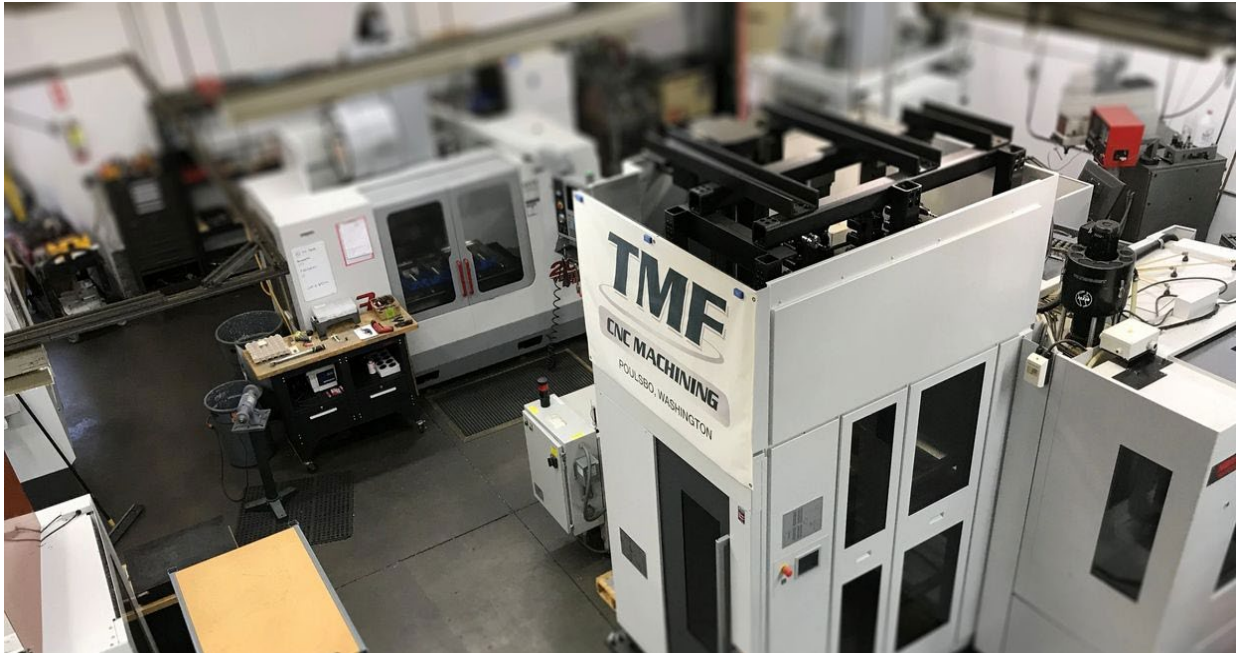




# TMF COVID-19 ASSESSMENT



**JULY 29, 2020**

Date: July 31, 2020

From: Rick Baker, Impact Washington

Cc: Joseph Gosar, Impact Washington

To: Anna Reyes-Potts, TMF

Subject: **TMF Covid 19 Assessment with Comments and Next Steps**

## Introduction

On July 29, 2020, Anna Reyes-Potts, General Manager hosted a virtual tour so that a Facility Best Practices and Housekeeping Recovery Assessment could be completed by Rick Baker of Impact Washington. TMF has one of the best layouts, workplace organization, and spotless manufacturing facilities in the Pacific Northwest. A “Best Practice” in relaying out work cells as a Covid-19 Barrier!

The assessment is based on the [State of Washington’s Guidance for Manufacturing](#) issued on May 13<sup>th</sup>, 2020 and best practices published by the CDC.

Rick kicked off the Assessment and went over the event expectations. Anna provided a virtual tour of the TMF Facility. The Assessment took one day to complete.

## **The following virtual process walk took us through the following areas for understanding relating to Covid 19 countermeasure’s maturity level:**

- Facility Entrance
  - Facility sign-in
- Bathrooms
- Lunchroom Breakroom
  - Kitchen
- Offices
- Production Area
- Quality Assurance Area
- Receiving & Shipping

## TMF Overview Virtual Objective Evidence

- Covid 19 Policies & Plans are written.
- Masks are required cloth and surgical.
- Individual sign-in sheets.
- Visitors only by appointment
- Automatic time clock uses time cards so no touching
- Conference Room spacing and only 3 people allowed at once
- Two people only allowed in Kitchen at a time
- Only one employee allowed at a time in bathroom.
- Doors are open in place to prevent touching handles.
- Hand Sanitizers stations located in key areas
- Covid 19 signage at entrance noting preventative measures.
- Must wear masks when leaving work area.
- Washing process hand signs at bathroom and kitchen.
- Bathroom is wiped down at regularity based on schedule.
- Common Surface areas are wiped down per time schedule.
- 6 Ft spacing has been created and enforced.
- Work Cells Reconfigured to create barriers. BEST PRACTICE
- Barriers installed in areas not able to social distance.
- Hand Sanitizer is located at each work station and at entrance.
- Annie Reyes-Potts is Site Safety Officer.
- PPE Masks evident.
- Gloves used for protection.
- Dedicated persons for scanning and paperwork to reduce walking into other areas.
- Door opened to outside for air flow ventilation.
- Visual Signage for UPS/FEDEX if pickup is required
- Receiving Deliveries material are dropped outside door. TMF Employees bring inside.
- UPS & FEDEX required to wear masks.

### **After the Virtual Tour the Assessment took place and the following elements reviewed:**

- Facility-Wide Systems, Employee Support and Training
- Implementation of Social Distancing
- Practicing and Training Good Health Habits
- Protocols for Visitors
- Sanitizing Procedures
- Employee Movement in Entrances, Hallways, Common Spaces
- Start of Work Protocols (Including Office)
- Locker and Gown Rooms and Entering/Exiting Production Floor
- Common Tools and Equipment
- Meals/Breaks and Breakroom Activities