



DOCUMENT:	TITLE: CRAFTS TECHNOLOGY COVID-19 EXPOSURE PREVENTION, PREPAREDNESS, AND RESPONSE PLAN	REVISION: A	
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OPM-00199

# CRAFTS TECHNOLOGY COVID-19 EXPOSURE PREVENTION, PREPAREDNESS, AND RESPONSE PLAN

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## DOCUMENT DISCLAIMER (SHARING ONLY)


- A. This Plan was prepared by Crafts Technology for internal use and is subject to change. Although Crafts is pleased to provide a copy to your company, it disclaims any legal or other duty to your company or anyone else in connection with providing that copy including any duty regarding the accuracy, effectiveness, reliability, completeness, or adequacy of the contents of the Plan or the Plan's compliance with legal requirements or safety or other standards. Your company bears all responsibility for any content included in its own plan, including regarding compliance with legal requirements and safety and other standards.

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## REVISION


- A. CRAFTS TECHNOLOGY COVID-19 EXPOSURE PREVENTION, PREPAREDNESS, AND RESPONSE PLAN is to be considered a living document, and any physical documents should be considered obsolete. An up to date electronic version will be saved and available to all employees upon request.
- B. With the ever-evolving COVID-19 pandemic situation new rules/regulation are the norm. Crafts Technology is committed to staying on top of these changes and will adjust/change this Control Plan as required.
- C. A physical document will be provided to all employees at the release of the Control Plan. It will be up to the discretion of Crafts Technology management team on when to issue additional physical documents based on the severity of the revision change.

Revision	Description	Date
NC	Initial Release	4/28/2020
A	Added APPENDIX T: ILLINOIS WORKPLACE HEALTH AND SAFETY GUIDANCE	5/4/2020

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## CONFIDENTIALITY STATEMENT

A. Insert a confidentiality statement here if desired.


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## PURPOSE

- A. The purpose of this plan is to outline the steps that we can take to reduce the risk of exposure to COVID-19. The plan describes how to prevent worker exposure to coronavirus, protective measures to be taken in production and office areas, personal protective equipment and work practice controls to be used, cleaning and disinfecting procedures, and what to do if a worker becomes sick.
- B. Crafts Technology takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, we all must remain vigilant in mitigating the outbreak. In order to promote safety in our operations, we have adopted this COVID-19 Exposure Prevention, Preparedness, and Response Plan. Management will monitor available U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) guidance on the virus.
- C. This Plan is based on currently available information from the CDC and OSHA and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The Company may also amend this Plan based on operational needs.
  - a. Please see links below for links to COVID-19 areas of CDC and OSHA.
    - i. <https://www.osha.gov/SLTC/covid-19/standards.html>
    - ii. <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- D. All employees of Crafts Technology are obligated and bound to act according to confidentiality of health information ADA– as well as Illinois Human Rights Act, which also applies to disability discrimination. mandates when any information related to health, sickness or disability is established, discovered, understood or overheard.
  - a. Please see links below for links to EEOC:
    - i. <http://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>;
    - ii. <http://www.eeoc.gov/laws/guidance/pandemic-preparedness-workplace-and-americans-disabilities-act>


## RESPONSIBILITIES OF MANAGERS AND SUPERVISORS

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- A. All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan. This involves practicing good personal hygiene and safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

## RESPONSIBILITIES OF EMPLOYEES



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- A. To make the workplace safe and protect everyone's health, all employees of Crafts Technology must follow this Plan. In addition, if any employee experiences any of the symptoms of COVID-19 as described below, they must notify their immediate supervisor promptly. And if you have any questions about this Plan or COVID-19 or have any concern about any workplace issues relating to COVID-19 (whether related to safety or otherwise), please let your immediate supervisor know. If you believe that your question or concern has not been adequately addressed, please contact: [Insert Contacts here](#)
- B. OSHA and the CDC have provided the following control and preventative guidance to all workers, regardless of exposure risk:
1. Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
  2. Avoid touching your eyes, nose, or mouth with unwashed hands. Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
  3. Avoid close contact with people who are sick.
- C. In addition, employees must familiarize themselves with the symptoms of COVID-19:
1. Coughing
  2. Fever
  3. Shortness of breath, difficulty breathing; and
  4. Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.
- D. If you develop a fever and/or symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider right away.


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## PROTECTIVE MEASURES

### A. The Company has instituted the following protective measures.


#### 1. General Safety Policies and Rules

- a) Any Company employee/visitor/vendor showing symptoms of COVID-19 will be asked to leave our facility or jobsite.
- b) Safety meetings run by the Company will be by telephone, if possible. If safety meetings are conducted in-person, attendance will be collected verbally, and a supervisor will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person safety meetings, avoid gathering in groups of 10 or more people and participants must remain at least six (6) feet apart. Company employees shall attend safety meetings run by others via telephone or video conference, whenever possible.
- c) Employees must avoid physical contact with others and direct Company employees/visitors/vendors/contractors to increase personal space to at least six (6) feet, where possible. At any time, if 6 feet cannot be accomplished, face protection must be on and completely cover your nose and mouth.
- d) Employees should refrain from shaking hands, using fist bumps, or elbow bumps. If an employee must cough or sneeze, the employee should cover their cough or sneeze. Paper towels or tissues used when coughing or sneezing should be placed directly in a waste receptacle.
- e) Where feasible workstations will be arranged to maintain this distance. For work activities where social distancing is a challenge, the company will attempt to limit the duration of these activities and/or implement innovative approaches, such as temporarily moving or repositioning workstations to create more distance or installing barriers (e.g., plexiglass shields) between workstations.
- f) Employees must maintain social distancing to at least 6-feet between persons and must limit any gathering to 10 or fewer employees. This includes but is not limited to congregating in the locker area, time clock area, in designated smoking areas, etc.
- g) All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone or video conference. When in-person meetings take place,

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Company employees shall maintain appropriate social distancing of six feet apart whenever possible.

- h) Employees will be encouraged to stagger breaks and lunches, if practicable. All group sizes at any time should be limited to ten (10) people. If the employee's work area allows, the employee should consider eating at their workstation provided there is no potential for food contamination and social distancing can be maintained. The seating arrangement in the lunch or breakroom shall maintain a minimum distance of six feet between employees. Employees are encouraged to use a disinfectant wipe or spray on surfaces within the area where they are eating lunch. All individuals who do not have the capability of eating at their workstation will be provided a designated lunch table location that will be allocated to them for use, until further notice.
  - a. Note: For every individual that is planned to work 7.5 hours in any given day must take a minimum of 20 min break before 5 hours of work.
- i) If the nature of our work, limits access to running water for hand washing, the Company will provide, if available, alcohol-based hand sanitizers and/or wipes.
- j) Employees should limit the use of co-workers' tools and equipment. To the extent tools or machinery must be shared, the Company will provide a cleaning solution for means to reasonably clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- k) Employees are encouraged to reasonably limit the need for N95 respirator use, by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time.
- l) At its discretion, the Company may stagger start times, begin or alter shiftwork, or divide work crews/staff where possible so that production can continue.
- m) As part of the division of the staggered start times, shiftwork, or division of crews/staff, the employees will remain with their dedicated shift until further notice. If there is a legitimate reason for an employee to change shifts, start times, etc., the Company will have sole discretion in making that alteration.

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- n) Employees are encouraged to eliminate ride-sharing to the extent reasonable. While in a vehicle, employees that must drive with a non-family member, all occupants of the vehicle should wear a protective mask and should refrain from sharing objects such as a cell phone. The operator of the vehicle shall ensure that any mask worn does not interfere or distract from the safe operation of the vehicle. If this cannot be achieved, the driver should not wear a mask, but all other occupants should continue to utilize protective masks. In addition, the owner or responsible party of the vehicle should ensure that common items such as seat belts, handles, buttons, steering wheel, etc. are disinfected with a sanitizer that does not damage the vehicle surface. Note: This guidance does not apply to commuting to and from work; however, employees are encouraged to follow a similar practice that would limit potential virus spread.
- o) In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles that they supply on their own or by the company. Refilling of water bottles may be permitted if hygiene can be maintained. Employees may dispense water from sanitary water sources but should not touch the water source with their hands, water bottle, cup, or any other potentially contaminated surface.


**B. Remote Work Opportunities.**

1. Some employees may be capable of performing most or all work assignments from home. Working at home and following the social distance guidelines reduces your potential exposure to COVID-19. The Company will allow and encourages employees to work remotely; however, all remote work assignments must be approved by your supervisor.

**SEE APPENDIX E: WORK FROM HOME POLICY**

**C. Visiting Clients and Performing Work At Non-Company Owned Facilities**

1. Client visits should be limited to only those essential tasks that cannot be done remotely. These visits must be approved by management and must follow similar social distancing, PPE, and sanitization requirements outlined within this policy. In addition to following our own company guidelines, our employees must follow any additional client requirements when visiting their facility. However, employees must follow the protocol providing the greatest protection, while still maintaining their safety from other non-COVID-19 hazards. Where there is a discrepancy or the employee is uncertain, they must contact their supervisor for guidance.
2. When work activities are required at a non-company owned facility, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before

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departure. If not provided by the client, the Company will provide alcohol-based wipes or other reasonable means, if available, for this purpose. If the client has not provided adequate alcohol-based wipes or other reasonable means to sanitize the work areas, employees must notify their immediate supervisor who shall determine the most effective methods to sanitize the work area.


3. If the employee cannot work in a manner to keep a personal distance of six (6) feet at a minimum from other employees, then employees shall notify their immediate supervisor who in turn shall notify the client of the inadequate social distancing and demand that modifications to the sequencing or schedule be implemented immediately to allow for such social distancing to occur. If the client refuses to make such accommodations, management will determine if work can safely continue under the circumstances.

#### D. Visitors

1. Visitors including salesmen, non-employee truck drivers, contractors, etc. should be limited to only those that are essential for the work.
2. All visitors will be screened in advance of entering the building, shop or office. If the visitor answers “yes” to any of the following questions, he/she should not be permitted to access the company facility:
  - a) Have you been confirmed positive for COVID-19?
  - b) Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
  - c) Have you been in close contact with any persons who has been confirmed positive for COVID-19?
  - d) Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?
  - e) Have you been subject to a quarantine over the last fourteen (14) days, and if so, when did it commence and when did it terminate?

#### **SEE APPENDIX F: COVID-19 VISITOR QUESTIONNAIRE**

3. Deliveries will be permitted but should be properly coordinated in line with minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles, if possible.

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4. Notices indicating the Company protocols for entering the building should be clearly posted at all entrances. If the visitor must enter the building, the visitor must confirm a “no” answer to the screening questions listed in section D2 and must be screened for temperature.

#### E. Personal Protective Equipment and Work Practice Controls

1. In addition to regular PPE for employees engaged in various tasks (hard hats, hearing protection, etc.), the Company will also provide:
2. Gloves:
  - a) Gloves will be made available based on our company’s Personal Protective Equipment Hazard Assessment. During sanitation tasks, employees should typically use a single pair of nitrile exam gloves or the type of glove recommended on the Safety Data Sheet.
  - b) Gloves may create an entanglement hazard. Therefore, employees should not wear gloves when working with any rotating machinery or when entanglement hazards are present.
  - c) Employees shall change gloves if they become torn or visibly contaminated with blood or body fluids.
  - d) The type of glove worn should be appropriate for the task.
  - e) Employees should avoid sharing gloves and should refrain from touching their face when using gloves.
  - f) Wash your hands after the removal of gloves.
  - g) Training on the use of disposable gloves will be provided.

#### **SEE APPENDIX D: GLOVE REMOVAL PROCEDURES**

3. Eye protection:
  - a) Eye protection should be worn based on the PPE Hazard Assessment. Employees should wear safety glasses in production areas and when social distancing cannot be maintained.
4. Respirators:
  - a) Respirators should be worn based on the PPE Hazard Assessment and a formal Respirator Safety Policy. If a disposable filtering facepiece respirator (FFR) is required (i.e. N95), the company will provide the appropriately rated mask.
  - b) Due to the impact on workplace conditions caused by limited supplies of N95 FFRs, the company will reassess engineering controls, work practices and administrative controls

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to identify any changes they can make to decrease the need for N95 respirators.

Therefore, the following Work Practice Controls should be followed:


- (1) Keep dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.
  - (2) Limit exposure time to the extent practicable.
  - (3) Isolate workers in dusty operations by using a containment structure or distance to limit dust exposure to those employees who are conducting the tasks, thereby protecting adjacent workers and bystanders.
  - (4) Institute a rigorous housekeeping program to reduce dust levels in the workplace.
- c) If respiratory protection must be used, the company may consider use of alternative classes of respirators that provide equal or greater protection compared to an N95 FFR, such as National Institute for Occupational Safety and Health (NIOSH)-approved, non-disposable, elastomeric respirators or powered, air-purifying respirators.
  - d) When these alternatives are not available, or where their use creates additional safety or health hazards, the company may consider the extended use or reuse of N95 FFRs, or use of N95 FFRs that were approved but have since passed the manufacturer's recommended shelf life, under specified conditions.
  - e) Note: The CDC is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. Employees should wear N95 respirators if required by the task and if available.
  - f) Face masks must be worn when within six feet of another person. Masks should cover the mouth and nose and should be kept snug to the face. Cloth masks should be disinfected between uses. Disposable masks should be discarded in the regular trash. Note: Surgical masks are not respirators and do not provide the same level of protection to workers as properly fitted respirators.

**NOTE: FACE COVERINGS ARE LEGALLY REQUIRED PARTICULARLY WHEN A PERSON IS WITHIN 6' OF ANOTHER PERSON.**

- g) If there are shortages of PPE items, such as respirators, they should be prioritized for high-hazard activities.
- h) After removing PPE, always wash hands with soap and water for at least 20 seconds, if available. Ensure that hand hygiene facilities (e.g., sink or alcohol-based hand rub) are readily available at the point of use (e.g., at or adjacent to the PPE removal area).

**SEE APPENDIX B: MANDATORY FACE COVERING NOTICE**


**SEE APPENDIX C: FACE COVERING PROCEDURES**

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## CLEANING AND DISINFECTING

- A. The Company has instituted regular housekeeping practices, which includes cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where reasonably possible. Employees should regularly do the same in their assigned work areas.
1. When possible, break/lunchroom, restrooms, meeting rooms, and conference rooms are to be cleaned on a daily basis. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
  2. Any trash collected from the workplace must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
  3. Permanently placed toilets should be cleaned and disinfected at least twice per week, preferably daily.
  4. The Company will ensure that hand sanitizer dispensers are always filled. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.
  5. Vehicles, touch screens, keyboards, computer mice, printers, tools, machine handles and controls, door handles, handrails, any other commonly handled items should be cleaned before use, at least once per day, and between uses by employees.
  6. If an employee has tested positive for COVID-19, OSHA has indicated that there is typically no need to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this, the Company will clean those areas that a confirmed-positive individual may have come into contact with over the prior 72 hours before employees can access that workspace again.
- B. All Individuals throughout the operation are responsible for cleaning the areas they routinely come in contact with. This cleaning should be done each time the individual enters the area and each time they leave the area. The cleaning will include but not limited to a spray and/or wipe down of all high touch areas with a bleach solution.
- a. Each employee will be provided a spray bottle that they are to use only.
  - b. The bottle will be labeled for that individual.
  - c. Bottle should be disinfected routinely.
  - d. A refill location will be setup for refilling of individual spray bottles.
    - i. Gloves are to be worn for refilling
    - ii. Wash hands after refilling.
- C. The Company will ensure that any disinfection shall be conducted using one of the following:



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1. Common EPA-registered household disinfectant;
2. Alcohol solution with at least 60% alcohol; or
3. Diluted household bleach solutions (these can be used if appropriate for the surface).
  - a. The standard cleaning solution that is to be used for a normal surfaces is a CDC recommend bleach which is a 1/3 cup of bleach per 1 gallon of water.
4. The Company will maintain Safety Data Sheets of all disinfectants used on site.


D. Incoming & outgoing cleaning of manufactured parts.

- a. All components are to be subject to a quarantine, cleaning or disinfecting with UV light prior to be issued to the shop.
- b. Cleaning and disinfecting protocol is conducted as an additional measure to prevent the spread of the virus.
- c. All components outgoing are to be cleaned in the similar fashion prior to be shipped to the end customer. This is also an additional measure to prevent the spread of the virus.

**SEE APPENDIX J: INCOMING/OUTGOING CLEANING PROCESS**


E. Weekly Professional sanitization of high traffic areas.

- a. As an additional measure the company has hired a professional cleaning staff that sanitizes all high traffic areas at least once a week.
- b. Cleaning & Disinfection:
  - i. All cleaning technicians will don proper personal protective equipment
  - ii. Disinfectant removes biological contaminants from vertical and horizontal surfaces in treated areas.
  - iii. -Methods of disinfectant application include: 360 degree Fog application of EPA approved, hospital grade disinfectant, hand spray and / or hand wipe “high touch / high traffic” areas.
  - iv. Areas to be Disinfected:
    1. Employee Entrance
    2. Conference Room
    3. Showroom
    4. Engineering Door Hardware & Light Switches ONLY
    5. Office Machine Counters & Shelves
    6. 2 Foyer Restrooms
    7. Stairwell
    8. 2nd Floor Restroom

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9. Kitchen
10. Door Frames
11. Office Equipment
12. Cafeteria
13. Shop Stairwell
14. Men's Shop Locker Room
15. Women's Shop Locker Room
16. Shop Drinking Fountain
17. Women's Shop Restroom
18. Shop South Stairwell
19. Shop Exterior Doors
20. Shop Interior Stairs
21. Shop Office Complex
22. Shop Supervisor Office

**SEE APPENDIX L: PROFESSIONAL SANITIZATION INFORMATION**

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## EXPOSURE SITUATIONS

### A. Employee Exhibiting COVID-19 Symptoms

1. If an employee exhibits COVID-19 symptoms, the employee must comply with all applicable CDC Guidelines and any orders or regulations issued by an applicable government entity and remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., acetaminophen / Tylenol, cough suppressants, etc.). The Company will similarly require an employee that reports to work with symptoms to return home until they are symptom free for 72 hour (3 full days).

#### **SEE APPENDIX A: COVID-19 CASE PROTOCOL**

2. COVID-19 Employee Questionnaire Documents are to be filled out for any employee conducting home isolation. These documents will be kept in a secured (locked) COVID-19 medical file for the employee. All documents will strictly follow ADA and EEOC rules of keeping medical information confidential.


#### **SEE APPENDIX R: COVID-19 EMPLOYEE QUESTIONNAIRE**

### B. Employee Tests Positive for COVID-19

1. An employee that tests positive for COVID-19 will be directed to self-quarantine away from work and follow their physician's instructions. Employees that test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) other symptoms have improved or dissipated (cough, shortness of breath, chills, muscle pain, headache, sore throat, or new loss of taste/smell); and (3) At least 7 days have passed since your symptoms first appeared. Employees that test positive and have been hospitalized may return to work when directed to do so by their medical care provider. The Company may require an employee to provide documentation clearing their return to work.

#### **SEE APPENDIX A: COVID-19 CASE PROTOCOL**

2. COVID-19 Employee Questionnaire Documents are to be filled out for any employee conducting home isolation. These documents will be kept in a secured (locked) COVID-19 medical file for the employee. All documents will strictly follow ADA and EEOC rules of keeping medical information confidential.

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**SEE APPENDIX R: COVID-19 EMPLOYEE QUESTIONNAIRE**

3. A companywide notice will be posted for any confirmed case of COVID-19. The notice is to strictly follow HIPPA rules of keeping medical information of any employee confidential.

**SEE APPENDIX S: COVID-19 CONFIRMED CASE NOTICE**

**C. Employee Has Close Contact with a Tested Positive COVID-19 Individual**

1. Employees that have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as six (6) feet for a prolonged period of time.

**SEE APPENDIX A: COVID-19 CASE PROTOCOL**


2. If the Company learns that an employee has tested positive, the Company will conduct an investigation into co-workers that may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with the carrier. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and also self-quarantine for 14 days from the last date of close contact with the carrier.

**SEE APPENDIX A: COVID-19 CASE PROTOCOL**


**SEE APPENDIX R: COVID-19 EMPLOYEE QUESTIONNAIRE**

**D. Voluntary Temperature Self-Monitoring**

- a. AT ALL TIMES: if an employee exhibits COVID-19 symptom, the employee must comply with all applicable CDC Guidelines and should remove themselves from the facility immediately after informing their supervisor.
- b. Following removal from facility, employee is to follow guidelines illustrated in Appendix A: COVID-19 Case Protocol.


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- c. Non-contact temperature thermometers have been made available for all Crafts Technology personal.
- d. This device is to be used at the discretion of the employee to check their own temperature.
  - i. At no time will exact values of temperatures be recorded.
  - ii. With the uncertainty of the COVID-19 pandemic these non- contact temperatures thermometers are made available for use by individuals to check their own temperature and are only meant to add some amount of clarity to their individual state of health.
  - iii. Our organization is trusting the individual that based on the information the individual obtains from voluntary temperature self-monitoring that each employee will strictly follow CDC Guidelines and any orders or regulations issued by an applicable government entity.
- e. Use of devices.
  - i. A single device is to be located on a designated table near the South East entrance of the building.
  - ii. Before moving within 6 feet of the device new gloves and mask (that cover both nose and mouth) are to be worn.
  - iii. Once the individual is wearing the proper protective equipment they may move within 6 feet of the device.
  - iv. Before use, sanitize the non-contact thermometer with sanitizing wipe or bleach solution and new rag. (discard cleaning items in trash bin)
  - v. Point non-contact thermometer at your forehead (2-4 inches away) and click once. Readout will be RED, YELLOW, or GREEN.
    - 1. Conduct this process 5+ times to know you are garnering consistent readings.
  - vi. After use, sanitize the non-contact thermometer with sanitizing wipe or bleach solution and new rag. (discard cleaning items in trash bin)
  - vii. Discard gloves in trash bin.
- f. If the voluntary check of the device recorded a temperature indicator of Yellow or Red the individual is to notify their supervisor, leave the facility immediately and follow the protocol for Employee Exhibiting COVID-19 Symptoms. See in Appendix A: COVID-19 Protocol.

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## RECORD KEEPING

- A. If a confirmed case of COVID-19 is reported, the Company will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule.
- B. If an employee has a confirmed case of COVID-19, the Company will conduct an assessment of any workplace exposures to determine if the case is work-related. This assessment shall be documented and maintained by the Company. Records of any testing of employees, and the results of those tests, to the extent provided to Company, must also be maintained by Company in separate employee medical record files. This assessment shall include interviews with the employee and co-workers to determine whether the illness involves signs or symptoms that surfaced at work but resulted solely from a non-work-related event or exposure that occurs outside of the work environment. If an employee develops COVID-19 solely from an exposure outside of the work environment, it would not be work-related according to OSHA, and thus not recordable under OSHA requirements.
- C. The Company's assessment will consider the work environment itself, the type of work performed, risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, the Company will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident occurring.


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## AUTHORITY TO WORK

- A. Illinois has established orders limiting the types of business activities that can continue operations in its jurisdiction, you will be provided a letter that you can show the authorities indicating that you are employed in an allowed business activity and are commuting to and from work.
- B. Please always keep your Crafts Technology issued ID cards on you while commuting to and from work to identify yourself as a Crafts Technology employee
- C. Please always keep this packet (CRAFTS TECHNOLOGY COVID-19 EXPOSURE PREVENTION, PREPAREDNESS, AND RESPONSE PLAN ) with you for full documentation of essential business.

**SEE APPENDIX H: REQUEST FOR PASSAGE**

**SEE APPENDIX I: PARTNERS IDENTIFYING CRAFTS TECHNOLOGY AS AN ESSENTIAL BUSINESS**

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## MENTAL HEALTH

- A. Crafts Technology employees that have worked at least 90 days and are working at least 30 hours a week qualify for The Employee Assistance Program provided by MetLife which offers a full range of services to support you during this stressful time.
- You can access your Employee Assistance Program at any time, 24/7/365, and speak with a professional, experience counselor.

### **SEE APPENDIX P: METLIFE EMPLOYEE ASSISTANCE PROGRAM**

- B. For additional support the below recommendations are taken directly from the CDC website:  
<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>
- C. The outbreak of coronavirus disease 2019 (COVID-19) may be stressful for people. Fear and anxiety about a disease can be overwhelming and cause strong emotions in adults and children. Coping with stress will make you, the people you care about, and your community stronger.

Stress during an infectious disease outbreak can include

- Fear and worry about your own health and the health of your loved ones
- Changes in sleep or eating patterns
- Difficulty sleeping or concentrating
- Worsening of chronic health problems
- Worsening of mental health conditions
- Increased use of alcohol, tobacco, or other drugs


- D. Everyone reacts different to stressful situations.

How you respond to the outbreak can depend on your background, the things that make you different from other people, and the community you live in.

- People who may respond more strongly to the stress of a crisis include
- Older people and people with chronic diseases who are at higher risk for severe illness from COVID-19
- Children and teens
- People who are helping with the response to COVID-19, like doctors, other health care providers, and first responders
- People who have mental health conditions including problems with substance use

- E. Take care of yourself and your community



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Taking care of yourself, your friends, and your family can help you cope with stress. Helping others cope with their stress can also make your community stronger.

#### Ways to cope with stress

- Take breaks from watching, reading, or listening to news stories, including social media. Hearing about the pandemic repeatedly can be upsetting.
- Take care of your body.
- Take deep breaths, stretch, or meditate.
- Try to eat healthy, well-balanced meals.
- Exercise regularly, get plenty of sleep.
- Avoid alcohol and drugs.
- Make time to unwind. Try to do some other activities you enjoy.
- Connect with others. Talk with people you trust about your concerns and how you are feeling.

#### F. Know the facts to help reduce stress

- Sharing the facts about COVID-19. Understanding the risk to yourself and people you care about can make an outbreak less stressful.
- When you share accurate information about COVID-19, you can help make people feel less stressed and make a connection with them.


#### G. Take care of your mental health

- Call your healthcare provider if stress gets in the way of your daily activities for several days in a row.
- People with preexisting mental health conditions should continue with their treatment and be aware of new or worsening symptoms. Additional information can be found at the Substance Abuse and Mental Health Services Administration (SAMHSA) Disaster Preparedness page.


#### H. Support your loved ones

Check in with your loved ones often. Virtual communication can help you and your loved ones feel less lonely and isolated. Consider connecting with loved ones by:

- Telephone
- Email
- Mailing letters or cards
- Text messages
- Video chat
- Social media
- Help keep your loved ones safe.


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- Know what medications your loved one is taking. Try to help them have a 4-week supply of prescription and over the counter medications. and see if you can help them have extra on hand.
- Monitor other medical supplies (oxygen, incontinence, dialysis, wound care) needed and create a back-up plan.
- Stock up on non-perishable food (canned foods, dried beans, pasta) to have on hand in your home to minimize trips to stores.
- If you care for a loved one living in a care facility, monitor the situation, and speak with facility administrators or staff over the phone. Ask about the health of the other residents frequently and know the protocol if there is an outbreak.
- Take care of your own emotional health. Caring for a loved one can take an emotional toll, especially during an outbreak like COVID-19. There are ways to support yourself.
- Stay home if you are sick. Do not visit family or friends who are at greater risk for severe illness from COVID-19. Use virtual communication to keep in touch to support your loved one and keep them safe.

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## CONFIDENTIALITY/PRIVACY

- A. Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase. A sample notice to employees is attached to this Plan. The Company reserves the right to inform other employees that a co-worker (without disclosing the person's name) has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

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## GENERAL QUESTIONS

- A. Given the fast-developing nature of the COVID-19 outbreak, Crafts Technology may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact one of the following individuals:
- a. Company contacts...

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## APPENDIX A: COVID-19 CASE PROTOCOL



### COVID-19 PROTOCOL


DATE: APRIL 24th, 2020

REV. A

#### CASE A – CONFIRMED CASE OF COVID-19

**An individual has been tested and diagnosed with the COVID-19 virus.**

- Any areas used by the sick person should be closed off with proper identification (example = taped off) and no employees are to enter this area until the guidelines below are followed. Please note, it is not necessary to shut down the entire facility.
- For all practical areas, quarantine the contaminated areas for 24 hours before beginning cleaning and disinfection.
  - Professional cleaning staff (BAC or ServePro) are to be contracted and sanitizing cleaning is to be scheduled ASAP. The cleaning staff is to disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
  - Dirty surfaces should be cleaned with soap and water prior to disinfection.
- Management will inform all fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).**
- Confirmed individual(s) are to remain home until the criteria to end home isolation have been met:  
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>
  - You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers)  
AND
  - other symptoms have improved or dissipated (cough, shortness of breath, chills, muscle pain, headache, sore throat, or new loss of taste/smell)  
AND
  - At least 7 days have passed since your symptoms first appeared
- Employees that are conducting home isolation per the CDC recommended guidelines are to report to their supervisor on a daily basis.
  - DAILY the supervisor will be asking and documenting the following questions.
    - When is the last time you reported a temperature over 100.4 F

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- ii. When is the last time/date you reported having any symptoms that include cough, shortness of breath, chills, muscle pain, headache, sore throat, or new loss of taste/smell?
- iii. When is the last time/date you were around an individual that tested positive for COVID-19 and/or that had a fever over 100.4 F and/or presented symptom that include cough, shortness of breath, chills, muscle pain, headache, sore throat, or new loss of taste/smell?
- Through daily reporting your supervisor will work with you to determine a date that you can return to work, in adherence to the CDC recommend guidelines of home isolation (seen above)

Notice: If objects are thought to be contaminated and cannot be cleaned and disinfected, they can be isolated.

- COVID-19 is a new disease and we are still learning how it spreads.
- Current evidence suggests that novel coronavirus may remain viable for hours to days on surfaces made from a variety of materials.
- Some studies have suggested anywhere between hours and up to nine days, depending on surface material and environmental conditions (e.g., temperature and humidity).
- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.



## COVID-19 PROTOCOL


DATE: APRIL 24th, 2020

REV. A

### CASE B – UNCONFIRMED (POSSIBLE) CASE OF COVID-19

**An individual has NOT been tested but has symptoms or has been around another individual with symptoms that align with the COVID-19 virus**


1. Any areas used by the sick person should be closed off until cleaning can occur.
2. Crafts designated cleaning staff are to clean all areas (e.g., offices, bathrooms, and common areas) used by the persons, focusing especially on frequently touched surfaces.
  - Dirty surfaces should be cleaned with soap and water prior to disinfection.

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- To disinfect, use products that meet EPA's criteria for use against SARS-Cov-2, the cause of COVID-19, and are appropriate for the surface.
3. Individual(s) are to remain home until the criteria to end home isolation have been met:  
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>
    - a. You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers)  
AND
    - b. other symptoms have improved or dissipated (cough, shortness of breath, chills, muscle pain, headache, sore throat, or new loss of taste/smell)  
AND
    - c. At least 7 days have passed since your symptoms first appeared
  4. Operation in the infected area can resume as soon as cleaning is completed.
  5. Employees that are conducting home isolation per the CDC recommended guidelines are to report to their supervisor on a daily basis.
    - DAILY the supervisor will be asking and documenting the following questions.
      - i. When is the last time you reported a temperature over 100.4 F
      - ii. When is the last time/date you reported having any symptoms that include cough, shortness of breath, chills, muscle pain, headache, sore throat, or new loss of taste/smell?
      - iii. When is the last time/date you were around an individual that tested positive for COVID-19 and/or that had a fever over 100.4 F and/or presented symptom that include cough, shortness of breath, chills, muscle pain, headache, sore throat, or new loss of taste/smell?
    - Through daily reporting your supervisor will work with you to determine a date that you can return to work, in adherence to the CDC recommend guidelines of home isolation (seen above)

Notice: If objects are thought to be contaminated and cannot be cleaned and disinfected, they can be isolated.

- COVID-19 is a new disease and we are still learning how it spreads.
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## APPENDIX B: MANDATORY FACE COVERING NOTICE



COVID-19 UPDATE

# **MANDATORY FACE COVERING**

Effective Date: 04/15/2020

**Face coverings are to be worn whenever possible within the facility, until further notice.**

The safety of our employees, supplier partners, customers, families and visitors remain Crafts Technology overriding priority.

As the coronavirus disease (COVID-19) outbreak continues to evolve and spreads globally, Crafts Technology is monitoring the situation closely and will periodically update company guidance based on current recommendations from the Centers for Disease Control and Prevention and the World Health Organization.

In the spirit of these efforts Crafts Technology policy has been updated to wear face coverings whenever possible within the facility, until further notice.

**FACE COVERINGS ARE LEGALLY REQUIRED PARTICULARLY WHEN A PERSON IS WITHIN 6' OF ANOTHER PERSON.**

This policy extends to all visitors that are to enter the facility.


Multiple mask options can be included in the coverings of one's face while adhering to the following guidelines:

- Fully cover both nose and mouth.
- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops

Multiple mask options are available upon request.


Mask Options include: Disposable, Cloth, or face shields



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1. Masks should be completely removed for eating & drinking
  - a. Place mask into sealed plastic bag while not in use
  - b. Wash hands for at least 20 seconds before removal and upon install
2. Clean cloth masks & plastic face shields daily or regularly
  - a. Cloth masks should be washed with normal washing detergent on high heat setting.
  - b. Plastic face shields should be routinely wiped down with disinfecting wipes.
3. Disposable masks should be disposed of daily.

**All additional CDC guidelines should continue to be strictly followed.**

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## APPENDIX C: MASK PROCEDURES



### **MASK PROCEDURES**

Cloth masks will be available to all employees.

Crafts is working on producing several masks for everyone. Tentative plan is to provide at least 2 masks for each employee. Additional elastic has been purchased but will not be available until at least, 4/13/2020.

If you have not been provided a mask, we will work to provide disposable masks until cloth ones can be produced.


Whenever possible, and based on the CDC guidelines, it is our strong recommendation that all individuals follow the CDC guidelines and wear a mask.

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

The cloth masks have been provided as an extra measure of safety in the fight against COVID-19. By no means are these masks a guarantee against contracting or spreading the disease.

All other precautions and procedures should continue to be strictly followed.


It is all our responsibility to do all that we can to mitigate the spread of the disease and work to keep each other as safe as possible.

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#### **Procedures for handling & cleaning your cloth face mask.**

(All disposable masks should be thrown away at the end of each use)

4. Masks should be kept in a sealed plastic bag whenever not in use
  - a. Dispose of plastic bag at time of every mask cleaning.
5. Before putting on your face mask make sure your hands have been thoroughly washed for at least 20 seconds.
6. With the plastic bag open, grab only the elastic part of the mask and loop it around your ears (or size adjusting tool when available)
  - a. Take special care to not touch your nose or mouth during this process.
7. Cloth should fully cover your nose and mouth, with limited to no gaps around edges.
8. Wash hand after install.
9. Masks should be completely removed for eating & drinking
  - a. Place mask into sealed plastic bag while not in use
  - b. Wash hands for at least 20 seconds before removal and upon install
10. When masks have been used for the day place them back in the plastic bag and seal.
11. Wash hands after removal.
12. After each day of mask use, at your place of residence, clean your mask with normal washing detergent.
  - a. Due to limited supply; washing by hand is recommend as to not degrade elastic.
13. After proper cleaning and drying place mask in new plastic bag and seal.
14. Repeat process for each use.

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## APPENDIX D: GLOVE REMOVAL PROCEDURES

HOW TO

# SAFELY REMOVE YOUR DISPOSABLE GLOVES

**1**



Pinch and hold the **outside** of the glove near the wrist area.

**2**



Peel downwards, away from the wrist, turning the glove inside-out.

**3**



Pull the glove away until it is removed from the hand, holding the inside-out glove with the gloved hand.

**4**



With your un-gloved hand, slide your finger/s under the wrist of the remaining glove. **Do not touch** the outer surface of the glove.

**5**



Peel downwards, away from the wrist, turning the glove inside out.

**6**



Continue to pull the glove down and over the inside-out glove being held in your gloved hand.

**Always Remember** →

*Clean to Clean*


A clean bare hand touches only clean areas inside the other glove

*Dirty to Dirty*

Contaminated surfaces only touch other contaminated surfaces

- ✗ Do not touch your face or adjust PPE with contaminated gloves
- ✗ Do not touch environmental surfaces – eg door handles, a keyboard, a computer mouse – with contaminated gloves
- ✗ Never wash or reuse disposable gloves

- ✓ Safely remove excess liquid before hand
- ✓ Change gloves when heavily soiled or if they are torn
- ✓ Dispose of used gloves appropriately – in accordance with your company's policy

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## APPENDIX E: WORK FROM HOME POLICY



### MEMO: Work From Home Policy

We as an organization have the responsibility to do all that we can to mitigate the spread of the COVID-19 virus. One of the efforts to mitigate the spread of the virus is to distance ourselves between one another.

So, in an effort to mitigate the spread of the COVID-19 virus Crafts Technology will be enacting a work from home policy beginning Monday, March 23<sup>rd</sup>, 2020 and continuing until further notice.


Individuals that have the capacity to perform work functions from home will be working from home in some capacity. Each of these individuals have been setup with workstations that allow them access to all functionally they have at Crafts Technology.

To supplement some of the functions that in-person requires these individuals will still be coming into Crafts Technology to work for some amount of time.

Personal that is working from home will be using our phone system to be on call during all normal operation hours.

These same personal will conducting daily meetings to make sure everyone continues to be on the same page and proper tasks are being addressed.

Please let a team member know if you have any questions.

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## APPENDIX F: COVID-19 VISITOR QUESTIONNAIRE



# COVID-19 VISITOR QUESTIONNAIRE


Released: 4/14/2020

The safety of our employees, supplier partners, customers, families and visitors remain Crafts Technology overriding priority. As the coronavirus disease (COVID-19) outbreak continues to evolve and spreads globally, Crafts Technology is monitoring the situation closely and will periodically update company guidance based on current recommendations from the Centers for Disease Control and Prevention and the World Health Organization.

Only business critical visitors are permitted at Crafts Technology. To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in this building. Thank you for your time.

Visitor Name:	Personal Phone Number:
Visitor's Company/Organization:	Name of Crafts Host:

	Self-Declaration by Visitor
1	<p>Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?</p> <p> <input type="checkbox"/> YES         <input type="checkbox"/> NO       </p>

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2	<p>Have you had close contact with anyone with flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing)?</p> <p> <input type="checkbox"/> YES         <input type="checkbox"/> NO       </p>
3	<p>Have you experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing)?</p> <p> <input type="checkbox"/> YES         <input type="checkbox"/> NO       </p>

If the answer is “yes” to any of the questions, access to the facility will be denied.


Review Crafts protocols below are to be followed by visitors at all times when within the Crafts Technology facility.

1. 6 Foot minimum distance between all personal at all times.
2. Wear face coverings at all times; coverings are to fully covers nose and face.
  - a. Cloth or disposable masks made available upon request.
3. Clean frequently touch surfaces and objects daily
  - a. Disinfecting wipes or cleaners made available upon request.
4. Wash hands frequently with soap and water for at least 20 seconds
  - a. Hand sanitizers stations as a secondary option to hand washing made available throughout the operation.
5. Immediately dispose of any cleaning products in the trash after each use.

Signature (visitor): \_\_\_\_\_ Date: \_\_\_\_\_

Note: If you plan to be onsite for consecutive days, please immediately advise your Crafts Technology host if any of your responses change. The information collected on this form will be used to determine your access right to Crafts Technology facilities.

Any questions should be directed to xxxxxxxx

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## APPENDIX G: OPERATION NOTICE



# OPERATION NOTICE

Crafts Technology

91 Joey Drive

Elk Grove Village, IL 60007

March 20th, 2020

To: State or local law enforcement and public health & safety officials


From:

Crafts Technology manufactures unique consumables that are required to produce essential items.

These essential items include the following:

- Medical Components
  - Examples include production of medical consumables including needles, syringes, pipettes, blood tubes, vials, and **COVID-19 testing equipment**.
- Non-woven or paper products
  - Examples include production of diapers, wipes, paper-towels, etc.
- Food & Beverage
  - Examples include production of cans & bottles
- Aerospace
  - Examples include the production of military aircraft



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Without the production and distribution of these products, we risk seeing widespread shortages of these essential products across the United States. Production is especially critical right now to meet the sudden increase in consumer and retail demand.


Because the continued operation of our facility, and the operation of our supply chain related to the products produced here, is critical to our region's direct response to the pandemic, we have determined that Crafts Technology operations constitute an "Essential Business" as defined in the "shelter in place" policy issued by the State of Illinois.

We are closely working with city officials to provide documentation as an "Essential Business" entity.

Documentation of essential supply by Crafts Technology customer is on file and available upon request.

All employees performing basic operations have been instructed to comply with social distancing requirements, and we can assure you that we are executing complete and rigorous protocols at Crafts Technology in order to minimize the risk of infection by COVID-19.

Please do not hesitate to contact me at xxxxxx or xxxx at xxxxx should you have any questions regarding this letter or our operations at Crafts Technology.

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## APPENDIX H: REQUEST FOR PASSAGE



# REQUEST FOR PASSAGE

March 20th, 2020

To: State or local law enforcement and public health & safety officials

From: xxxxxx

Please be informed that the bearer of this letter Brett Staehlin is employed at Crafts Technology located at 91 Joey Drive, Elk Grove Village, IL 60007.


Crafts Technology manufactures unique consumables that are required to produce essential items.

These essential items include the following:

- Medical Components
  - Examples include production of medical consumables including needles, syringes, pipettes, blood tubes, vials, and **COVID-19 testing equipment**.
- Non-woven or paper products
  - Examples include production of diapers, wipes, paper-towels, etc.
- Food & Beverage
  - Examples include production of cans & bottles
- Aerospace
  - Examples include the production of military aircraft

Without the production and distribution of these products, we risk seeing widespread shortages of these essential products across the United States. Production is especially critical right now to meet the sudden increase in consumer and retail demand.

Because the continued operation of our facility, and the operation of our supply chain related to the products produced here, is critical to our region's direct response to the pandemic, we have determined that Crafts Technology operations constitute an "Essential Business" as defined in the "shelter in place" policy issued by the State of Illinois.

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Documentation of essential supply by Crafts Technology customers is on file and available upon request.


The employee in possession of this letter is essential to the basic operations of the Crafts Technology. All personnel not essential to basic operations have been asked to work remotely.

All employees performing basic operations have been instructed to comply with social distancing requirements, and we can assure you that we are executing complete and rigorous protocols at Crafts Technology in order to minimize the risk of infection by COVID-19.

Please do not hesitate to contact me at xxxxx or xxxx at xxxxxx should you have any questions regarding this letter or our operations at Crafts Technology.

xxxx


xxxxxx

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## APPENDIX I: PARTNERS IDENTIFYING CRAFTS TECHNOLOGY AS AN ESSENTIAL BUSINESS

- A. As an essential tooling provider to Tier 1 and OEM customers we have received ample documentation illustrating Crafts Technology as an essential business. Without Crafts continued production of tooling for select industries, many of the essential items in the medical, food, defense, and hygiene market would become more scarce than they are already.
- B. Partners that have sent letters labeling Crafts as an essential business.
1. Xxxx
  2. Xxx
  3. Xx
  4. Xx
  5. Xx
  6. Xx
  7. Xx
  8. Xx
  9. Xx
  10. Xx

Pics / letter documents.....

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## APPENDIX J: INCOMING/OUTGOING CLEANING PROCESS



### **\*NOTICE\***

#### **FOR PROPER COMPONENT CLEANING AT YOUR FACILITY**


Components from this shipment are manufactured from a variety of specialty materials. If these parts are subjected to a cleaning process at your facility; extra care needs to take place. Certain chemicals can cause severe damage to the materials within this shipment.

Please contact Crafts Technology Engineering Team to verify that your cleaning products and/or cleaning process will not damage the materials.

**[Engineering@craftstech.net](mailto:Engineering@craftstech.net)**

#### General Cleaning Guidelines


- Fully rinse and dry all products after cleaning. Any liquid droplets left on the parts can corrode the material.
- Avoid using Hydrogen Peroxide on Tungsten Carbide & PCD Items.
- A cleaning product with a PH level close to 7 is best.
- Any ferrous components should be sprayed with a rust inhibitor after cleaning.

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## **COVID-19 INCOMING CLEANING PROCESS**

1. UPS to deliver to an incoming cart that is tarped with plastic.
2. Once packaging is on cart a second plastic sheet is to cover the shipments.
3. The cart is to be moved to the **INCOMING CLEANING** staging area.
4. A single **INCOMING CLEANING** employee is to run the **INCOMING CLEANING** area.
  - a. Employee is to wash hands for 30 seconds before beginning this process.
  - b. This individual is to wear gloves and a mask
  - c. Protocol for glove use is to be strictly followed.
5. One package is to be taken out from under the plastic of the cart at a time.
6. Open package and remove packing paperwork and take photos using iPad.
7. Packing paperwork photos are to be taken with Adobe Scan App\* on iPad and emailed to Kim, Lisa, and Glenn.
8. Package slip to be immediately thrown in the garbage, in a closable plastic bag.
9. Parts are to be removed from packaging and set out on **Ready to Clean** area.
10. Packaging is to be immediately thrown in the garbage, in a closable plastic bag.
11. **INCOMING CLEANING PROCESS**
  - a. All manufactured Parts are to be generously sprayed with 70% Isopropyl Alcohol in **INCOMING CLEANING STAGE #1**. Ensure all parts are thoroughly covered. Let parts sit for 5 minutes.
    - i. All non-manufactured items (or items that cannot fit in **INCOMING CLEANING STAGE #1**) are to be wiped down with a wipe that has been dampened with 70% Isopropyl Alcohol wherever possible.
  - b. During the sit time a second package can be prepped.
  - c. Once 5 minutes have elapsed in **INCOMING CLEANING STAGE #1** the parts are to be removed and placed into the empty bin of **INCOMING CLEANING STAGE #2**.

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- d. At **INCOMING CLEANING STAGE #2** the parts are to be fully rinsed with a water stream.
- e. Once all items are rinsed; the parts are to be blown off with air.
  - i. Note: Any water left on the parts can lead to corrosion.
- f. If the parts are steel; a rust inhibitor needs to be sprayed onto the parts.
- g. Dried parts are to be placed into a sanitized plastic tray at the **Clean** area.
- h. Parts will be dry and staged at **Clean** area until Lisa places a print in the sterile tray and personnel from quality takes the incoming parts to be inspected.
- 12. Once all packages have been sterilized; the two plastic tarps on the incoming cart are to be immediately thrown away, in a closable plastic bag.
- 13. Current Gloves are to be discarded, in a closable plastic bag.
- 14. Employee is to wash hands for 30 seconds & place new plastic gloves on.
- 15. Cleaning of cell
  - a. Open valves for **CLEANING STAGE #1 & CLEANING STAGE #2**
  - b. Wipe down all surfaces with a wipe that has been dampened with the sterilization agent.
    - i. Take special notice of the **Ready to Clean** area
  - c. Wipe down any tools or items that have been touched with a wipe that has been dampened with the sterilization agent
  - d. All used wipes and gloves are to be discarded, in a closable plastic bag.
  - e. The garbage (closable plastic bag) is to be closed and tied off and then discarded in the outside dumpster.
  - f. Employee is to wash hands for 30 seconds

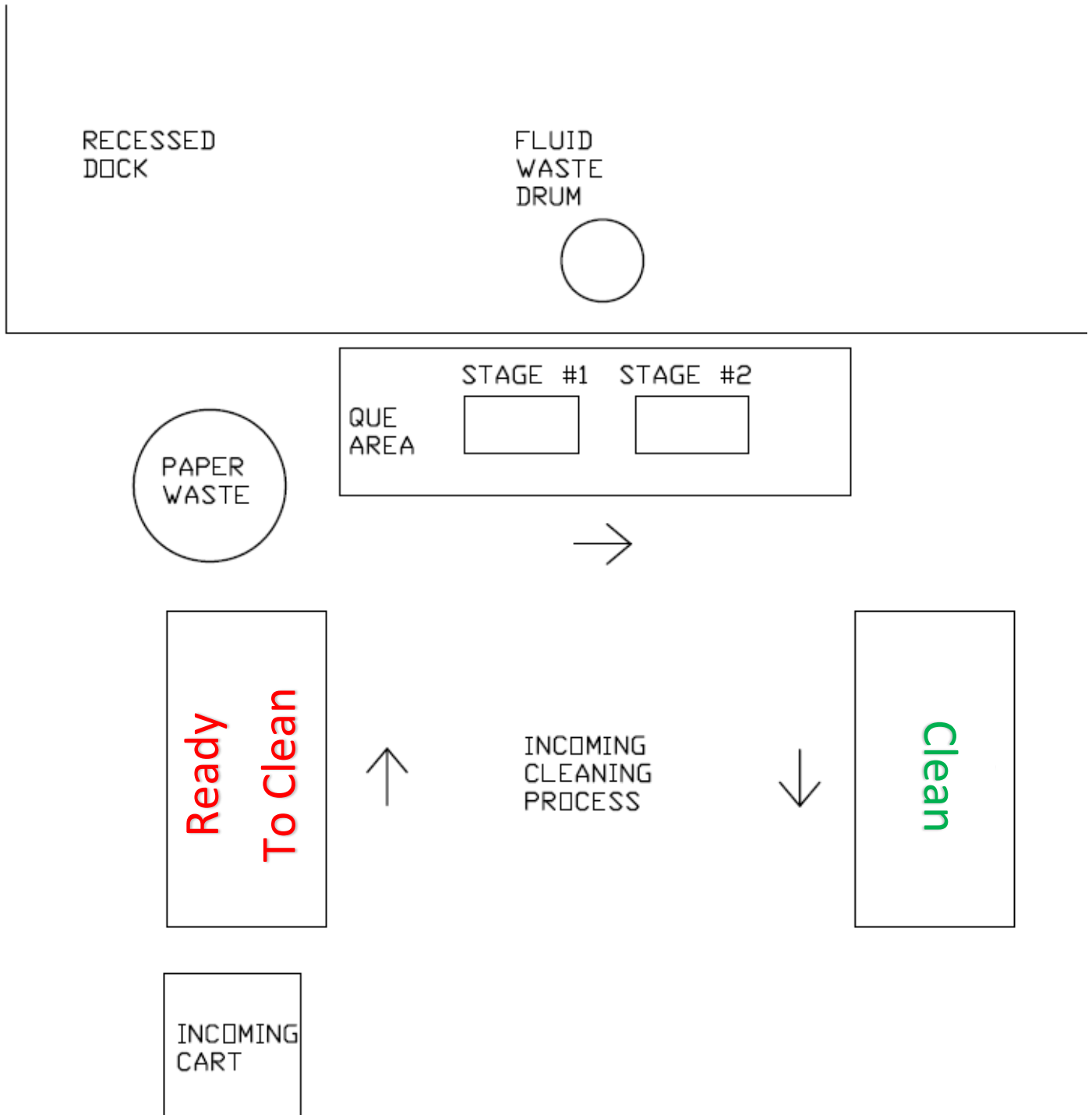
#### Special Notes

- 1. **Clean** area Plastic trays are to be sterilized before being set up in cell.

\*- Contact Brett Staehlin for Adobe Scan app training.




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### COVID-19 OUTGOING CLEANING PROCESS



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1. After final job sign off jobs are to be placed on **OUTGOING CLEANING PROCESS STAGING**
2. A single **OUTGOING CLEANING PROCESS** employee is to run the **OUTGOING CLEANING PROCESS** area.
  - a. Employee is to wash hands for 30 seconds before beginning this process.
  - b. This individual is to wear gloves and a mask (if available)
  - c. Protocol for glove use is to be strictly followed.
3. Exterior Job Packet is Wipe down with a wipe that has been dampened with the sterilization agent.
4. Job carriers are to be quarantined for a minimum of 5 days.
5. **OUTGOING CLEANING PROCESS**
  - a. All manufactured Parts are to be fully submerged in the sterilization fluid at **OUTGOING CLEANING STAGE #1** for 10 minutes.
  - b. Once 10 minutes have elapsed the submerged parts are to be removed and placed into the empty bin of **OUTGOING CLEANING STAGE #2**.
  - c. At **OUTGOING CLEANING STAGE #2** the parts are to be fully rinsed with a water stream.
  - d. Once all items are rinsed; the parts are to be blown off with air.
    - i. Note: Any water left on the parts can lead to corrosion.
  - e. If the parts are steel; a rust inhibitor needs to be sprayed onto the parts.
  - f. Dried parts are to be placed into a plastic tray at the **TO SHIPPING** table
  - g. The previously cleaned job packets are to be placed on top of parts.
6. Lisa is to place packing slip or inventory indicator on top of each previously cleaned job packet.
  - a. All indicators are to have been sterilized before use.
7. Shipping: Inventory or Shipment
  - a. Shipping personal is to wash hands for 30 seconds before beginning this process.
  - b. This individual is to wear gloves and a mask (if available)
  - c. Protocol for glove use is to be strictly followed.
  - d. A new clear plastic top is to be fitted over transfer cart.
  - e. Transfer plastic pins to transfer cart.
  - f. A new clear plastic top is to be fitter over parts.
  - g. Transfer cart to shipping.
  - h. Shipment: Clean components are to be packaged and shipped accordingly to normal processes.
    - i. All components have been sterilized and every precaution needs to take place to keep them sterilized.
    - ii. All shipments are to have a page included in the box that outlines are cleaning process accordingly.
  - i. Inventory: Clean components are to be packaged and placed into inventory as soon as possible.
    - i. All components have been sterilized and every precaution needs to take place to keep them sterilized.
8. Job packets are to be placed into a quarantine area and allowed to sit for a minimum of 5 days.
9. **OUTGOING CLEANING PROCESS** employee current gloves are to be discarded, in a closable plastic bag.
10. **OUTGOING CLEANING PROCESS** employee is to wash hands for 30 seconds & place new plastic gloves on.
11. Cleaning of cell
  - a. Open valves for **STAGE #1 & STAGE #2**
  - b. Wipe down all surfaces with a wipe that has been dampened with the sterilization agent.
  - c. Wipe down any tools or items that have been touched with a wipe that has been dampened with the sterilization agent
  - d. Once all outgoing items have been shipped; the two plastic tarps on the cart are to be immediately thrown away, in a closable plastic bag.
  - e. Current Gloves are to be discarded, in a closable plastic bag.
  - f. All used wipes and gloves are to be discarded, in a closable plastic bag.

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- g. The garbage (closable plastic bag) is to be closed and tied off and then discarded in the outside dumpster.
- h. Employee is to wash hands for 30 seconds

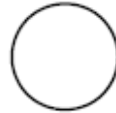
Special Notes

1. **PACKAGING** Plastic trays are to be sterilized before being set up in cell.

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RECESSED  
DOCK

FLUID  
WASTE  
DRUM




STAGE #1 STAGE #2  
QUE AREA

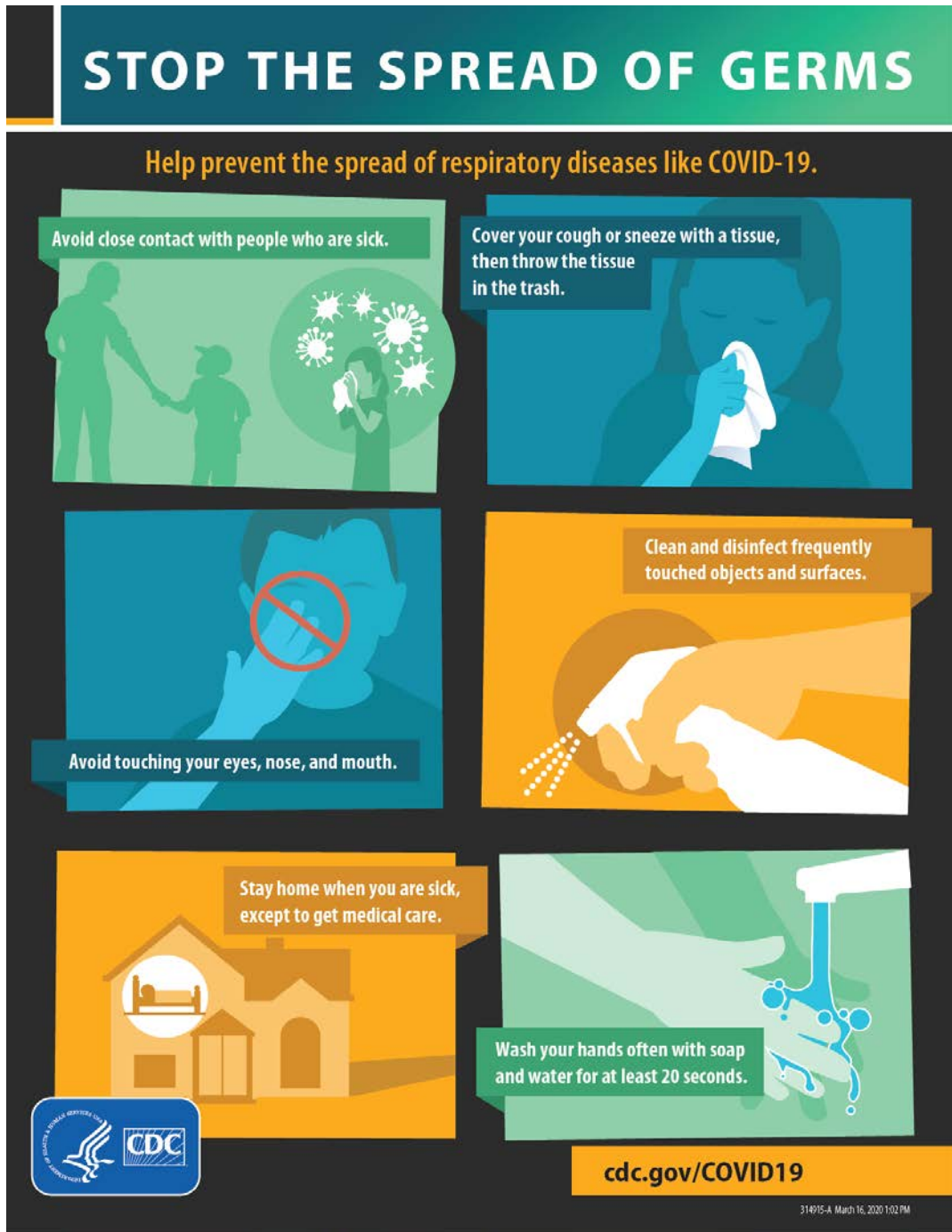



OUTGOING  
CLEANING  
PROCESS



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## APPENDIX K: STOP THE SPEAD OF GERMS POSTER



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## APPENDIX L: PROFESSIONAL SANITIZATION INFORMATION


- A. Professional cleaning conducted weekly for all high traffic areas.
- Started March 22nd, 2020.
  - Continue until October of 2020.
  - This cleaning includes a 360-degree Fog application of EPA approved, hospital grade disinfectant, hand spray and / or hand wipe.
  - Contact:

XXXX

[bacrestoration.com](http://bacrestoration.com)

Insert Certification from Professional Cleaning company here.

## APPENDIX M: EMPLOYEE RIGHTS POSTER

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# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ► PAID LEAVE ENTITLEMENTS

**Generally, employers covered under the Act must provide employees:**

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$  for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at  $\frac{2}{3}$  for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

### ► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li> <li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li> <li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li> <li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li> </ol> | <ol style="list-style-type: none"> <li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li> <li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li> </ol> |
|--|--|

### ► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.




**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:  
**1-866-487-9243**  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://dol.gov/agencies/whd)



WH1422 REV 03/20

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## Know the Symptoms of COVID-19

- Coughing, fever, shortness of breath, and difficulty breathing.
- Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. If you develop a fever and symptoms of respiratory illness, DO NOT GO TO WORK and call your health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

## Employer Responsibilities

- Develop a COVID-19 Exposure Action Plan.
- Conduct safety meetings (toolbox talks) by phone if possible. If not, instruct employees to maintain 6-feet between each other. The foreman/supervisor will track attendance verbally rather than having employees sign an attendance sheet.
- Access to the job site and work trailer will be limited to only those necessary for the work.
- All visitors will be pre-screened to ensure they are not exhibiting symptoms.
- Employees, contractors, vendors and visitors will be asked to leave the jobsite and return home if they are showing symptoms.
- Provide hand sanitizer and maintain Safety Data Sheets of all disinfectants used on site.
- Provide protective equipment (PPE) to any employees assigned cleaning/disinfecting tasks.
- Talk with business partners about your response plans. Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce, and associations to improve community response efforts.


## Employee Responsibilities

- Become familiar with the Exposure Action Plan and follow all elements of the Plan.
- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 60% alcohol. Avoid touching your face, eyes, food, etc. with unwashed hands.

## Cleaning/Disinfecting Job Sites and Other Protective Measures


- Clean and disinfect frequently used tools and equipment on a regular basis. This includes other elements of the jobsite where possible. Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as trailers and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers. If not, disinfect before and after each use.
- Arrange for any Company provided portable job site toilets be cleaned by the leasing company at least twice per week and disinfected on the inside.
- Trash collected from the jobsite must be changed frequently by someone wearing gloves.

## Personal Protective Equipment and Alternate Work Practice Controls

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- Provide and wear the proper PPE.
- Keep the dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.



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## APPENDIX O: COVID-19 TOOLBOX TALK

### What is COVID-19?

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.


According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (“CDC”), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the United States.

### How is COVID-19 Spread?

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly *via* respiratory droplets produced when an infected person coughs or sneezes, like how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus.

Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures.

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There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.

## COVID-19 Prevention and Work Practice Controls:


### Worker Responsibilities

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK.
- Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.

### General Practices


- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2](#)[external icon](#), the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean and disinfect frequently used tools and equipment on a regular basis.
  - This includes other elements of the jobsite where possible.
  - Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as trailers and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers if it can be avoided. If not, disinfect before and after each use.
- Arrange for any Company provided portable job site toilets to be cleaned by the leasing company at least twice per week and disinfected on the inside.
- Any trash collected from the jobsite must be changed frequently by someone wearing gloves.
- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), employers will also provide:
  - Eye protection: Eye protection should be worn at all times while on-site.



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## APPENDIX Q: HORTON SAFETY CONSULTANT COVID-19 AUDIT

- A. Horton Safety Consultant was brought in to perform an audit of our COVID-19 exposure prevention, preparedness, and response plan. The audit was conducted on April 21<sup>st</sup>, 2020. The audit document referenced below was used to develop Crafts Technology's current plan that was released on April 24<sup>th</sup>, 2020.

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A review of the Crafts Technology safety program as it relates to COVID-19 precautions was conducted on April 20, 2020 to identify safety and compliance status. The intent of the activity was to identify safe practices and procedures in addition to those in need of improvement to ensure compliance with the Occupational Safety & Health Administration, Center for Disease Control, World Health Organization and National Institute of Health guidelines, safe work practices and company safety rules and procedures.

**Exposure Control Plan:**

Crafts Technology has implemented various elements of a COVID-19 exposure control plan including a visitor questionnaire, suspected and confirmed case protocols, flexible work from home policies and related Families First Coronavirus Response Act information, availability of touchless hand sanitizers and Clorox wipes, social distancing requirements, routine disinfecting procedures, use of personal protective equipment and facility signage.

***Recommendation:*** It is strongly recommended that a COVID-19 exposure control plan be developed and documented to ensure company employees are aware of company specific goals and objectives and the manner in which individual implementation occurs remains consistent. The information contained in the various postings and communications throughout the facility would be included in this plan. This exposure control plan should also include:

- Specific engineering & work practice controls
- Specific personal protective equipment requirements
- Specific disinfection procedures and frequencies
- Precautions for business travel
- Employee use of public transportation
- Employee & supervisor training/education
- Periodic audits to verify effectiveness of the exposure controls in place
- Up-to-date Center for Disease Control information on cases in the Elk Grove Village, IL area
- Employee mental health (social anxiety & healthy habits)

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To ensure consistent implementation of the exposure control plan with increased accountability, it is also recommended that specific responsibilities be assigned to applicable supervisors, managers or team leads. These responsibilities include:

- Employee Access Control Lead – works with the plant manager to oversee engineering and work practices controls implemented in the facility
- Sanitization & Disinfection Lead – works to manage daily and periodic disinfection logistics including routine and deep cleaning/disinfection process
- Communication & Training Lead – works with the plant manager and applicable department supervisor to conduct routine employee and supervisor training
- Personal Protective Equipment & Materials Lead – works to secure all necessary supplies to implement and maintain the exposure control plan

Horton Safety Consultants can assist with the development of a Craft Technology specific exposure control plan and employee/supervisor training.

#### **Preventative Material Inventory:**


Crafts Technology appears to have adequate supply of necessary personal protective equipment and disinfecting materials. Given the nature of this pandemic and ongoing need for critical supplies, the CDC recommends that facilities keep a minimum quantity of 30-day supply of disinfectant supplies and a minimum quantity of 30-day supply of PPE, as applicable.

#### **Engineering & Work Practice Controls:**

In addition to personal protective equipment (face coverings), engineering and work practice (administrative) controls should be implemented to further protect employees and reduce risk of transmission. Crafts Technology requires all visitors to complete a questionnaire prior to entry. This questionnaire consists of three (3) self-declarations.

**Recommendation:** Per CDC guidelines, the current questionnaire should be updated. It is suggested that all visitors and employees be asked the below COVID-19 screening questions prior to entering the facility. If they answer “yes” to any, they should be asked to leave the facility immediately.

- Have you, or anyone you have had close contact with, been in contact with a person that has tested positive for COVID-19?
- Have you, or anyone you have had close contact with, been in contact with a person that is in the process of being tested for COVID-19?
- Have you, or anyone you have had close contact with, traveled outside of the U.S. within the last two weeks?
- Have you been medically directed to self-quarantine due to possible exposure to COVID-19?
- Are you having trouble breathing or have you had flu-like symptoms within the past 48 hours, including: fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue?


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I am pleased to report that several work practice improvements have occurred in the Crafts Technology facility meant to protect employees and prevent any potential transmission. These work practice enhancements include:

- Utilizing telephone communication and tele-conference whenever possible
- A comprehensive plan outlining cleaning and disinfecting of incoming supplies and materials
- Modified work schedules and shifts to limit individuals onsite at any given time
- Employee assignment to specific facility areas to avoid unnecessary movement into other work areas
- Replacement of HVAC filters
- Availability of touchless hand sanitizers at all entrances and strategically throughout facility
- Availability of Clorox wipes at all employee work stations
- Availability of touchless paper towel dispensers in restrooms
- A large number of social distance postings throughout the facility and markings on floor in restrooms at hand washing facilities
- Removal of all communal microwaves and refrigerators from use
- Removal of plastic/paper cups at water fountain; only allowed use is touchless capability with employee-owned drinking container with cap
- Applicable doors within the facility remain open using doorstops to eliminating contact with high-touch surfaces
- Trash, waste and discarded PPE is placed into receptacles and emptied as necessary; no overflowing waste was observed
- Closure of the regular lunch room and implementation of a two-person assigned lunch table to maintain social distancing requirements during lunch/break hours. Cleaning and disinfecting agents are found at various tables.

Social distancing is deliberately increasing the physical space between people to avoid spreading illness. Staying at least six (6) feet or two (2) meters away from other people lessens your chances of catching COVID-19. Social distancing practices in the Crafts Technology facility were satisfactory; however, on at least one (1) occasion, a group of three (3) machine operators communicated with each other in close contact (<6'). During this discussion, at least one (1) of the employees was not wearing their face mask properly covering the nose and mouth – see picture on left and/or Large Images Appendix B.



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**Recommendation:** Given the nature of work operations and space limitations, maintaining social distancing requirements, especially during work-related conversations, can be difficult even with the large number of postings indicating its importance. When social distancing requirements cannot be maintained, employees should be provided with alternative measures to mitigate their exposure such as the following:

- Properly worn and maintained face mask (majority used correctly)
- Properly worn and maintained face shield (did not observe being worn by any employee)
- Body orientation/positioning relative to preferred employee (room for improvement)
- Physical barriers such as a sneeze/bodily fluid Plexiglas shield (used to facilitate routine communication on the machining floor)


**Personal Protective Equipment:**

Crafts Technology provided all employees with the necessary personal protective equipment as it relates to COVID-19 exposures which includes mandatory face coverings to be worn on a voluntary basis, although strongly encouraged. Face covering options provided by Crafts Technology include disposable surgical or dusk masks, cloth or face shields.

Face coverings are to be worn whenever possible within the Crafts Technology facility until further notice. According to the Crafts Technology mandatory face covering initiative, masks should be completely removed before eating and drinking. During this time, the mask should be placed in a sealed bag. On at least two (2) occasions, while employees were taking their break at the applicable work station, their masks were not removed entirely, or their mask was removed, but was not properly stored.

**Recommendation:** Based on observations made during this most recent audit, employee training relating to face coverings and social distancing should be conducted. On multiple occasions, Crafts Technology employees were observed not wearing the protection properly or not at all when communicating in close contact (<6'); broken straps creating an improper seal was observed. As a supplement to the face covering signage, employee training on mask use, limitations, cleaning etc. should be conducted so that the mask does not become a health hazard to the user.



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\*See Appendix D for more information on face covering training requirements.\*

Furthermore, few Crafts Technology employees were observed wearing gloves during this most recent audit. As a reminder, gloves have the potential to place employees at a higher risk of exposure and are not recommended for general protective use against viruses (outside of cleaning/disinfecting and first responders) for the following reasons:

- The COVID-19 virus does not harm your hands, so gloves provide no protection, and touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection
- Gloves often create a false sense of security for the individual wearing them; employees are more likely to touch contaminated surfaces because they feel they are protected from the virus because of the gloves when in reality, they are not
- When wearing gloves, employees are less inclined to wash their hands; this is counterproductive and puts others at higher risk; washing hands is the number-one defense against any virus
- Proper removal of gloves requires training; if contaminated gloves are not removed properly, employees are exposure to greater risk (Crafts Technology provides signage outlining proper glove removal practices)


#### **Cleaning & Disinfecting:**

In addition to the engineering controls and work practice improvements, general disinfection measures have been implemented at Crafts Technology which include:

- Every Sunday (thru October 2020), a third-party firm, BAC Restoration, is contracted to conduct a deep-clean and disinfection of common areas around the office, stairwells, shop doors, in addition to various other common areas
- Pre-shift cleaning completed by the applicable machine operator or employee
- Various interim cleaning completed as needed by the applicable machine operator or employee
- Post-shift cleaning completed by the applicable machine operator or employee

Throughout this COVID-19 audit, routine or periodic cleaning and disinfecting was not observed among any employee. This includes simple work station wipe downs using the Clorox wipes available. For disinfection, most common EPA-registered household disinfectants should be effective. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. Craft Technology currently uses approved cleaning and disinfecting agents; alcohol-based hand rubs containing at least 60% alcohol or Uline 2 in 1 cleaner/disinfectant.

**Recommendation:** It is strongly suggested that internal cleaning and disinfecting occur more frequently than currently conducted; cleaning and disinfecting should continue at the intervals listed above; however, more frequent “during shift cleaning/disinfecting” should occur. Specifically, cleaning and disinfecting of high frequency contact points including the entry keypad, entry phone and i-pad, works stations, equipment controls, tools and equipment, tables and chairs should occur more frequently during shifts.

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Furthermore, employees cleaning and disinfecting should wear appropriate PPE including gloves, face covering and safety glasses. Additionally, all PPE should be removed and discarded after use, and employee must wash their hands following any cleaning or disinfecting.

\*See Appendix A for more information on surface cleaning and frequencies.\*

#### **Employee & Supervisor Training/Education:**

I commend Crafts Technology for their signage and communication practices. All areas of the facility including offices, common areas and the facility floor have postings relating to COVID-19. After speaking with two (2) Crafts Technology supervisors/managers, it was unclear if documented employee/supervisor training was conducted in conjunction with these postings.

**Recommendation:** Employees need to know the prevention and control measures they should utilize, as well as understand the rights they have under various laws and regulations. While the posting of information is effective, coupling the posting with routine, small group reminders increases awareness and overall effectiveness of each control implemented; training curriculums are reinforced with signage. Being prepared, yet flexible enough to adapt to an ever-changing situation, is important to the wellbeing of all employees and their workplace. Routine training and education topics to consider in addition to other OSHA related topics include:


- Limiting exposure to COVID-19 (engineering controls and work practices, PPE, etc.)
- Self-monitoring for signs and symptoms of COVID-19 if they suspect possible exposure
- Limiting exposure to COVID-19 outside of work, in the community and at home
- Employee regulatory rights and responsibilities
- Impact on your work environment

All trainings including tool box talks or informal discussions relating to COVID-19 must be documented.

#### **Employee Mental Health (Social Anxiety):**

The outbreak of coronavirus disease 2019 (COVID-19) may be stressful for people. Fear and anxiety about a disease can be overwhelming and cause strong emotions in adults, teens and children. Common reactions to COVID-19 include:

- Concerns about protecting oneself from the virus because they are at higher risk of serious illness
- Concern that regular medical care or community services may be disrupted due to facility closures or reductions in services and public transport closure
- Feeling socially isolated, especially if they live alone or are in a community setting that is not allowing visitors because of the outbreak
- Guilt if loved ones help them with activities of daily living
- Increased levels of distress if they:
  - Have mental health concerns before the outbreak, such as depression
  - Live in lower-income households or have language barriers
  - Experience stigma because of age, race or ethnicity, disability, or perceived likelihood of spreading COVID-19

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**Recommendation:** An exposure control plan should include elements relating to employee mental health and any potential social anxiety that may be experienced. Additionally, this element of the plan should include healthy eating and lifestyle habits directed at building up the body's immune system. Crafts Technology should consider implementing an employee survey which discusses and addresses the following:

- Have employees expressed concern about working with or near others who may be infected?
- Have employees expressed concern about becoming infected at work and taking the virus home to their families?
- Has Crafts Technology conducted training to discuss actions it has taken to prevent the spread of the virus at work?
- Has Crafts Technology thanked employees, or provided other recognition, for working on the front-lines during the pandemic?
- Has Crafts Technology provided employees with guidance to prevent infection when away from the workplace?
- Does Crafts Technology provide an Employee Assistance Program for your employees?
- Has Crafts Technology encouraged employees to contact the EAP to discuss work related stress or COVID-19 concerns?
- Has Crafts Technology implemented a program where employees can anonymously express concerns regarding COVID-19 at work?


**Summary:**

Overall, Crafts Technology has the majority of elements necessary to achieve industry leader status with regard to the safety program. As this report indicates, room for improvement is available in several aspects of the program including written program and procedure development, personal protective equipment use, and employee training. Horton Safety Consultant will work with Crafts Technology addressing each of the challenges identified.


If you have any questions or comments after reviewing this report, please do not hesitate to reach out. Thank you for allowing Horton Safety Consultant the opportunity to assist Crafts Technology in the safety program efforts.

Stay safe and healthy!

Kind Regards,

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Appendix A – Surface Cleaning Procedures					
#	Area/Place	Disinfection Content	Disinfectant	Disinfection Measures	Frequency
1	Work cell common surfaces	Including control buttons, tools, and other common surfaces	Hospital grade disinfectant or fresh 10%chlorine bleach solution (sodium hypochlorite solution), as appropriate	Spray with hand held sprayer or wipe	Before shift, routinely during shift and after shift
2	Offices, desk, and conference rooms	Table and chair surface		Spray with hand held sprayer or wipe	At the end of each meeting and end of day
3	Moveable trays or containers	Handles and other commonly touched areas		Spray with sprayer	Based on use; Once per shift if contacted by 1 person only; otherwise, between users
4	General objects often used or touched	Doors and windows, handles, faucets, sinks, and bathrooms		Spray with hand held sprayer or wipe	At least four times per day
5	Cafeteria/Canteen	Table and chair surfaces, dispensers, vending machines, etc.		Spray with sprayer	Generally 3 or more times per shift to include after all breaks and meals
6	Tableware	Disinfection of tableware	Hospital grade disinfectant or fresh 10%chlorine bleach solution (sodium hypochlorite solution), as appropriate	Place in high-temperature disinfection cabinet, with temperature higher than 60°C, and time longer than half an hour	After use
7	Vending machines	Interface surfaces (pay, selection and vending surfaces)		Spray with sprayer	Generally 3 or more times per shift to include after all breaks and meals
8	Forklifts	Wipe areas of common human interaction		Spray with sprayer	After each use
9	Transport vehicles	Common surfaces (e.g. seat surfaces rails, belts, door and window controls)		Spray with sprayer	Before and after each use
10	All floors and walls	All general floors and walls at site		Mop	Periodic, where frequently touched; mop hard surfaces daily

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## APPENDIX R: COVID-19 QUESTIONNAIRE



### COVID-19 QUESTIONNAIRE

DATE: MAY 1<sup>ST</sup>, 2020

REV. NC

### COVID-19 INITIAL EMPLOYEE QUESTIONNAIRE

EMPLOYEE NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

BY DESIGNATED MEMBER OF MANAGEMENT:


I certify that the above information was provided to me by telephone discussion with the above-named individual on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and is accurately recorded herein.

SUPERVISOR NAME: \_\_\_\_\_ DATE: \_\_\_\_\_


**INSTRUCTIONS:** The following questions should be asked of any Employee who has informed you that she or he has either tested positive for COVID-19 (CASE A) or is presumed to have COVID-19 (CASE B).

This questionnaire is to be kept confidential and in Employee's separate COVID-19 medical file with access by only select individuals designated by the Company.

- What is the date that you first exhibited symptoms, if any, of COVID-19?
  - Date: \_\_\_\_\_
- What were the symptoms?
  - Fever: Yes ☐ No ☐
  - Cough: Yes ☐ No ☐
  - Shortness of breath: Yes ☐ No ☐
  - Sore throat: Yes ☐ No ☐
  - Muscle aches: Yes ☐ No ☐
  - New loss of taste: Yes ☐ No ☐
  - Headache: Yes ☐ No ☐
  - Other: \_\_\_\_\_ (describe)
- When were you diagnosed with COVID-19 or presumed to have COVID-19?
  - Did you get tested: Yes ☐ No ☐

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- Date: \_\_\_\_\_
  - Tested positive: Yes ☐ No ☐
  - Presumed to be positive: Yes ☐ No ☐
4. Name of medical professional or health care provider giving you the result or telling you that you are presumed to be positive: \_\_\_\_\_
5. What are your current symptoms?
- Fever (100.4°F or higher) Yes ☐ No ☐
    - Cough: Yes ☐ No ☐
  - Shortness of breath that you cannot attribute to another health condition:
    - Yes ☐ No ☐
  - Sore throat that you cannot attribute to another health condition:
    - Yes ☐ No ☐
  - Muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise):
    - Yes ☐ No ☐
  - Other: \_\_\_\_\_(describe)
1. Have you been told by a medical professional to self-quarantine? Yes ☐ No ☐
- If yes, for how long (in days)? \_\_\_\_\_
  - If yes, have you been self-quarantined? If yes, since what date? \_\_\_\_\_
2. In the previous 30 days, have you had close contact with an individual confirmed or presumed to have COVID-19 (i.e. spent longer than 15 minutes within 6 feet of the individual)? Yes ☐ No ☐
- If yes, give the date of last contact: \_\_\_\_\_
  - If yes, explain your relationship to individual(s) with COVID-19: \_\_\_\_\_
  - If yes, identify the location of last contact: \_\_\_\_\_
  - If yes, identify whether any such contact is or was in your household: \_\_\_\_\_
3. In the previous 30 days, have you traveled to, or stopped over in, a country for which the CDC has issued a travel health notice (including but not limited to China, Iran, or Europe)? Yes ☐ No ☐
- If yes, give country name and dates of travel: \_\_\_\_\_
4. In the previous 30 days, have you traveled domestically by airplane, bus or train? Yes ☐ No ☐
- Details: \_\_\_\_\_
  - Date(s) of Travel: \_\_\_\_\_
5. In the previous 30 days have you used mass transit or public transportation? Yes ☐ No ☐
- Details: \_\_\_\_\_
  - Date(s) of Travel: \_\_\_\_\_
6. Outside of work, have you attended any event or visited any public place in the previous 30 days where more than 10 individuals were in attendance and you were, at any time, within 6 feet from any one individual for more than 15 minutes?
- Yes ☐ No ☐
  - Location: \_\_\_\_\_
  - Date(s): \_\_\_\_\_

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### **THE FOLLOWING ITEMS ARE TO BE CONDUCTED BY THE SUPERVISOR**

6. Any areas used by the sick person should be closed off with proper identification (example = taped off) and no employees are to enter this area until the guidelines below are followed. Please note, it is not necessary to shut down the entire facility.

Conducted: Yes ☐ No ☐

Location(s): \_\_\_\_\_

Date(s): \_\_\_\_\_

7. For a confirmed case of COVID-19 (CASE A) all practical areas, quarantine the contaminated areas for 24 hours before beginning cleaning and disinfection.
- Professional cleaning staff (BAC or ServePro) are to be contracted and sanitizing cleaning is to be scheduled ASAP. The cleaning staff is to disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
  - Dirty surfaces should be cleaned with soap and water prior to disinfection.

Conducted: Yes ☐ No ☐

Location(s): \_\_\_\_\_

Date(s): \_\_\_\_\_

8. For a confirmed case of COVID-19 (CASE A) the operation notice was posted.

Conducted: Yes ☐ No ☐

Location(s): \_\_\_\_\_

Date(s): \_\_\_\_\_

9. For a possible case of COVID-19 (CASE B) Crafts designated cleaning staff are to clean all areas (e.g., offices, bathrooms, and common areas) used by the persons, focusing especially on frequently touched surfaces.
- Dirty surfaces should be cleaned with soap and water prior to disinfection.
  - To disinfect, use products that meet EPA's criteria for use against SARS-Cov-2, the cause of COVID-19, and are appropriate for the surface.

Conducted: Yes ☐ No ☐

Location(s): \_\_\_\_\_


Date(s): \_\_\_\_\_

5. All employees who are under home isolation for CASE A or CASE B are to report to their manager on a daily basis. The daily question log for employees under home isolation is to be followed. Through daily reporting the supervisor will work with the individual to determine a date that the individual can return to work, in adherence to the CDC recommend guidelines of home isolation.

Log Started: Yes ☐ No ☐

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



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## COVID-19 QUESTIONNAIRE

DATE: MAY 1<sup>ST</sup>, 2020

REV. NC

### COVID-19 DAILY QUESTIONNAIRE FOR EMPLOYEE UNDER HOME ISOLATION

EMPLOYEE NAME: \_\_\_\_\_

BY DESIGNATED MEMBER OF MANAGEMENT:

I certify that the above information was provided to me by telephone discussion with the above-named individual on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and is accurately recorded herein.

SUPERVISOR NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

This questionnaire is to be kept confidential and in Employee's separate COVID-19 medical file with access by only select individuals designated by the Company.

Employees that are conducting home isolation per the CDC recommended guidelines are to report to their supervisor on a daily basis.

DAILY the supervisor will be asking and documenting the following questions:


Q1. When is the last time/date you reported a temperature over 100.4 F?


Q2. When is the last time/date you reported having any symptoms that include cough, shortness of breath, chills, muscle pain, headache, sore throat, or new loss of taste/smell?

Q3. When is the last time/date you were around an individual that tested positive for COVID-19 and/or that had a fever over 100.4 F and/or presented symptom that include cough, shortness of breath, chills, muscle pain, headache, sore throat, or new loss of taste/smell?

Date	Q1 Answer	Q2 Answer	Q3 Answer	Supervisor Initials



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## APPENDIX S: INTERNAL COVID-19 CONFIRMED CASE NOTICE TEMPLATE



**To: All Crafts Technology Employees**

**From: xxxxxx**

**Re: COVID-19 Confirmed Case**

**Date: XXX XX, XXXX**

Dear Crafts Technology Family:


One of our team members has tested positive for the COVID-19 virus. The person was last at Crafts Technology on *Time, Date*.

All areas used by the person are schedule for professional cleaning and disinfecting on *Time, Date*. After the cleaning, all these areas can be used accordingly. Please continue to strictly follow all best practices illustrated in Craft Technology COVID-19 Exposure Prevention, Preparedness, and Response Plan.

If you feel that any area or machine requires additional attention, please review with your manager/supervisor so they may take appropriate action.

Please diligently monitor yourself for any signs of the virus and immediately notify your manager if you are feeling sick or show signs of any symptoms.

Please continue to practice all CDC recommend guidelines including social distancing, washing your hands, and/or use of hand sanitizer at appropriate intervals.

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## APPENDIX T: ILLINOIS WORKPLACE HEALTH AND SAFETY GUIDANCE



Office of the Illinois Attorney General  
Kwame Raoul, Illinois Attorney General

### Workplace Health and Safety Guidance for Employees and Staff of Businesses April 30, 2020

#### Practice Social Distancing

Pursuant to Executive Order 2020-32 (Stay at Home Order), your employer must comply, to the greatest extent feasible, with **social distancing requirements**. This means that your employer should:

- Make sure that you can maintain **at least 6 feet of physical separation** between yourself and others around you, including your co-workers and customers.
- Mark with **signage or tape** 6-foot spacing for employees and customers to maintain appropriate distance from one another.
- **Provide face coverings** to employees, especially when it is not possible to maintain at least 6 feet of space between you and another person.
- Provide **handwashing stations** with soap, clean water, and single use paper towels and **encourage frequent handwashing** for 20 seconds or longer.
- **Provide hand sanitizer (with at least 60% alcohol) & sanitizing products** for employees and customers.
- **Regularly clean** high-touch surfaces including doorknobs, light switches, shared equipment, toilet handles, sink faucets, and clock in/out areas.

#### Do Not Work if You Are Sick

You should not report to work if you are experiencing **symptoms of Coronavirus Disease (COVID-19)**, including fever (100.4° or above), cough, shortness of breath, sore throat, chest tightness, extreme fatigue, loss of sense of taste or smell, diarrhea, muscle aches, or headaches.

If you are experiencing any of these symptoms, stay home and call your doctor.

#### Who You Can Contact if You Have Concerns About Social Distancing in Your Workplace

If you have concerns that your employer is not allowing for safe social distancing or that it is not maintaining a safe and sanitary work environment to minimize the risk of spread of COVID-19, please contact the Workplace Rights Bureau of the Illinois Attorney General's Office at 844-740-5076 or [workplacerrights@atg.state.il.us](mailto:workplacerrights@atg.state.il.us).

If you believe that two or more employees at your workplace have COVID-19, please notify your local public health department. A list of local health departments can be found here:

[http://www.idph.state.il.us/IDPHPrograms/v\\_LHDDirectory/Show-V-LHDDirectory-Public.aspx](http://www.idph.state.il.us/IDPHPrograms/v_LHDDirectory/Show-V-LHDDirectory-Public.aspx).

Pursuant to Section 25(b) of the Whistleblower Protection Act, 740 ILCS 174, businesses are prohibited from retaliating against an employee for disclosing information when the employee has reasonable cause to believe that the information discloses a violation of a state or federal law, rule, or regulation.

For more information about COVID-19, including ways to protect yourself and others, visit the Illinois Department of Public Health's COVID-19 website: <https://www.dph.illinois.gov/covid19>.