

3 Aug, 2020

 **OHIO OPERATIONS  
CORONAVIRUS COVID-19  
TRAINING / COMMUNICATIONS**

• **A P T I V** •

# Summary of Aptiv SAFE Operations Protocols

## PRE-SCREENING / MONITORING



- Health / risk screenings for employees and contractors (health declaration survey) including truck drivers and AVI
- Refuse access to employees or contractors with symptoms or exposure to COVID-19 case or suspected COVID-19 case
- Daily non-contact thermometer checks upon arrival and limited door entry points

## SOCIAL DISTANCING / PPE



- Maintaining 6 feet of separation - including at entrance and exit and **especially in smoking areas**
- Wear face masks that are provided daily (blue side out)

## CLEANING / DISINFECTION



- Multiple daily cleaning of entrance area and restrooms
- Employees clean work station with bleach solution (or wipes when available) at a minimum before start of shift
- Increase hand washing (preferred method versus using hand sanitizer) for at least 20 seconds
- Hand sanitizer at break areas and entrance

## CASE RESPONSE



- Employees report symptoms or exposure to Covid-19 or suspected cases
- Response requirements if a worker reports symptoms at work or tests positive
- Contact tracing / home isolation / quarantine, with follow-up on employee condition
- Clearance to return to work when appropriate

# Criteria to evaluate employees and take appropriate action

## Employee has Symptoms

Fever\* and symptoms of respiratory illness (e.g., cough, difficulty breathing)

## Actions

*If employee develops symptoms at work:*

- alert supervisor
- report to nurse (medical) or external medical provider if nurse not available
- if directed by medical / medical provider, obtain Covid 19 test and remain in quarantine until negative test obtained

*If employee develops symptoms at home:*

- call "report off" line (do not come to work)
- call your plant EH&S Manager to report symptoms and leave your phone number:
  - Plant 10: John Martin 330-373-2521
  - Plants 7/11/47: Scott Brewer 330-306-1198
- report to your medical provider
- if directed by medical provider, obtain Covid 19 test and remain in quarantine at home until negative test report received

\* Fever may not be present in some patients.

# Criteria to evaluate employees and take appropriate action

Employee has close contact \*\* with someone with Covid 19 (has positive test) or symptoms of Covid 19.

## Actions

*If employee does not have symptoms:*

- call "report off" line (do not come to work)
- call your plant EH&S Manager to report situation and leave your phone number:  
Plant 10: John Martin 330-373-2521  
Plants 7/11/47: Scott Brewer 330-306-1198
- obtain Covid 19 test and remain in quarantine at home until negative test report received

*If employee has symptoms:*

- call "report off" line (do not come to work)
- call your plant EH&S Manager to report situation, symptoms and leave your phone number:  
Plant 10: John Martin 330-373-2521  
Plants 7/11/47: Scott Brewer 330-306-1198
- report to your medical provider
- if directed by medical provider, obtain Covid 19 test and remain in quarantine at home until negative test report received

**\*\* Close contact is defined as: being within approximately 6 feet (2 meters), while not wearing a face mask**

# Criteria to evaluate employees and take appropriate action

## Employee tests positive for Covid 19

### Actions

1. If employee is at work, they will immediately be sent home.
2. If at home:
  - call "report off" line (do not come to work)
  - call your plant EH&S Manager to report situation, symptoms and leave your phone number:  
Plant 10: John Martin 330-373-2521  
Plants 7/11/47: Scott Brewer 330-306-1198
3. Employee to remain in home quarantine and isolate from other family members.
4. The positive test employee will be interviewed over the phone to answer the Incident Investigation Form (see Contact Tracing: Incident Investigation Form slide).
5. Any close contacts or suspected close contacts identified by the positive test employee will be interviewed using the Incident Investigation Form.
  - a. If confirmed as a close contact, employee will be sent home (or asked to stay home if interviewed via phone) for quarantine and directed to obtain Covid-19 test (*Negative test required to return to work*)
  - b. If determined *not* a close contact, employee will be allowed to remain at or / come to work

**\*\* Close contact is defined as: being within approximately 6 feet (2 meters), while not wearing a face mask**

# Criteria to evaluate employees and take appropriate action

## Employee tests positive for Covid 19

### Actions

6. Positive test employee's work area will be sanitized:
  - a. If employee was wearing face mask, will sanitize work station and break area with bleach solution
  - b. If based on interview it is determined that face mask was not always worn and exposure is over a wide undefinable area (especially if multiple close contacts identified), an outside contractor will be called in to complete area wide sanitization
7. A positive test employee must quarantine as directed by their medical provider and/or their public board of health.
8. Release through plant medical and a negative test result are required to return to work.

# Contact Tracing: Incident Investigation Form

APTIV Ohio Operations

## Incident Investigation for Coronavirus

The form below was developed to gain the most pertinent information for any potential coronavirus case that we may have so we can act on and prevent any further exposures and risk.

Supervisors/Investigators: Please contact the symptomatic or potential case ASAP either by phone (preferable) or in person. In person: both wear masks, safety glasses and gloves (maintain 6' separation)

Name of Person: \_\_\_\_\_

Date and Time: \_\_\_/\_\_\_/\_\_\_ : \_\_\_ am/pm

Plant/Dept: \_\_\_\_\_

Person Conducting Interview: \_\_\_\_\_

Please provide as much detail as possible in each section:

I. Symptoms: **WHAT:**

- a. Fever (100.4 or greater): Result: \_\_\_\_\_
- b. Upper Respiratory (cough/congestion?) \_\_\_\_\_
- c. Shortness of Breath? \_\_\_\_\_
- d. Any other? \_\_\_\_\_

II. **WHEN** did you first start showing the symptoms above?

III. Have you had any contact with a known person with the coronavirus in the last 21 days? YES/NO:

When was last contact and describe? \_\_\_\_\_

IV. Have you traveled from a "hot spot" in the last 21 days? \_\_\_\_\_

V. **WHO:** Who at Aptiv, have you been in contact with (within 6' without wearing a face mask)?

VI. **WHERE:** Please list out all areas (in detail) of where you have been during your last shift?  
What entrance/exit, restrooms, break areas, work stations, etc..?

### ACTION ITEMS Taken based on the above information:

Item	Who	When
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

# Return to work

## Employee responsibilities

### Actions

Follow established procedures to return to work:

- Complete and pass temperature check at plant entrance
- Complete health declaration form without any reason to deny access
- Provide negative test results.

# Consequences of Not Following the Rules

## Employee responsibilities

### Actions

Failure to follow safety protocols (especially properly wearing masks and social distancing) can result in disciplinary action.



# COVID-19 Exposure Protocol – Warren (8/3/2020)

- Employees who worked a portion of this week and were sent home due to the “Close Contact” Interview by the Safety Manager will be paid SWW for time not worked that week and the next week until COVID-19 test result is sent back.
- Employees receiving a “Negative” test result are required to return to work their next scheduled shift.
- Employees receiving a “Positive” test result will be SWW the remainder of the current week and will transition to Unemployment the very next Monday.
- Employees are required to bring in Test Result Paperwork and give to Supervisor.
- Employees calling in from home stating they had exposure outside work will be interviewed by the appropriate Plant Safety Manager. Employees will be required to take COVID-19 test within 24 hours. Employee will be paid SWW that week and next week until the test result is back.

# COVID-19 Exposure Protocol – Warren (8/3/2020)

- Employees receiving a “Negative” test result are required to return to work their next scheduled shift with a copy of their “Negative” test result.
- Employees receiving a “Positive” test result will stay on SWW the remainder of the current week and will transition to Unemployment the very next Monday.
- Employees with “Positive” test result will self quarantine 14 days and will not be permitted to return to work until employee receives a “Negative” test result.
- Once “Negative” test result is received, employee should contact Supervisor, Safety Manager, or HR Department to determine when employee should return to work.

# Steps to Maintain the Lowest Risk

*We have responsibility as individuals to keep others safe both inside and outside of work, and to the business to ensure we continue to exist in Warren, Ohio.*

## PRE-SCREENING / MONITORING



- Be accurate on your health declaration form
- Do not come to work or social activities outside or work if you are experiencing Covid-19 symptoms

## SOCIAL DISTANCING / PPE



- Maintain 6 feet of separation including at social gatherings outside of work that you attend
- Wear face masks, especially when moving within 6 feet of someone.
- Wear face masks outside of work when in public or at personal social gatherings

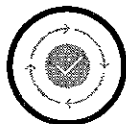
*Per the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>): COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, talks, or raises their voice (e.g., while shouting, chanting, or singing). These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.*

## CLEANING / DISINFECTION



- Clean your work station with bleach solution at least at the start of shift.
- Increase hand washing (preferred method versus using hand sanitizer) for at least 20 seconds at work and home (singing the "Happy Birthday" song twice = 20 seconds)
- Use hand sanitizer to augment hand washing

## CASE RESPONSE



- If symptomatic or exposed to Covid 19 or a suspected Covid 19 case, do not come to work and avoid going out in public except for medical care

**Thank you.**