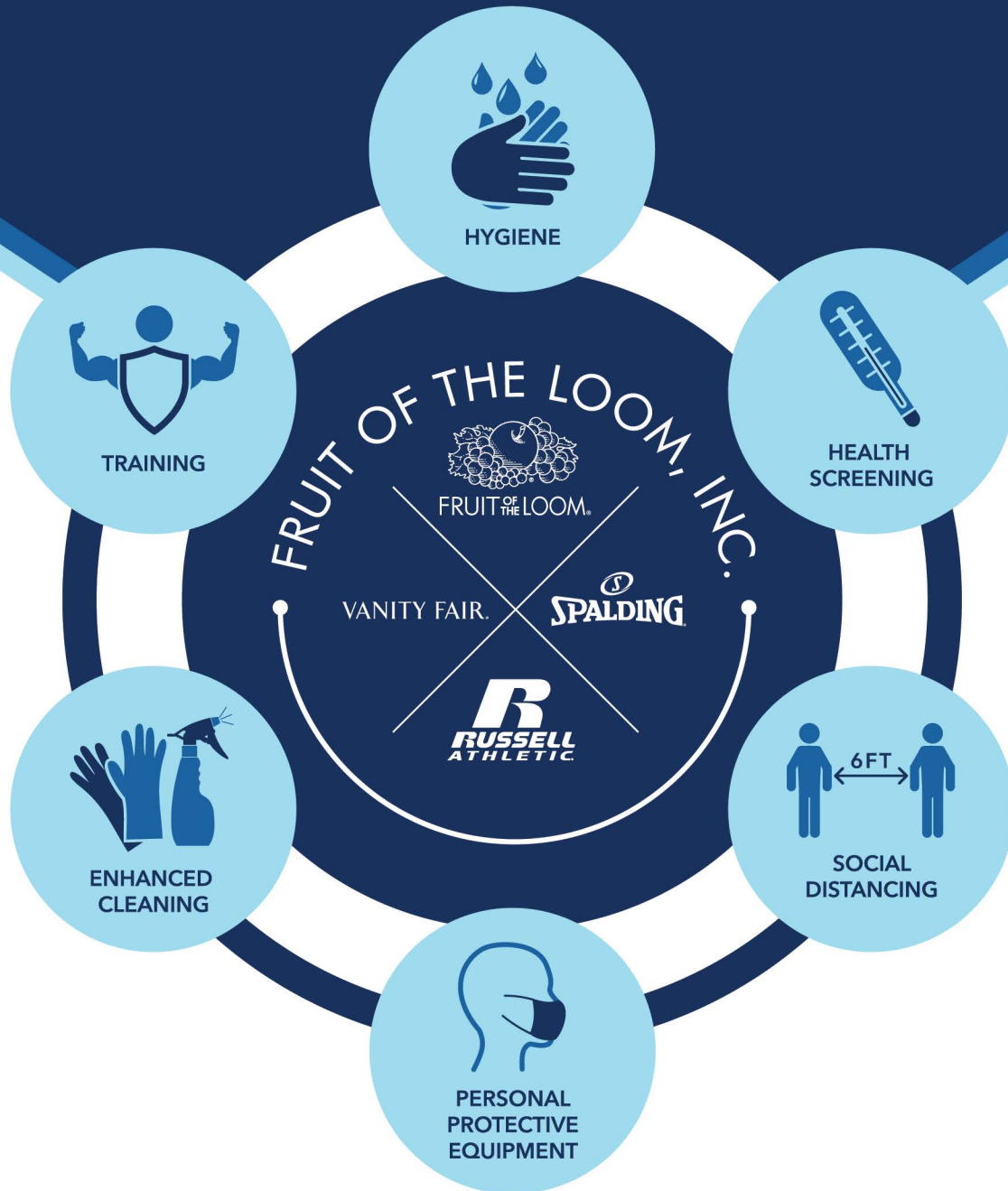


# WORK HEALTHY | STAY HEALTHY



## MANAGER GUIDE FOR FACILITIES

Managers,

Fruit of the Loom, Inc.'s Work Healthy | Stay Healthy Program is your resource for returning to work and navigating your way through our "new normal" as our business recovers from the COVID-19 pandemic. This Program provides a standardized approach to restarting our facilities and offices throughout the Company, while keeping the health and safety of employees the top priority.

The Work Healthy | Stay Healthy Program will prepare you and your teams for a successful return to their new work environment. The program components include:

- Social Distancing
- Enhanced Cleaning
- Hygiene
- Health Screening
- Training
- Personal Protective Equipment

The Work Healthy | Stay Healthy Program is a critical tool for us to responsibly re-enter the workplace, while protecting the health and safety of all employees. Furthermore, it is each employee's personal responsibility to follow the guidelines described in the Program.

Thank you for your continued commitment to the Company and doing your part to support our Work Healthy | Stay Healthy Program.

Sincerely,



Terri Wiethorn  
Human Resources

**WORK HEALTHY**



**STAY HEALTHY**

## **Work Healthy | Stay Healthy Program Overview**

The Fruit of the Loom, Inc. Work Healthy|Stay Healthy Program is designed to ensure that our employees' health and well-being are maintained during the COVID-19 pandemic. The components of the Work Healthy|Stay Healthy Program are based on guidelines provided by Health, Safety, Environmental and Public Health regulatory agencies including the Centers for Disease Control (CDC), Equal Employment Opportunity Commission (EEOC), and Occupational Health and Safety Administration (OSHA).

The components of the Work Healthy|Stay Healthy Program represent the protocol that should be followed as we operate during the COVID-19 pandemic. This document will serve as a "living document", as the components of the Work Healthy | Stay Healthy Program may evolve as we receive updated COVID-19 governmental, health, and legal guidance.

The Work Healthy|Stay Healthy Program is designed to be generally applicable across Fruit of the Loom, Inc. locations. However, where local public health and/or country/state specific requirements impose a different requirement, refer to the local requirement, as applicable.

The Work Healthy|Stay Healthy Program Manager Guide is a supplement to the mandatory training that is required before employees return to work. The training will provide more detailed information on Program components and require employees to complete an acknowledgement confirming their understanding and personal responsibility to adhere to the Work Healthy | Stay Healthy Program components.

If you have questions about the Work Healthy|Stay Healthy Program, please contact your local Safety Manager or HR Manager for support and interpretation.

**WORK HEALTHY**

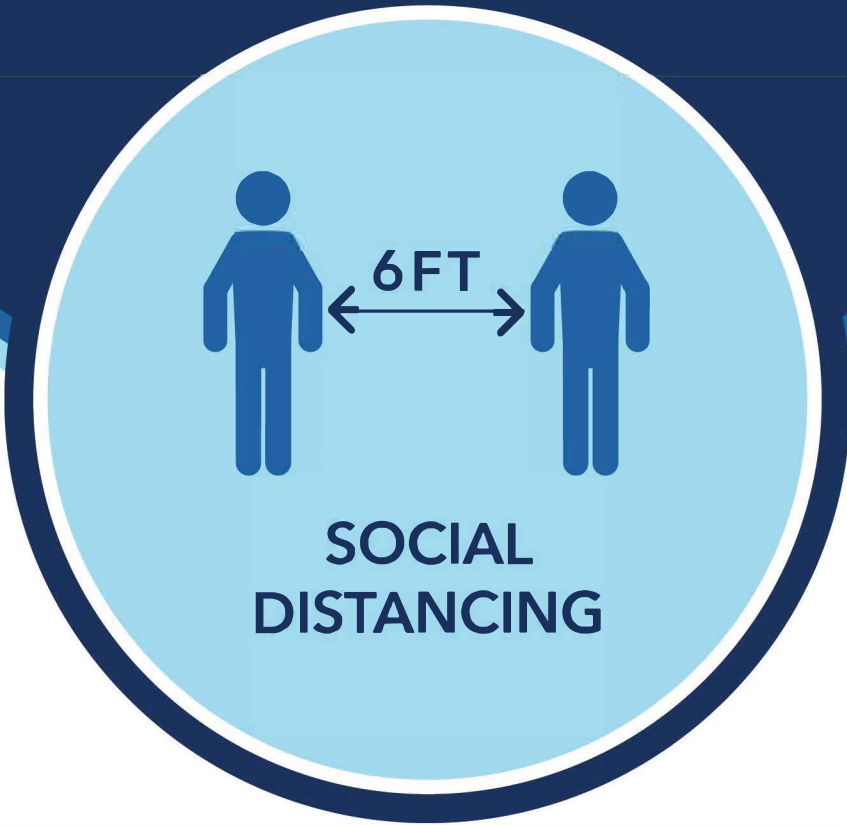


**STAY HEALTHY**

## Table of Contentss

<i>Manager Letter</i> .....	2
<i>Purpose and Objectives</i> .....	3
<i>Social Distancing</i> .....	5
<i>Enhanced Cleaning</i> .....	7
<i>Hygiene</i> .....	9
<i>Health Screening</i> .....	11
<i>Training Overview</i> .....	19
<i>Personal Protective Equipment (PPE)</i> .....	21
<i>Employee Personal Responsibility</i> .....	24
<i>Posters</i> .....	25
<i>Stand-Up Training</i> .....	27
<i>Guidance for Employees</i> .....	38
<i>FAQ</i> .....	39





**WORK HEALTHY**



**STAY HEALTHY**

## Social Distancing

Social distancing is the practice of increasing the space between individuals and decreasing the frequency of contact to reduce the risk of spreading COVID-19.

Social distancing is a simple and effective prevention measure to protect employees. In practice, this means:

- Staying 6 feet apart from others
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or friends
- Avoiding touching surfaces touched by others, to the extent feasible
- Avoiding anyone who appears to be sick, or who is coughing or sneezing

This practice of social distancing includes but is not limited to, workstations, canteens, common areas, elevators, entrance/exit areas, parking lots and offices. These are examples, but the principle of social distancing is universally applicable.

**WORK HEALTHY**



**STAY HEALTHY**



**ENHANCED  
CLEANING**

**WORK HEALTHY**



**STAY HEALTHY**

## Enhanced Cleaning

Enhanced cleaning measures are additional tasks that will become part of each employee's standard operating procedures. Employees are asked to wipe all surfaces with the appropriate cleansing mechanism. Additional Personal Protective Equipment (PPE) may be required for some cleaning tasks.

Shared equipment should be cleaned before and after use with the appropriate cleansing mechanism and PPE.

Local cleaning services will increase the frequency of cleanings throughout each shift (minimum of four times per shift) as a precautionary control.

**WORK HEALTHY**



**STAY HEALTHY**





**WORK HEALTHY**



**STAY HEALTHY**

## Hygiene

One of the most-cited ways to prevent the spread of COVID-19 is hand hygiene. Employees must wash their hands regularly using soap and water for at least 20 seconds. It is important to wash hands after using the bathroom, before eating and after breaks. Handwashing posters will be displayed throughout each facility to remind employees to wash their hands.

If soap and water are not readily available, use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol. Cover all surfaces of your hands with hand sanitizer and rub them together until they feel dry.

Respiratory etiquette is also important; remember to cover your mouth and nose with your elbow or tissue when you cough or sneeze. Wash your hands after blowing your nose, coughing or sneezing.

Avoid touching your eyes, nose and mouth with unwashed hands.

**WORK HEALTHY**



**STAY HEALTHY**



**HEALTH  
SCREENING**

**WORK HEALTHY**



**STAY HEALTHY**

## Health Screening – Employees

COVID-19 exposure screenings will be conducted before employees are permitted to start work each day. An infrared temperature check and health questionnaire are required for anyone entering the building for the first time each day. Anyone registering at a temperature of 100.4°F or above and/or indicating potential exposure to COVID-19 will not be permitted to enter the facility. Anyone refusing to complete the COVID-19 exposure screening will be asked to leave the facility.

Prior to returning to work, employees will receive a **Notice of Temperature Screening and Data Collection** letter (see below) informing them of the temperature screening protocol.

Employees with a temperature 100.4°F or higher will be excluded from the premises for at least 14 days or until provision of a negative test result for COVID-19 or flu (or certification from a health care professional of fitness for duty). Employees who are excluded will receive the **Exclusion Notice – Employees** (see below).

The **NOTICE: COVID-19 PROTOCOL FOR ALL SITE PERSONNEL** Poster (see below) must be displayed at all entry points to inform individuals that temperature screens will be conducted on site and offer them the opportunity not to come in if they are experiencing any COVID-19 symptoms or if they do not wish to be screened.

**WORK HEALTHY**



**STAY HEALTHY**

## NOTICE OF TEMPERATURE SCREENING AND DATA COLLECTION

To All Employees:

We want to notify you about steps the Company is taking to protect our employees and all other persons at this site in response to the novel Coronavirus (COVID-19) pandemic.

Beginning April 27, 2020, the Company will perform temperature checks on all individuals who enter this site. These temperature checks will be conducted on all employees at the beginning of every day or work shift and on all non-employees before they are permitted entry to the location. These temperature checks will be conducted by trained personnel using a non-contact thermometer. Any individual who has a body temperature of 100.4°F/38°C degrees or higher will be excluded from this site for (i) 14 days or (ii) until provision of a negative test result for COVID-19 or flu or, (iii) for employees, certification from a health care professional of fitness for duty.

All results of the temperature checks will be kept confidential. The Company will record only whether your temperature indicates that you have a fever and will use this information only to permit you to enter this site and for no other purpose.

If you suspect that you have a fever before coming to work, we recommend that you take your own temperature at home. If your temperature measures over 100.4°F/38°C, promptly notify your Supervisor or HR and do not come to work.

The Company will share information about your temperature only with those who have a need to know within the Company. If you are excluded from the site, your supervisors will be notified that you will be absent from work or working remotely, as applicable, and HR personnel will be informed as necessary to track and manage your working time and any leave of absence.

We are also asking those on site to confirm that they have not been in close contact with anyone exhibiting any COVID-19 symptoms within the last 14 days. According to the CDC, COVID-19 symptoms can include fever, chills, cough, shortness of breath and pain or pressure in the chest. The CDC defines "close contact" to mean being within approximately 6 feet (2 meters) of a person who is confirmed or suspected to have COVID-19 for more than a few minutes. If you have been in close contact with such a person, please do not enter this site. Employees should contact the HR Manager to disclose such contact.

If you do not agree to the temperature checks, you will not be permitted to enter this site.

Please note we have implemented these temporary precautionary measures out of concern for the health and safety of everyone. If you have questions or comments regarding this Notice, please contact the HR Manager. For more information about COVID-19, please visit <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/index.html>.

**WORK HEALTHY**



**STAY HEALTHY**

## *Exclusion Notice - Employees*

Employee Name: \_\_\_\_\_

You are receiving this notice because your temperature measured at or above 100.4°F today. **Because an elevated temperature is a symptom of possible COVID-19 infection, you are not allowed to enter the Company's premises until either:**

- 14 days have passed from today's date, or
- you test negative for COVID-19 or flu, or
- you present a certification from a health care provider of fitness for duty

You should self-quarantine during this time and monitor yourself for symptoms and seek medical attention if necessary. For more information about COVID-19, please visit the Centers for Disease Control's website at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/index.html>.

If you are not able to perform your work from home, you will be placed on an authorized leave for up to 14 calendar days from today's date and HR will follow up to provide information about any leaves that may apply to your situation. You will not be penalized for not working during this time. If a health care provider determines that you have COVID-19, please notify HR immediately, so that you can be given additional information and so that other employees can take action to protect their health if necessary. The Company will not disclose your identity without your consent except as required by public health authorities.

If you believe the temperature check results were inaccurate, please contact your HR Manager to discuss the situation further.

A copy of this record will be maintained in your confidential file.

Completed By: \_\_\_\_\_

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

**WORK HEALTHY**



**STAY HEALTHY**

NOTICE: COVID-19 PROTOCOL FOR ALL SITE  
PERSONNEL

***TEMPERATURE SCREENING  
IS MANDATORY BEFORE  
YOU ENTER, PLEASE NOTE:***

If you answer YES to any of the following questions, you may not access the site. If you are a regular employee at this site and answer YES to any of the following questions, please contact Human Resources for further information:

- Have you tested positive for COVID-19 within the past 14 days?
- Is anyone in your household currently quarantined due to actual or suspected COVID-19 exposure?
- Has anyone in your household or with whom you have had “close contact” been diagnosed with COVID-19?
- Do you currently have any of the following symptoms?
  - Coughing
  - Shortness of breath, difficulty breathing or wheezing
  - Persistent pain or pressure in your chest
  - Fever
  - Chills

If you answer NO to all of the above, please proceed through the temperature check.

**You may not access this site if you answered YES to any of the above questions.**

**WORK HEALTHY**



**STAY HEALTHY**

## Health Screening – Visitors

During this time, limited guest entry is recommended. Non-essential visitors should delay visits or schedule virtual meetings.

If a visitor (e.g., vendor, contractor) must enter the building, they will be required to complete the temperature check and health screening process. Vendors, contractors, and others who send their employees to Fruit of the Loom, Inc. facility should be advised that their employees will be required to submit to temperature checks and will not be permitted access if they refuse to be checked. If a visitor fails the health screen, they will receive the **Exclusion Notice – Non-Employees** form and be asked to leave the building.

WORK HEALTHY



STAY HEALTHY



## NOTICE OF TEMPERATURE SCREENING AND DATA COLLECTION

To All Visitors:

We want to notify you about steps the Company is taking to protect our employees and all other persons at this site in response to the Coronavirus (COVID-19) pandemic.

Beginning April 27, 2020, the Company will perform temperature checks on all individuals who enter this site. These temperature checks will be conducted on all employees and non-employees before they are permitted entry to the location. These temperature checks will be conducted by trained personnel using a non-contact thermometer. Any individual who has a body temperature of 100.4°F/38°C degrees or higher will be excluded from this site for (i) 14 days or (ii) until provision of a negative test result for COVID-19 and flu.

If you suspect that you have a fever before coming to the site, we recommend that you take your own temperature at home. If your temperature measures over 100.4°F/38°C, please do not come to our site.

We are also asking those on site to confirm that they have not been in close contact with anyone exhibiting any COVID-19 symptoms within the last 14 days. According to the CDC, COVID-19 symptoms can include fever, chills, cough, shortness of breath and pain or pressure in the chest. The CDC defines "close contact" to mean being within approximately 6 feet (2 meters) of a person who is confirmed or suspected to have COVID-19 for more than a few minutes. If you have been in close contact with such a person, please do not enter this site.

If you do not agree to the temperature checks, you will not be permitted to enter this site.

Please note we have implemented these temporary precautionary measures out of concern for the health and safety of everyone. If you have questions or comments regarding this Notice, please contact the HR Manager.

**WORK HEALTHY**



**STAY HEALTHY**

## **Exclusion Notice – Non-Employees**

Issued to: \_\_\_\_\_

The Company is taking steps to protect the health and safety of our employees in response to the coronavirus (COVID-19) pandemic. These steps include (a) temperature checks of all individuals entering Company premises, and (b) exclusion from the Company's premises of any individual who registers a body temperature of 100.4°F or higher.

You are receiving this notice because the temperature check revealed that your temperature equaled or exceeded 100.4°F. **Because elevated temperature is a recognized symptom of COVID-19 infection, you have been denied entry to the Company's premises.**

Please consider taking these steps to protect yourself and those around you:

- **Inform Your Employer:** If you are currently employed, you should consider informing your employer that you may be experiencing symptoms of COVID-19.
- **Self-Quarantine** – Based on your temperature check results, you should consider a self-quarantine for a period of least 14 days and continue to monitor yourself for further symptoms (including daily temperature checks) of COVID-19. For more information about COVID-19, please visit the Centers for Disease Control's website at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/index.html>.
- **Seek Medical Attention if Necessary** – If your symptoms worsen, if you have been in close contact with a person suspected or known to have COVID-19, or you otherwise think you need medical attention, please consider consulting with your health care provider.

Completed By: \_\_\_\_\_

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

**WORK HEALTHY**



**STAY HEALTHY**



**WORK HEALTHY**



**STAY HEALTHY**

## Training

Employees are required to complete Work Healthy | Stay Healthy Program training on the controls, procedures, protocols and safety requirements being used to prevent the spread of COVID-19. Upon training completion, employees will be required to complete an acknowledgement affirming their understanding and personal responsibility to adhere to the Work Healthy | Stay Healthy Program components.

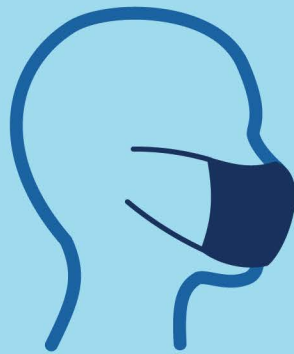
A training plan has been developed and structured to ensure employees receive the training and information they need to stay safe while at work. Depending on an individual's job, the training will be made available in small groups, emails, e-learning, and in the form of posters and signage. Facility associates will receive a return-to-work training in stand-up meeting format.

As new information becomes available, we will provide updated training to employees.

**WORK HEALTHY**



**STAY HEALTHY**



**PERSONAL  
PROTECTIVE  
EQUIPMENT**

**WORK HEALTHY**



**STAY HEALTHY**

## Personal Protective Equipment (PPE)

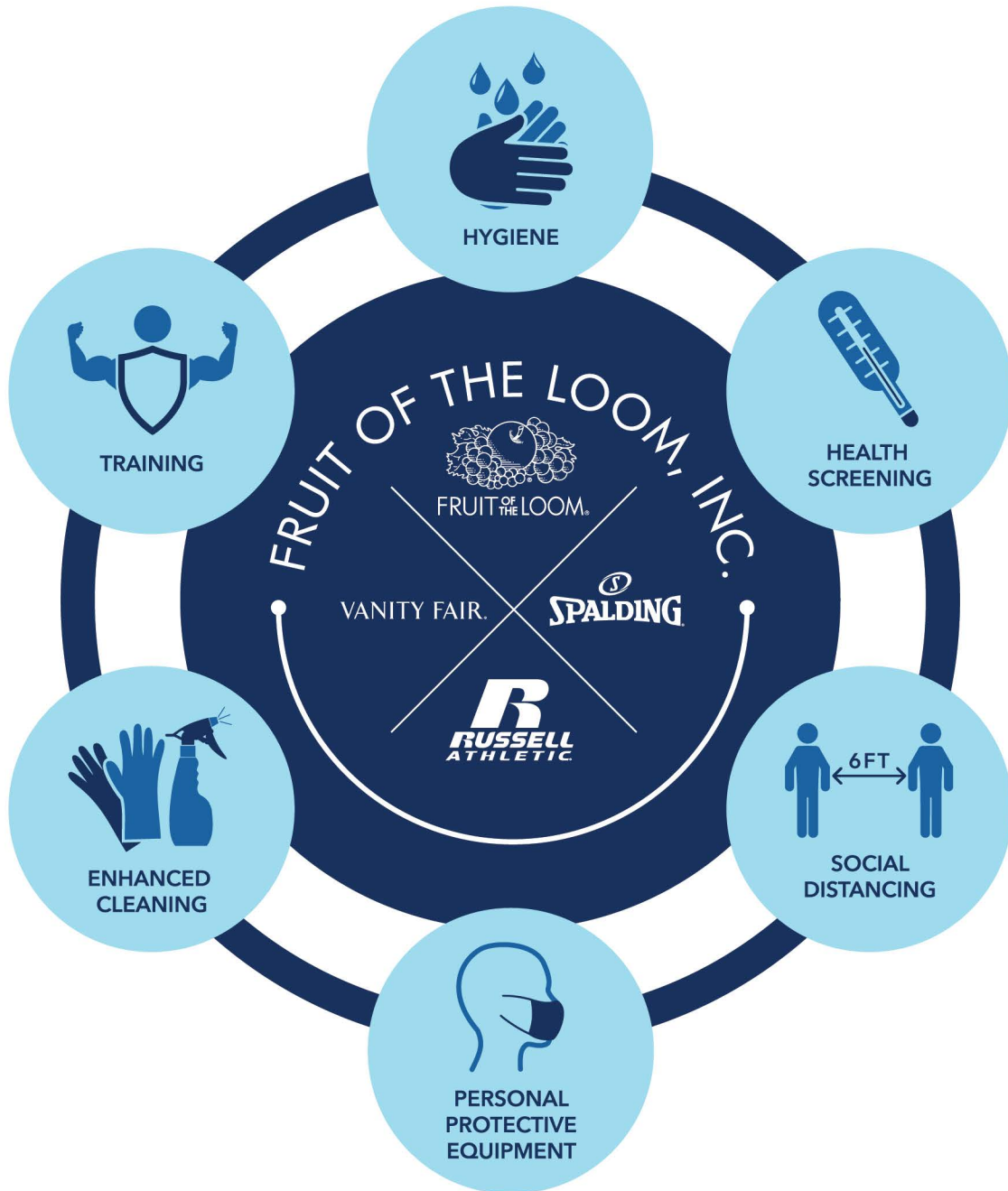
Employees will receive documentation and training for the use, disposal, and/or cleaning of PPE required for social distancing and/or enhanced cleaning protocol. Employees may be asked to use new PPE, such as gloves or cloth face coverings, when completing certain tasks. Proper use and cleaning of PPE is essential to stop the spread of COVID-19.

**WORK HEALTHY**



**STAY HEALTHY**

# WORK HEALTHY | STAY HEALTHY



## Employee Personal Responsibility

Each employee will receive training on the Work Healthy | Stay Healthy Program. Upon training completion, each employee will acknowledge their understanding of the Program and their personal responsibility to adhere to the Program components including:

- Social Distancing
- Enhanced Cleaning
- Hygiene
- Health Screening
- Personal Protective Equipment
- Training

The guidelines for each program component are critical to prevent the spread of COVID-19 and to maintain a healthy and safe working environment for all employees. Because of this, repeated failure to adhere to the program guidelines may result in disciplinary action.

The Company has gone to great efforts to implement new processes, procedures and protocols to maintain employee health and wellbeing. To ensure success of the Work Healthy | Stay Healthy Program, each employee has a **personal responsibility** to follow the guidelines outlined in the Program and to promptly report non-compliance. If you find yourself in a situation where you are not able to adhere to the program guidelines (e.g., fail to maintain a social distance of 6 feet or are not wearing the proper PPE), contact your Manager immediately. Do not put yourself at risk.

It will take some time for each of us to adjust our behaviors as we acclimate to the “new normal” and the specific guidelines of the Work Healthy | Stay Healthy Program. With your support and commitment to the Program, Fruit of the Loom, Inc. will maintain a healthy and safe environment for all employees!

**WORK HEALTHY**



**STAY HEALTHY**



## Posters

The Work Healthy | Stay Healthy Program includes several posters to remind employees of proper procedure with new workplace recommendations. A list of posters (including links), with recommended locations, are included on the table below.

Poster	Location								
	Guard Station	Entrances	Coffee Station	Canteen/ Kitchenette	Restrooms	Company Bulletin Board	Conference Rooms	High Traffic Areas	Break Room
<a href="#">Stop the Spread (CDC)</a>	x	x	x	x	x		x	x	x
<a href="#">STOP (CDC)</a>	x	x							
<a href="#">Wash Hands (CDC)</a>			x	x	x			x	
<a href="#">Germs (CDC)</a>		x					x	x	x
<i>Bleach/Water (attached, p. 36)</i>						x			
<i>Face Covers (attached, p. 34)</i>						x			
<i>Face Covers Q&amp;A (attached, p. 35)</i>						x			



### Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

**Avoid close contact with people who are sick.**

**Cover your cough or sneeze with a tissue. Then throw the tissue in the trash.**

**Avoid touching your eyes, nose, and mouth.**

**Wash in public, large or small restrooms covering your nose and mouth.**

**Clean and disinfect frequently touched objects and surfaces.**

**Avoid places where you are at risk to get medical care.**

**Wash your hands often with soap and water for at least 20 seconds.**

**CDC** [cdc.gov/coronavirus](http://cdc.gov/coronavirus)

### Feeling Sick?

Stay home when you are sick!

If you feel unwell 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

**CDC** [cdc.gov/CORONAVIRUS](http://cdc.gov/CORONAVIRUS)

### Wash YOUR HANDS!

**Wet**

**Get Soap**

**Scrub**

**Rinse**

**Dry**

Hands that look clean can still have lots of germs!

**CDC** [cdc.gov](http://cdc.gov)

### GERMS are all around you.

**Stay healthy. Wash your hands.**

**CDC** [www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

**Diluted household bleach solutions** may be used to prevent the spread of COVID-19, if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

**Follow manufacturer's instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. **Leave solution on the surface for at least 1 minute.**

**To make a bleach solution, mix:**

- 5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of water **OR** 4 teaspoons bleach per quart of water.

**Company Information:** The bleach/water mix available to you has been mixed following the CDC guidelines.

Bleach is a hazardous chemical. It is Corrosive to: Skin, Eyes, Heart and/or Cardiovascular System.

A corrosive substance is a chemical that produces destruction of skin tissue. Bleach/Water is diluted, the hazard is reduced but still present.

Never spray bleach/water mix toward or into area with air circulation. Prevent mist from contact with your skin and eyes.

First aid or nitrile chemical gloves must be worn when spraying and wiping up any residue. Once you spray on surface, leave for at least 1 minute. Coat the surface with light covering, not a puddle of bleach. Use paper towel to wipe up the residue after 1 minute.

Empty bottles should be given to your supervisor, manager, maintenance or safety personnel to be refilled.

**GLOVES**

Put gloves on one hand at a time. Hold one glove in opposite hand, insert fingers into the finger openings pulling up to cover hand. Put on opposite glove same way.

**When you are wearing gloves, you should:**

- Avoid touching other body surfaces, especially your face.

Remember, the gloves you are using are first aid or nitrile chemical gloves. These gloves will protect you for this type of bleach/water mix, but they will not protect you from

UPS gas, welding, cutting, using sharp objects, etc.

You can continue wearing your gloves for other work if you so desire, properly dispose the gloves if you note any damage and/or when you are done wearing. Some nitrile gloves may be properly stored to wear multiple times. Your supervisor/manager or safety personnel will advise you on the exact type you have and the expected lifespan of the gloves.

**To Remove your gloves, you should:**

1. Pinch the palm side of one glove on the outside near your wrist.
2. Pull the glove toward your fingertips, turning it inside out as you pull it off your hand.
3. Hold the glove in the palm of your other (still gloved) hand.
4. Carefully slip two fingers under the wrist of the other glove. Avoid touching the outside of the glove.
5. Pull the glove toward your fingertips, turning it inside out as you pull it off your hand. The other glove is now contained inside.

Once you remove your gloves, you should wash your hands using soap and warm water for at least 20 seconds.



**How to Wear a Cloth Face Covering**

Cloth face coverings should:

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

**CDC on Homemade Cloth Face Coverings**

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g.,

grocery stores and pharmacies), especially in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

The cloth face coverings recommended are not surgical masks or N95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

**Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?**

Yes. They should be routinely washed depending on the frequency of use.

**How does one safely sterilize/clean a cloth face covering?**

A washing machine should suffice in properly washing a face covering.

**How does one safely remove a used cloth face covering?**

Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.

**NOTE from Company: Write your name on outside of mask before first use. If you remove during shift for break or lunch, place inside portion face down on napkin or paper towel and do not touch outer portion. Take home to wash.**

WORK HEALTHY STAY HEALTHY

WORK HEALTHY STAY HEALTHY

**WORK HEALTHY STAY HEALTHY**



**WORK HEALTHY**



**STAY HEALTHY**

## Facility Stand-Up Training

*For DC Manager / HR Manager / Safety Manager:* This guide is intended to help you introduce the Work Healthy | Stay Healthy Program and the guidelines for your facility. This guide should be read aloud in small groups (10 or less), where it is possible to maintain social distancing measures (all employees should be 6 feet apart from each other (e.g., Stand Up Meeting). This meeting will take approximately 10 minutes.

Employee acknowledgement of these guidelines is required. However, given the COVID-19 contamination potential, physical sign-off is not required.

Print off a list of all employees who are returning to work. At the conclusion of the Stand Up Meeting, ask if they agree to the Work Healthy | Stay Healthy guidelines and new PPE requirements. Acknowledge employee agreement with a check mark on the list and the day and time of the Stand Up Meeting. Your HR Manager will be able to upload the appropriate completion information into the FruitU.

<b>SAY</b>	<p>The health and safety of our employees continues to be the Company's number one priority. In order to remain safe and healthy, we need you to begin implementing social distancing measures right away. COVID-19 is still a concern and we need to do all we can to protect ourselves, coworkers and family members. Our Work Healthy   Stay Healthy Program is designed to keep you well and safe at work. There are six main program components in which we have instituted new plans for your protection. These areas are: Social Distancing, Hygiene, Enhanced Cleaning, Personal Protective Equipment or PPE, Health Screening and Training. At this time, we would like you to do the following:</p> <ul style="list-style-type: none"><li>• Maintain a distance of at least 6 feet from other individuals in the facility <b>at all times</b>. We will be adding tape, signs, and traffic cones in common work areas to facilitate this. This is necessary to prevent the spread of the COVID-19 virus through droplets in the air. This is critical while in all areas of the facility including restrooms, canteen, and parking lot.</li></ul>
------------	--

**WORK HEALTHY**



**STAY HEALTHY**

<b>DEMONSTRATE</b>	Demonstrate a distance of 6 feet. Use yourself and another employee to demonstrate this distance. As a reference point, 6 feet is the height of a tall man, the length of a park bench, or the length of 2 shopping carts.
<b>SAY</b>	<p>Hygiene guidelines include:</p> <ul style="list-style-type: none"> <li>• Stay home when you are sick.</li> <li>• Wash your hands frequently with soap and water for at least 20 seconds. This is the time it takes to sing “Happy Birthday” twice. Wash your entire hands, including nails, wrists, palms, and back of hands. This is one of the most important measures you can take to stop the spread of COVID-19 or any illness. This includes: <ul style="list-style-type: none"> <li>○ After going to the bathroom</li> <li>○ Before eating</li> <li>○ After blowing your nose, coughing, or sneezing</li> </ul> </li> <li>• Cover coughs or sneezes with a tissue or your sleeve</li> <li>• Use the provided bleach/water mix to clean any surfaces you may touch after you use them, including: <ul style="list-style-type: none"> <li>○ Refrigerator handles</li> <li>○ Microwaves</li> <li>○ Sinks</li> <li>○ Tables</li> <li>○ Chairs</li> <li>○ Door handles</li> <li>○ Shared equipment</li> </ul> </li> <li>• Regularly clean handheld devices, including: <ul style="list-style-type: none"> <li>○ Any computers or keyboards you have contact with</li> <li>○ Your cell phones</li> <li>○ Scanning equipment</li> </ul> </li> </ul>
<b>SAY</b>	As you enter the building, you will be required to complete a temperature check and answer screening questions regarding your exposure to COVID-19. This protocol is designed to keep you and your coworkers healthy.
<b>SAY</b>	Stations around the facility are equipped with a bleach/water cleaning mixture that has been mixed following CDC guidelines. Wiping surfaces after you touch them with the bleach solution is required at this time. You must wear gloves when using this



	<p>solution. Remember, bleach is a hazardous chemical. It is corrosive to your skin, eyes, heart and/or cardiovascular system. A corrosive substance is one that produces destruction of cellular tissue. This is important to kill the virus.</p> <p>Never spray the bleach/water mixture toward or into an area of air circulation. Prevent contact with your skin and eyes. You are required to wear first aid or nitrile gloves when spraying and wiping areas.</p> <p>For proper cleaning, spray the surface with a light covering of the solution. Wait one minute, then use a paper towel to wipe any residue.</p> <p>Put gloves on one hand at a time. Hold one glove in the opposite hand, insert fingers, pulling up to cover hand. Put the opposite glove on the same way. When wearing gloves, avoid touching other body surfaces, especially your face. You may continue wearing gloves for other work if desired. Some nitrile gloves may be stored and worn multiple times. Other gloves must be thrown away immediately.</p>
<b>DO</b>	Indicate what type of gloves your facility has on hand and how they should be disposed.
<b>SAY</b>	Once you remove gloves, you should wash your hands using soap and warm water for at least 20 seconds.
<b>DO</b>	Display the Bleach Water Disinfectant & PPE Safety Sheet
<b>DEMONSTRATE</b>	Demonstrate cleaning protocol including putting on gloves per the handout, bleach/water mixture, and a paper towel. Demonstrate how to remove gloves properly.
<b>SAY</b>	<p>Please <b>do not</b> do the following:</p> <ul style="list-style-type: none"> <li>• Have direct contact with other employees, such as handshakes or high fives</li> <li>• Gather in common locations, including: <ul style="list-style-type: none"> <li>○ Canteen or break room</li> <li>○ Restrooms</li> <li>○ Offices</li> <li>○ Conference rooms</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>○ Smoking areas</li> <li>○ Water fountains</li> <li>● Touch your eyes, nose, or mouth</li> </ul>
<b>SAY</b>	<p>At this time, these measures are so important that deliberate failure to follow the protocol may result in disciplinary action. Failure to follow these guidelines will result in being sent home without pay. If you witness behavior that is out of line with this protocol, please contact your Manager or a member of the Management team.</p>
<b>SAY</b>	<p>Enhanced sanitation measures are being implemented by the cleaning staff throughout the day. At shift changes, entrance and exit doors will be propped open when possible so that you do not have to touch door handles or the door itself. Badging in and out is still required.</p>
<b>SAY</b>	<p>The CDC recommends wearing cloth face coverings in public settings. This becomes part of your Personal Protective Equipment, or PPE. This is not a requirement, unless you are performing an action that requires you to be within 6 feet of someone else, such as team lifting. When you are in an area where a 6 foot distance cannot be maintained, such as hallways, please wear your cloth face covering. Cloth face coverings will be provided. You may wear your cloth face coverings at any other time in the workplace if you wish.</p> <p>We are providing guidelines on the proper use of a cloth face covering (e.g., Guidelines for Cloth Face Coverings Handout). Two cloth face coverings will be provided for all employees. Remember, cloth face coverings are not the same as surgical masks or N-95 respirators. Continue wearing N-95 respirators and other protective equipment normally required in your position to follow OSHA guidelines.</p> <p>When you wear a cloth face covering, write your name on the outside before your first use. If you remove the cloth face covering during a shift for a break or lunch, place the inside portion face down on a napkin or paper towel. Do not touch the outside of the face covering. Do not touch your eyes, nose, or mouth when removing the face covering. Wash your hands immediately following removal of the face covering.</p>



	Take the face covering home and wash. A washing machine is adequate for proper cleaning.
<b>DO</b>	Display the Guidelines and Q&A sheet for Cloth Face Coverings.
<b>DEMONSTRATE</b>	Take a few minutes to demonstrate proper use of a cloth face covering.
<b>SAY</b>	<p>In an emergency situation requiring evacuation, maintain the required 6-foot social distancing guidelines while evacuating to your assigned Rally Point.</p> <p>In a health emergency, contact first responders. Only first responders are allowed to render appropriate first aid with currently required safety measures.</p>
<b>SAY</b>	<p>You are part of a core group of employees we need to continue our operations at this time. Those on production pay will continue to be paid according to your six-week average. We want to make sure that you maintain health and safety during this time, though we understand social distancing and other guidelines may effect productivity. Be sure to follow the requirements we have discussed.</p> <p>During this challenging time, it is important to be patient, respectful, agile, and resilient. Working together is necessary to prevent the spread of this disease. Taking these necessary precautions protects not only ourselves, but those around us, including our family members and friends. These guidelines may change and we will keep you informed.</p> <p>The Company is making every effort to comply with new guidelines to prevent the spread of COVID-19. We need your support and diligence to make the workplace safe for everyone. If you are about to enter a workspace that is out of compliance, do not enter! Go directly to a management member and report the area. Do not put yourself at risk.</p> <p>We know it will take a few days to get used to the new working environment, but it will require self-discipline. COVID-19 is not going away, so we need to get used to these changes.</p>





	<p>New information is coming daily, and we will do our best to keep you informed as changes to the program are aligned to new guidelines.</p>
<b>ASK</b>	Do you have any questions or concerns?
<b>DO</b>	Answer questions. Some potential questions and answers are included in the toolkit to assist you with potential employee concerns.
<b>SAY</b>	Each person is responsible for following these guidelines. You are our most important asset, and we want to make sure you are able to continue to work healthy and stay healthy.
<b>SAY</b>	<p>The COVID-19 pandemic has created extra stress on all of us, both personally and professionally. Because of the extra stressors in our lives, it may be easy to lose focus while working.</p> <p>We want to take this opportunity to remind you how important it is to stay focused on safety as you return to work. It is especially important to be alert while walking through the facility as equipment may have been moved to maintain social distancing. In addition, remember our normal safety protocol including machine guarding requirements, electrical connections, lockout protocol, PPE requirements, proper lifting, powered industrial truck inspections, pedestrian safety, dock locks and chocks placement, proper equipment authorization and emergency action plans.</p> <p>Remember to stay focused on the task in front of you and take extra care to maintain the Work Healthy   Stay Healthy guidelines. Please don't hesitate to contact your Manager with suggestions, questions or clarifications as we all adjust to the "new normal."</p>
<b>OBTAIN ACKNOWLEDGEMENT</b>	<p>Employee acknowledgement of these guidelines is required. However, given the COVID-19 contamination potential, physical sign-off is not required.</p> <p>Print off a list of all employees who are returning to work. At the conclusion of the Stand Up Meeting, ask if they agree to the Work Healthy   Stay Healthy guidelines and new PPE</p>



	<p>requirements. Acknowledge employee agreement with a check mark on the list and the day and time of the Stand Up Meeting. Your HR Manager will be able to upload the appropriate completion information into the FruitU.</p>
--	--

**WORK HEALTHY**



**STAY HEALTHY**



## How to Wear a Cloth Face Covering

Cloth face coverings should:

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

## CDC on Homemade Cloth Face Coverings

[CDC recommends](#) wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g.,

grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from **transmitting it to others**. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

## Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

## How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a face covering.

## How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.

**NOTE from Company:**  
**Write you name on outside of mask before first use. If you remove during shift for break or lunch; place inside portion face down on napkin or paper towel and do not touch outer portion. Take home to wash.**

WORK HEALTHY

STAY HEALTHY

## Why do you need to wear cloth face coverings?

In light of new data about [how COVID-19 spreads](#), along with evidence of widespread COVID-19 illness in communities across the country, CDC recommends that people wear a [cloth face covering](#) to cover their nose and mouth in the community setting. This is to protect people around you if you are infected but do not have symptoms.

## When do you need to wear a cloth face covering?

A cloth face covering should be worn whenever people are in a community setting, especially in situations where you may be near people. These settings include grocery stores and pharmacies. These face coverings are not a substitute for social distancing. Cloth face coverings are especially important to wear in public in areas of widespread COVID-19 illness.

## Do I still need to stay at least 6 feet away from people if wearing a cloth face covering?

Yes. Wearing cloth face coverings is an additional public health measure people should take to reduce the spread of COVID-19. CDC still recommends that you stay at least 6 feet away from other people (social distancing), frequent hand cleaning and other everyday preventive actions. A cloth face covering is not intended to protect the wearer, but it may prevent the spread of virus from the wearer to others. This would be especially important if someone is infected but does not have symptoms. View CDC's guidance on [how to protect yourself](#).

## What type of cloth face covering should be worn?

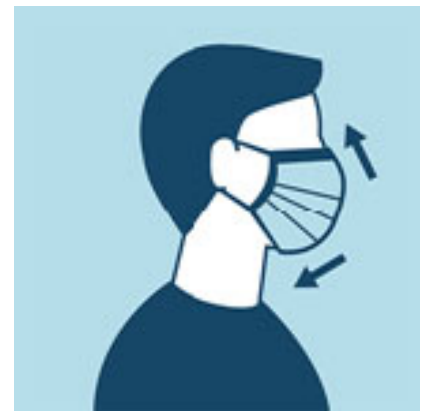
Cloth face coverings can be made from household items or made at home from common materials at low cost.

## Who should not wear cloth face coverings?

Cloth face coverings should not be placed on young children younger than 2 years of age, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cover without assistance.

## Why is CDC recommending cloth face coverings instead of medical grade facemasks?

Surgical masks and N95 respirators are in short supply and should be reserved for healthcare workers or other medical first responders, as recommended by CDC guidance.



**Diluted household bleach solutions** may be used to prevent the spread of COVID-19, if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

**Follow manufacturer's instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

**Leave solution** on the surface for **at least 1 minute**

**To make a bleach solution,** mix:

- 5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of water **OR** 4 teaspoons bleach per quart of water

### **Company Information:**

The bleach/water mix available to you has been mixed following the CDC guidelines.

Bleach is a hazardous chemical. It is Corrosive to: Skin, Eyes, Heart and/or Cardiovascular System.

A corrosive substance is a chemical that produces destruction of skin tissue.

Bleach/Water is diluted, the hazard is reduced but still present.

Never spray bleach/water mix toward or into area with air circulation. Prevent mist from contact with your skin and eyes.

First aid or nitrile chemical gloves must be worn when spraying and wiping up any residue. Once you spray on surface, leave for at least 1 minute. Coat the surface with light covering, not a puddle of bleach. Use paper towel to wipe up the residue after 1 minute.

Empty bottles should be given to your supervisor, manager, maintenance or safety personnel to be refilled.

### **GLOVES**

Put gloves on one hand at a time. Hold one glove in opposite hand, insert fingers into the finger openings pulling up to cover hand. Put on opposite glove same way.

### **When you are wearing gloves, you should:**

- Avoid touching other body surfaces, especially your face.

Remember, the gloves you are using are first aid or nitrile chemical gloves. These gloves will protect you for this type of bleach/water mix, but they will not protect you for

LPS gas, welding, cutting, using sharp objects, etc.

You can continue wearing your gloves for other work if you so desire, properly dispose the gloves if you note any damage and / or when you are done wearing. Some nitrile gloves may be properly stored to wear multiple times. Your supervisor/manager or safety personnel will advise you on the exact type you have and the expected lifespan of the gloves.

### **To Remove your gloves, you should:**

1. Pinch the palm side of one glove on the outside near your wrist.
2. Pull the glove toward your fingertips, turning it inside out as you pull it off your hand.
3. Hold the glove in the palm of your other (still-gloved) hand.
4. Carefully slip two fingers under the wrist of the other glove. Avoid touching the outside of the glove.
5. Pull the glove toward your fingertips, turning it inside out as you pull it off your hand. The other glove is now contained inside.

Once you remove your gloves, you should wash your hands using soap and warm water for at least 20 seconds.

## Guidance Adherence Under Work Healthy | Stay Healthy Program

Following the guidelines outlined in the Work Healthy | Stay Healthy Program is critical for maintaining your health and safety as well as the wellbeing of all employees. It is everyone's responsibility to ensure that these guidelines are followed. Therefore, a four-step corrective action process has been implemented to ensure adherence to the program. Examples include, but are not limited to, failure to maintain 6 feet of social distancing, failure to sanitize equipment after use and failure to wear PPE.

### Step 1 – Verbal Warning

- After the first failure to adhere to the Program, the employee will receive a verbal warning and advised to immediately correct his/her behavior.

### Step 2 – Leave Work without Pay for 24 Hours

- After the second failure to adhere to the Program, the employee will be advised to leave work for 24 hours without pay. After 24 hours, the employee may return to work.

### Step 3 – Leave Work without Pay for 24 Hours

- After the third failure to adhere to the Program, the employee will be advised to leave work for 24 hours without pay. After 24 hours, the employee may return to work.

### Step 4 – Leave Work Indefinitely without Pay

- After the fourth failure to adhere to the Program, the employee will be placed on an unpaid administrative leave pending Corporate review.

**Note:** If the employee attempts to draw unemployment during any of the steps listed above, the Company will contest the unemployment filing since work was available to the employee.



## Frequently Asked Questions

### 1. What should I do if I am experiencing symptoms of COVID-19?

*Answer: Stay home. Contact your HR Manager to determine your next steps.*

### 2. What if someone in my household is experiencing symptoms of COVID-19?

*Answer: Stay home. Contact your HR Manager to determine your next steps.*

### 3. What if I do not feel comfortable returning to work? For example, these individuals may be of a vulnerable age, have pre-existing health conditions, lack child-care, or have been in contact with someone sick.

*Answer: Individuals will not be penalized for not returning to work in these cases. Contact your HR Manager to determine your next steps. Employees may be eligible for unemployment due to these circumstances.*

### 4. Can I wear my cloth face covering when not required to protect myself?

*Answer: Of course! Cloth face coverings may be worn whenever you wish, but must be worn when it is difficult to maintain 6 feet of distance.*

### 5. What if I lose my cloth face covering?

*Answer: Each employee will be issued two cloth face coverings. Employees are fully responsible for these face coverings. Writing your name on the ear loop will help you keep track of it.*

### 6. Will I be paid while I am waiting for my daily health screening?

*Answer: Yes, employees will be paid for the time required to wait for temperature screening prior to entering the facility and clocking in.*

### 7. Do I qualify for unemployment? What will I make? How do I apply?

*Answer: Unemployment requirements vary by state and individual circumstances. Please contact your HR Manager for more information about unemployment benefits.*



# WORK HEALTHY | STAY HEALTHY

