. Avoid any unnecessary travel especially to large populated areas and large gatherings over 50 people.
  - m. There is no specific treatment for COVID-19. Most people with illnesses caused by coronaviruses like COVID-19 will recover on their own. However, there are some things you can do to relieve your symptoms, including:
    - i. Taking pain and fever medications (caution: do not give aspirin to children).
    - ii. Using a humidifier or taking a hot shower to ease a sore throat and cough.
    - iii. Drinking plenty of liquids and stay home and rest.
10. We will coordinate with local and state health officials for guidance in the event of reported illness.
  11. We will involve employees in the planning process and share best practices within the industry
  12. Emphasis on this plan will terminate when the Pandemic level has been cleared by the DHHS/CDC/WHO.
  13. We will not make determinations based on race or country of origin.
  14. We will monitor the appropriateness and effectiveness of the plan adjusting as necessary.
  15. Temperature will be taken daily (see detailed temperture instruction form). Workers with temperature over 100.4 F will be separated from others and tested again after 15 minutes to verify. Workers over 100.4 F temperature will be required to leave.
    - a. Note that a fever is a symptom of possible COVID-19 and therefore subject to emergency paid sick leave at 100% of pay for up to 80 hours until 4/2/20 when the Federal Emergency Sick Leave Act takes over until the end of the year. Sick pay will be at for the normal time is missed.
    - b. Workers with fever over 100.4 should contact a health care provider and review guidance from the CDC. Do not go to the doctor's office without calling first. Do not go to the emergency room. You must stay home and stay away from others. You should wear a mask when around others to prevent the spread of your infection, or otherwise adhere to health department and medical professional orders.
    - c. Workers with high fever must remain out of work for at least 24 hours without any symptoms or fever, and without any medication to control fever. If COVID-19 is suspected then the person should be out 72 hours without any symptoms. If COVID-19 is confirmed, then the employee must test negative and be free of symptoms for 72 hours.