

Safe Work Guide





Safe Work Guide to COVID-19 safety factors.

This document provides guidance around critical COVID-19 safety factors to establish a common set of standards and practices.



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1.1

Site Leads & Champions

Site Leads and Champions are identified to plan and progress according to present circumstances.

Site Leads will be accountable for:

1. Escalating recommendations on phase movement
2. Driving local communication

Site Champions will be accountable for:

1. Coordinating needed facility prep with external/internal parties
2. Driving compliance and notifying Site Lead of concerns

Location	Site Leads	Site Champions
Brattleboro	Marissa Cote, Sue Finn	Kristen Potter, Karl Nelson
Charleston	John Owens, Laura Beacham	Nicole Wilder, Jayne Henerey
Davidson	Bridget Grabowski, Lisa Palmese	Matt Gosselin
Edison	Rick Cicero	Walter Jackson, Carmen Villarreal
Hansen/Hi Logistics	Beau Oshiro, Gabrielle Miele	Cynthia Avery and Karen Wascher
Houston	Tony Chicarelli, Enid Mayer	Sandra Martinez, Amanda Jaramillo
Keene	Bryan Granger, Lura Lentz	Rebecca Keiler
Olean	Bob Ketchner, Kiley Lewis	Rick Giberson
North Hatfield	Mike Papaleo, Anthony Sattler, Amie Jones	Corey Knight, Sonya Nilsen
Rancho Cordova	Phil Miller, Renee Dyess	Julie Christman
Robesonia	James Funk, Heather Savant	Robert Orton
South Hatfield	Mike Papaleo, Anthony Sattler, Amie Jones	David Dearborn, Maribel Johnson
York	Matthew Rzucidlo, Eric Goodling	ES3: Bert Donado, Beth IV: Monique Veras
Windsor Locks	Vince Catanzaro, Katie Horne	Mark Leclair, Phillip Bover, Tom Sadowski



1.2 Progression Steps

Site Leads and Champions will follow these steps when considering phase changes based on state, local or facility circumstances.

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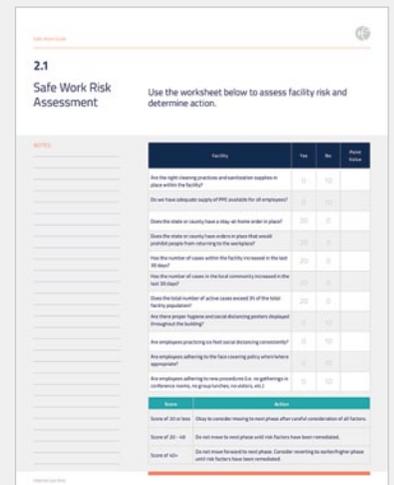
Confirm trigger points before moving to a **new** phase.

- » State or local stay-at-home order has been lifted
- » State or local guidance for re-opening has been reviewed and considered
- » A risk assessment has been completed and site is deemed low risk
- » Facility is well established with safety precautions
 - ✓ Common Areas
 - ✓ PPE
 - ✓ Signage
 - ✓ Facility Preparations
 - ✓ Sanitization
 - ✓ Social Distancing
 - ✓ Screening

2

Site Lead to conduct a phase risk assessment.

- » Risk assessment required before moving to a new phase
- » A facility cannot skip a phase until all precautions have been considered
- » Re-escalation may be necessary based on state or local guidance



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After a phase risk assessment, the Site Lead will collaborate with the Safe Work Task Force to discuss phase progression. Recommendations to be approved by COVID-19 Exposure Response Team.

Questions? Email us at: safework@cswg.com.



2.2

Phasing Roadmap Office

PRECAUTIONS	HIGH	MEDIUM	LOW
Risk Assessments	Required to move to lower phase	Required to move to lower phase	Required to move to lower phase
Building Occupancy	Remote working or voluntary return to work with 25% occupancy max; social distancing required	Voluntary return to work: 30-50% occupancy max; social distancing required	New normal occupancy
Training	Leader and employee training required	Leader and employee training required	Leader and employee training required
Communications	All communications in place	Welcome back communications	Welcome back communications for anyone returning to office
PPE	Mandatory face coverings usage, hand sanitizer, wipes readily available	Mandatory face coverings usage, hand sanitizer, wipes readily available	Face coverings available for use, but not required. Hand sanitizer and wipes readily available
Screening	Temperature checks required or honor system	Temperature checks on honor system	Temperature checks no longer required
Cleaning Protocol	Highest level disinfection and cleaning protocols in place	Enhanced disinfection and cleaning protocols in place	New normal cleaning protocols in place
Exposure Response Team Escalation Process	ERT escalation protocol in place	ERT escalation protocol in place	Revised ERT escalation protocol in place
Internal Meetings	Virtual only	Large meetings discouraged, virtual recommended	Limited internal meetings with social distancing
Food Shows	Virtual only	Food shows considered with protocols	Food shows considered with protocols
Hiring and Onboarding	Virtual hiring and onboarding	Hiring and onboarding remains largely virtual with limited presence as needed	Hiring and onboarding onsite, as needed
Cafeterias/Break Rooms	Reduced seating to maintain social distancing; no buffet style options; staggered lunches and breaks; recommend eating in cars	Reduced seating to maintain social distancing; no buffet style options; staggered lunches and breaks	Revert to normal break and lunch room practices
Group Gatherings	No group gatherings	Group gatherings of no more than 10 with social distancing protocols in place	Group gatherings with social distancing protocols in place
Visual Signage and Reminders	Weekly messaging, newsletter articles, posters throughout building	Regular messaging, newsletter articles, posters throughout building	Regular reminders in newsletters and posters
Visitors	No visitor policy	Business essential visitors only with protocol	Visitors permitted with protocols



2.3

Phasing Roadmap Warehouse

PRECAUTIONS	HIGH	← MEDIUM	← LOW
Risk Assessments	Required to move to lower phase	Required to move to lower phase	Recommended if facility or community situations change
Communication, Visual Signage	Weekly messaging, newsletter articles, posters throughout building	Regular messaging, newsletter articles, posters throughout building	Regular reminders in newsletters and posters
PPE	Mandatory face covering usage; gloves, hand sanitizer, wipes readily available	Mandatory face covering usage; gloves, hand sanitizer, wipes readily available	Face coverings available for use, but not required. Hand sanitizer and wipes readily available
Screening	Temperature checks required or honor system	Temperature checks or honor system	Temperature checks no longer required
Cleaning Protocol	Highest level disinfection and cleaning protocols in place	Enhanced disinfection and cleaning protocols in place	New normal cleaning protocols in place
Exposure Response Team Escalation Process	ERT escalation protocol in place	ERT escalation protocol in place	Revised ERT escalation protocol in place
Pre-Shift Meetings & Team Hand Off Meetings	Large open space only with social distancing required	Large open space encouraged with social distancing required	Revert to normal with appropriate protocols in place
Warehouse Work Areas	Maintain social distancing	Maintain social distancing	New normal distancing
Lunch Rooms/Break Rooms	Reduced seating to maintain social distancing; staggered lunches and breaks; recommended eating in cars	Reduced seating to maintain social distancing; staggered lunches and breaks	Revert to normal break and lunch room practices
Hiring and Onboarding	Virtual hiring and onboarding	Hiring and onboarding remains largely virtual with limited presence, as needed	Hiring and onboarding onsite, as needed
Group Gatherings	No group gatherings	Group gatherings of no more than 10 with social distancing protocols in place	Group gatherings with social distancing protocols in place
Visitors	No visitor policy	Business essential visitors only with protocol	Visitors permitted with protocols



2.4

Phasing Roadmap Sales

PRECAUTIONS	HIGH	MEDIUM	LOW
Self Screening	Self screening at home, temperature check	Self screening at home	Revert to normal
Vehicle Use	No passengers	Passengers with face coverings	Revert to normal
Retail Equipment Use	Wear gloves and disinfect prior to using	Gloves recommended, disinfect prior to using	Revert to normal
Travel	Limited travel with leadership approval. Limited overnight stays.	Travel with approval by manager. Overnight stays with manager approval.	Revert to normal
Sales Meetings and Contact	Virtual meetings recommended. Limited in-person meeting; practice social distancing; no handshaking.	In-person meetings increase; practice social distancing; no handshaking.	Revert to new normal; practice social distancing; no handshaking.
Retail Store Entry	Limited store entry, following store procedures	Increased store entry, following store procedures	Revert to normal, following store procedures
PPE	Mandatory face covering and glove usage	Mandatory face covering usage	Face coverings and gloves available, but not required
Group Gatherings	No group gatherings	Group gatherings of no more than 10 with social distancing protocols in place	Group gatherings with social distancing protocols in place
Visitors	No visitor policy	Business essential visitors only with protocol	Visitors permitted with protocols
Hiring and Onboarding	Virtual hiring and onboarding	Hiring and onboarding remains largely virtual with limited presence, as needed	Hiring and onboarding onsite, as needed
Food Shows	Virtual only	Food shows considered with protocols	Food shows considered with protocols



3.2 Facilities Prep Checklist

Site Leads and Champions will follow these steps when considering phase changes based on state, local or facility circumstances.

OFFICE AREAS



- Lock vacant offices.
- Remove and store chairs from vacant desks to discourage squatters.
- Remove and store chairs from conference rooms to enforce social distancing. Use Conference Room Social Distancing document for guidance.
- Remove lateral files and other items from busy/narrow halls to improve path of travel.
- Keep doors ajar, wherever feasible. Use door stops, if needed.
- Ensure the installation of foot pulls or elbow door pulls, where needed.

LOBBIES



- Remove all items from surfaces (e.g. brochures, pictures, awards, pens, etc.).
- Remove seating to allow for social distancing.
- Remove communal candy dishes or shared supplies (e.g. pens, markers, etc.).
- Provide hand sanitizer and wipes.

RESTROOMS



- Complete installation of touchless valves.
- Ensure the installation of touchless bathroom fixtures, foot pulls or elbow door pulls are complete, where needed.

CAFETERIAS & BREAKROOMS



- Reconfigure to allow for six foot social distancing between employees. Use the supplied packet for guidance and mark the floor, where needed.



3.3

Site Leader Message Template

To be used when announcing a new protocol or locations.

Dear [SITE] Colleague:

We have some updates to our [protocols / guidelines] that we wanted to share with you. These align with state [regulations / Company guidelines] to ensure the safety and wellbeing of everyone.

The following changes are effective [date] and affect the following C&S locations [list addresses]:

- [list changes clearly and precisely]
- [list changes clearly and precisely]
- [list changes clearly and precisely]

These changes have been carefully reviewed and collaborated within our C&S Safe Work Task Force principles and approved by the COVID-19 Emergency Response Team.

If you have any questions, please do not hesitate to contact your manager or HR business partner.

Stay safe!

[SITE LEADER]

Use Signs Posters and Banners Order Form and email to printshop@cswg.com



3.4

Site Poster Template

Use the template below for site-wide communication.



Let's work together as ONE team and keep everyone safe.

Here are some rules of the road for [location]:

- ✓ [list protocol]
- ✓ [list protocol]
- ✓ [list protocol]

QUESTIONS?

Contact {name} | Phone: (XXX) 354-7412 | EMAIL@cswg.com

4.2

Printing: Floor Graphics

To be used to communicate at sites.

NOTES:

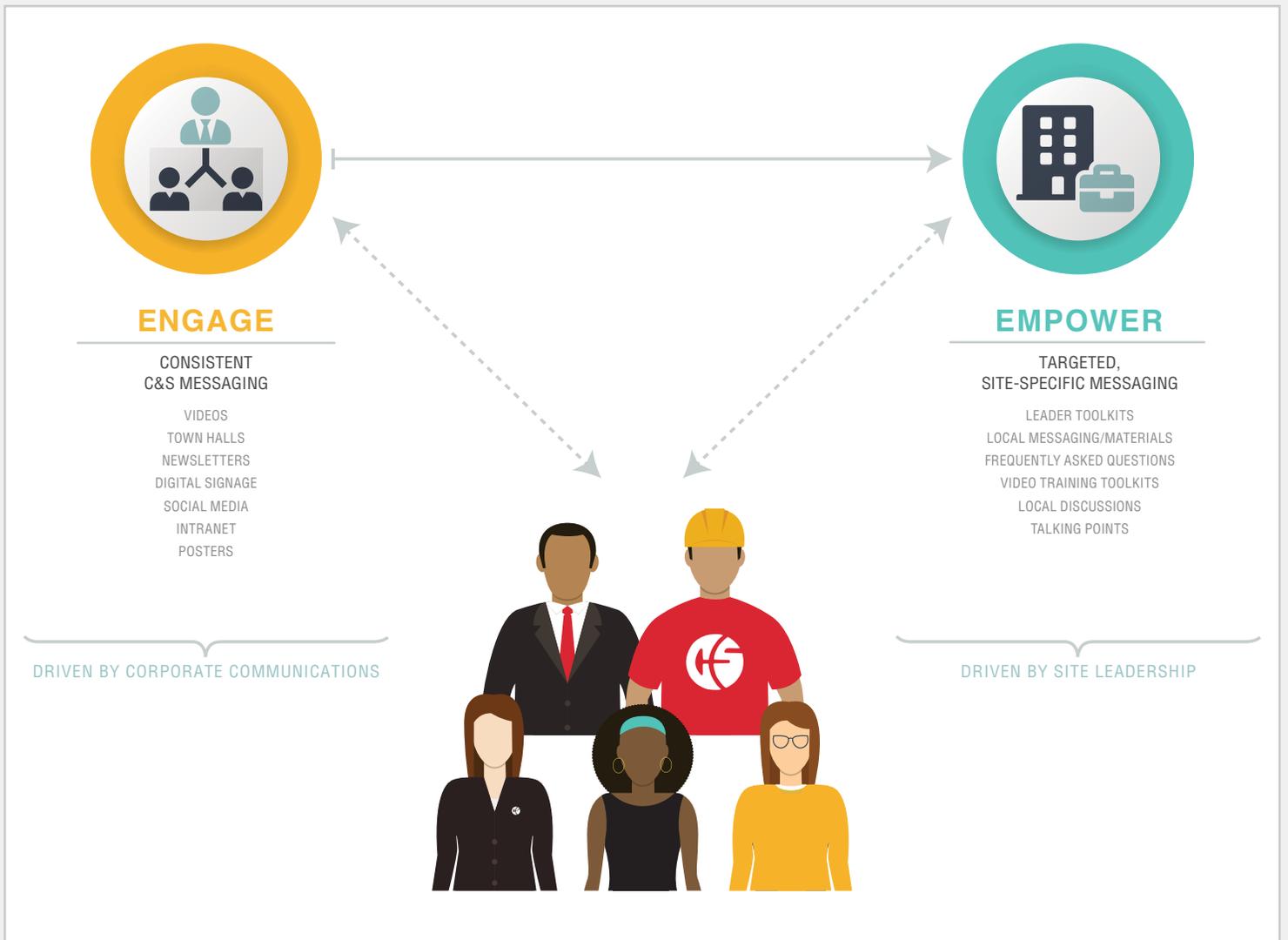


Use Signs Posters and Banners Order Form and email to printshop@cswg.com



4.3

Connected Communication



Questions?
safework@cswg.com

