

# NAL COVID-19 PLAYBOOK

## **A NOTE TO ALL READERS**

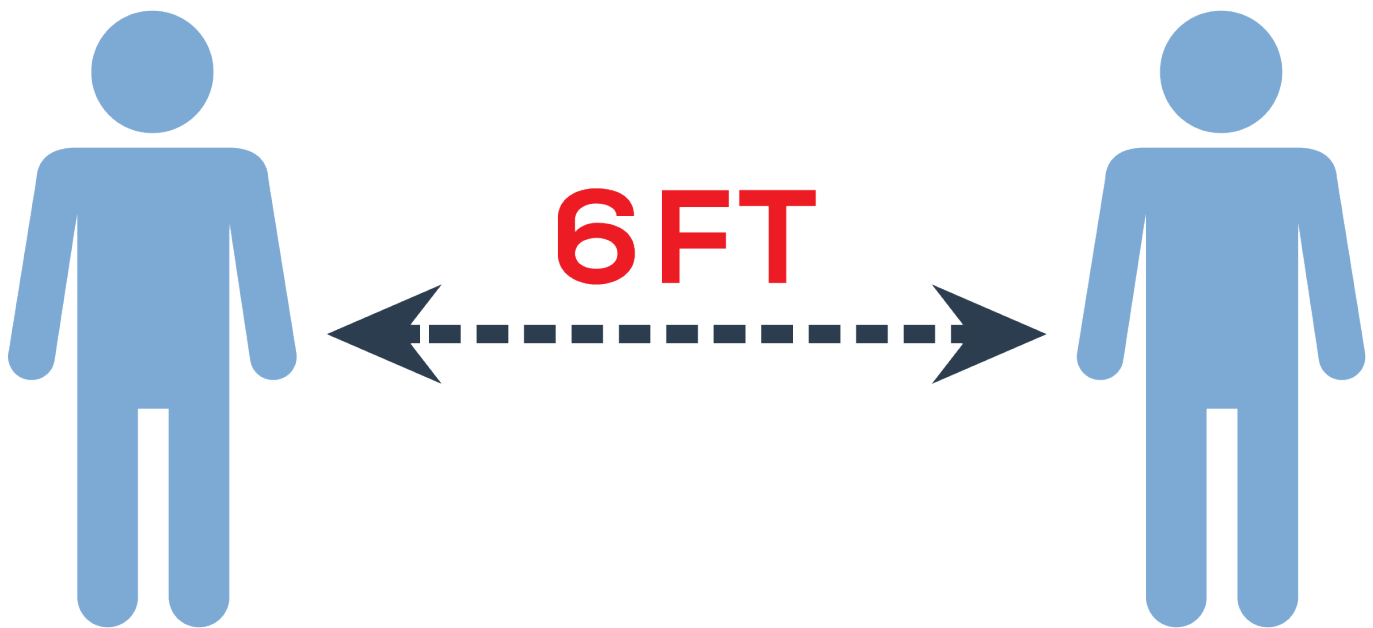
The information contained in the NAL COVID-19 Playbook represents our mitigation guidelines for our manufacturing operations and office locations to prevent the spread of COVID-19 and its variants. These guidelines will be implemented as necessary by facility based on internal and external factors. This may include local, state and federal guidelines as well as COVID activity in the facility or community. Please inquire with local NAL management about which guidelines may apply to you. The health and safety of our Team Members and visitors is our number one priority.

# NAL COVID-19 PLAYBOOK

## LEGAL DISCLAIMER

Please be advised this document is prepared for the Team Members and visitors of North American Lighting. Some or all the information contained in this document may not be applicable to other businesses or places of work. We strongly recommend that before outside entities implement any of the ideas contained herein they carefully evaluate, and consult with outside legal counsel as appropriate, the legality, applicability and potential efficacy of this information in their place of business. Please also note that this is a “living” document that may be updated at any time by North American Lighting given the fluidity of this situation.

North American Lighting bears no responsibility for any circumstances arising out of or related to the adoption, or decision not to adopt, any of the practices or procedures contained in the NAL COVID-19 Playbook.



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## LETTER FROM THE PRESIDENT

NAL Team Members:

We are deeply focused on keeping our Team Members, customers, visitors and suppliers safe while working at our facilities and supporting our business.

We have tapped into all of our available resources to develop a “NAL COVID-19 Playbook” to raise awareness of new health and safety guidelines, protocols and expectations.

While it is not a one-size-fits-all approach, the Playbook includes practical procedures based on guidelines from the Centers for Disease Control and OSHA. Regular updates will be made to the Playbook to meet new regulations by local, state and federal agencies as well as opportunities of improvement.

The Playbook covers a wide range of topics, including:

- Social distancing
- Personal Protective Equipment (PPE)
- Cleaning and disinfection procedures
- Access control & health screening
- Case management of virus exposure
- Training and communication

This has been a difficult time for everyone and establishing a workplace where Team Members feel comfortable performing their jobs safely is a multi-faceted challenge. It is our hope that by sharing this information we can help you adjust to our new safety and operating protocols in today’s challenging conditions.

If you ever have any concerns or issues that you feel aren’t properly addressed, please contact your management team or call our Link Line at (217) 465-6666 to share your information.

Respectfully,

Kirk Gadberry

President & COO North American Lighting



## PURPOSE AND INTENT

These guidelines, procedures and protocols represent a series of recommended industry best practices, dealing with various health, safety, environmental, and public health focused measures, designed to enhance the health and well-being of our Team Members working in a COVID-19 environment.

These protocols represent our current practices regarding the operation of NAL facilities during a highly uncertain time and are designed to be a "living" document, recognizing that applicable public health guidance regarding COVID-19 is evolving on almost a daily basis.

To that end, COVID-19 Response Teams have been established and shall be maintained at all NAL facilities in order to adapt quickly in changes from governmental agencies and as the understanding of COVID-19 prevention and best practices evolve.

The various protocols set out in this document align with the Centers for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) recommendations to the greatest extent possible.

These protocols are designed to be used in all NAL facilities. Because there may be circumstances unique to a location, there may be some cases in which a facility must adapt to address that facility's specific requirements. Such exceptions must be authorized by senior leadership. Additionally, all facilities must comply with the ever changing state and local COVID-19-related orders. In applying these protocols, our primary consideration as an organization should always be the safety of our team members.

***All Team Members are expected to comply with these guidelines as a part of the NAL safety program. Failure to do so may result in progressive disciplinary action up to and including termination.***

## HIGH-RISK TEAM MEMBERS

Those with chronic health conditions may be more susceptible to COVID-19. People with a history of issues related to autoimmune, heart disease, lung disease, cancer, diabetes, asthma, lupus, rheumatoid arthritis, cystic fibrosis or Crohn's disease should consult with their doctor or health care provider. Team Members should also notify their local Human Resources Department about their condition. NAL will make every effort to comply with any restrictions. The health and safety of our Team Members is our number one priority.



## COVID-19 RESPONSE TEAMS

Teams have been established and shall be maintained at all NAL facilities in order to adapt quickly to changes and updates on prevention and protocols established by local, state and federal agencies.

| COVID-19 EXECUTIVE LEADERSHIP TEAM<br>(Larry Saatkamp, Kirk Gadberry, Kishore Ahuja, Greg Matthews, Chris Kocher, Chad Thompson, Steve Fox, Chad Lueking, Jim Kerner) |                    |                | COVID-19 Response Functional Area Leader and Support |                                 |  |                               |                              |
|---|--------------------|----------------|--|---------------------------------|--|-------------------------------|------------------------------|
|   |                    |                | Social Distancing and PPE Requirements               | Access Control/ Virus Protocols | Sanitization/ Disinfecting Requirements        | PPE and Materials Procurement | Communication and Training   |
|   |                    |                | Greg Matthews  | Chad Thompson                   | Greg Matthews                                  | Greg Kelly                    | Stacey Thacker               |
|   |                    |                | Cliff Stout<br>Steve Fox                             | Cliff Stout                     | Chad Lueking<br>Chris Kocher<br>Larry Saatkamp | Chris Kocher                  | Chad Thompson<br>Kayla Boyll |
| Location  | Executive Champion | Site Leader    | Location Champions                                   |                                 |  |                               |                              |
| IL Plants   | Greg Matthews      | Chad Lueking   | Mike Harness   | Jonita Mitchel                  | JC Noll  | Jonita Mitchel                | Jennifer Manion              |
|   |                    | Steve Fox      | Brad Thompson  | Carey Clements                  | Todd Antrim                                    | Brad Thompson                 | Dakota Fretz                 |
|   |                    | Jim Kerner     | Michael Randolph                                     | Melanie Lusch                   | Corey Lowe                                     | David Sullens                 | Sarah Delayo                 |
|   |                    | Chad Lueking   | Shelly Bodine  | Amanda Martin                   | Aaron Osborn                                   | Amanda Martin                 | Stacey Thacker               |
| AL Plant  | Larry Saatkamp     | Mark Hunzicker | Cliff Stout  | Troy VanFleet                   | Daniel Springer                                | Sheila Aycock                 | Promise Gilkeson             |
| ITP/IEP   | Chris Kocher       | Dan Hawkins    | Dan Hawkins  | Dakota Fretz<br>Sandy Webb      | Dan Hawkins                                    | Russ Stucky                   | Dakota Fretz                 |
|   |                    | Ovie Gaither   | Kelly Colclasure                                     |                                 | Mike Hockgeiger                                | Olivia Woomer                 | Kelly Colclasure             |
| Paris HQ  | Chris Kocher       | Brian Bradley  | Joe Lammert  | Amanda Martin                   | JD James                                       | Lori Kelley                   | Stacey Thacker               |
| FHO   | Scott White        | Tom Poorman    | Tom Poorman  | Molly Greene                    | Tom Poorman                                    | Tom Poorman                   | Molly Greene                 |
| SVL   | Kishore Ahuja      | Tom Masuda     | Tom Masuda   |                                 | Tom Masuda                                     | Amit Mehta                    | Molly Greene                 |

### Executive Leadership Team

Provide overall direction to comply with all governmental regulations and guidelines and customer expectations related to COVID-19. Approve all policies, procedures and reactions related to COVID-19. Assign specific emergency response teams for each facility and support case management. This team will be assigned and managed by the President/COO.

### Functional Area Leaders

Develop procedures, protocols and guidelines including formal documentation, training and communication materials. Identify PPE and disinfecting materials and supply chain for PPE and materials. Provide implementation guidance to site leaders and location champions.

### Site Leaders and Location Champions

Identify applicable areas at each site and create implementation plans. Create site maps and diagrams as needed. Install visual controls and signage. Create site-specific check sheets and schedules as needed, audit execution at site, maintain adequate supplies and execute training and communication plan.



## COVID-19 RESPONSE TEAMS

1. **Corporate Level: Social Distancing and PPE Requirements** - Develop distancing rules and methods that can be applied at each site. Provide list of areas that must be evaluated and potential mitigation measures to manage risk of employees required to work less than six feet from others. Establish guidelines for all visual controls, PPE and standard mitigation methods that can be applied (barriers, signage, rules, visual marks, etc.). Determine proper disposal methods.

**Site Managers** – Pick teams to evaluate applicable areas within each site and adapt/ install approved methods for mitigation. Team will also address site-specific logistics regarding arriving and departing shifts.

2. **Corporate Level: Access Control/ Virus Protocols** – Develop processes and protocols for access to the building for Team Member screening as well as visitors and contractors including truck drivers. Develop protocols to ensure the wellness of all Team Members, including isolation protocols, confirmed-case protocols, contact tracing interviews, etc.

**Site Managers** – Make HR Managers available to work w/ Corporate lead and to lead the implementation and logistics at each site.

3. **Corporate Level: Sanitization & Disinfection** – Develop standards for daily and periodic disinfection, including routine and deep cleaning materials and mixing instructions, disinfection processes, work-station disinfection, commons area disinfection, end-of-shift rules for work-station cleaning, hand sanitizer location standards, etc. Arrange sub-contractor for potential deep cleaning needs.

**Site Managers** - Pick teams to evaluate applicable areas within each site and adapt and install approved methods for mitigation. Develop work-station-level instructions, responsibilities and check sheets as needed. Assign compliance audit responsibility and frequency. Work with site-level materials lead to ensure supply of necessary sanitizing and disinfecting materials.

4. **Corporate Level: PPE & Materials** – Select and secure all necessary supplies to implement and sustain the PPE and disinfecting and other virus-related protocols and develop reliable supply chain. Work with Teams 1 & 3 for trials and final selections. Support long-term site ordering and procurement.

**Site Managers** – Select individuals who will be responsible for monitoring and maintaining site supplies once the supply chain is established



5. **Corporate Level: Communication & Training Lead** – Develop all training materials and schedules for each level of Team Member. Develop all COVID-19 related training. Manage the training function across all sites related to virus preparedness. Develop training delivery method for all levels that abides by social distancing requirements. Develop standard signage for COVID-19 prevention. Manage all virus-related communications.

**Site-managers** – Make plant trainers available to work with the corporate training team to provide training to all Team Members at each facility that supports this Playbook.





## SOCIAL DISTANCING

Social distancing involves taking steps to limit the number of people you come into close contact with, reducing the risk of transmitting the virus. In order to decrease the transmission of COVID-19, NAL facilities are practicing social distancing in all areas possible. In areas where social distancing cannot be continuously maintained, PPE and/or physical barriers are applied.

### Key Elements

- Adopting work-from-home strategies where possible to reduce the number of Team Members in a facility
- Adjusting work and break schedules to reduce crowding
- Minimizing face-to-face meetings and training through the use of virtual methods
- Ongoing review of work hours and shift structures to minimize overlaps of workers and to reduce crowding
- Adapting workstation layout and methods to allow for and follow social distancing where possible
- Utilization of barriers and/or PPE where interactions occur
- Implementing visual reminders such as signage and floor markings
- Eliminating contact with others such as handshakes or embracing coworkers, visitors or friends
- Eliminating common touch areas to the extent possible

### SOCIAL DISTANCING: GUIDELINES

1. Eliminate Hand Contact and Reduce Common Touch Areas
  - a. It may be necessary to prop all non-essential doors open to reduce the need to touch them.
  - b. For doors that must remain closed, adopt foot-openers where possible
  - c. Adopt the “No-Handshake” rule and post in lobby.
  - d. Instruct all Team Members including posting reminders to avoid handshakes or embracing coworkers, visitors or friends.
2. Meeting and Training Rooms
  - a. Reduce all meeting and training room chairs to no more than what can allow for social distancing of at least six feet between attendees.
  - b. Post signage for meeting social distancing rules at all conference rooms and training rooms.
  - c. Move meetings and training to Microsoft Teams, teleconference, video conference or other non-in-person methods as much as possible.
3. Production-Related Meetings



- a. Reduce the number of in-person attendees at the production meetings by adopting virtual methods for the meeting.
  - b. Divide all Flex & Stretch and Start-up meetings into smaller groups to allow for social distancing and mark floors where these meetings occur to show.
  - c. Yatai training sessions must be held in groups small enough to maintain social distancing of six feet between trainees. The trainee and the trainer should avoid face-to-face orientation when within six feet of each other.
  - d. Other shop-floor meetings such as launch review, stand-down meetings, PIT Teams, etc. must be held within social distancing guidelines. If regularly scheduled at the same location, markings should be in place to indicate required distancing.
4. Lobby and Reception Areas Including HR
- a. Signage and markings to indicate 6ft spacing from the receptionist, administrator, analysts, etc.
  - b. A clear plastic barrier must be installed for the receptionist anywhere 6ft cannot be maintained
  - c. Eliminate community pens for sign-ins, form-filling, etc. as much as possible by asking visitors to use their own. When visitor must use company pen immediately disinfect after use.
5. Office Workstations
- a. Adopt work-from-home strategies where possible and approved by senior management to reduce the number of people in office bullpens.
  - b. Adopt staggered work hours where feasible to reduce the number of people in office bull-pen areas.
  - c. All office workstations must be arranged so Team Members are no closer than six feet to each other.
  - d. Where six feet is not possible, a barrier must be placed between the workstations. A curtain, office partition or other hard barrier is acceptable and needs to extend to cover the standard working height.
6. Manufacturing Workstations and Areas
- a. All manufacturing processes/operations must be evaluated and redesigned where possible to maintain six feet of social distancing.
  - b. Where not possible, design and instruct to avoid face-to-face orientation and design as much as possible to avoid continuous working within six feet.
  - c. Example: Assembly line operators may frequently come within six feet of each other but are not continuously working within six feet of each other. These Team Members should be instructed to avoid face-to-face body orientation when within six feet of each other.
7. Time Clocks, Entrances, ESD Test Stations and Other Locations Where People Queue



- a. These areas must be marked to indicate six feet social distancing during queueing and audited for compliance.
  - b. Signage must be posted for reminders.
8. Break and Lunch Areas
- a. Must be marked for social distancing of six feet and times staggered to avoid exceeding the capacity of the break area.
  - b. Social distancing rules and reminders should be posted in the areas.
  - c. The six feet guideline may be reduced where barriers are installed between break seating locations.
  - d. Remove or make unavailable seating within six feet without barriers where possible.
  - e. Posting reminders to maintain six feet at microwaves, vending machines and kiosks.
  - f. If ice and water dispensers/drinking fountains are available, the use of personal containers may not be allowed. It may be necessary to disable these stations or provide a disposable container or disposable means to transfer from the dispenser to their personal container, and post signage.
9. Locker Rooms/Areas
- a. Assignments and locations must be separated and regrouped as much as possible to avoid people needing to access adjacent lockers at the same time.
  - b. Consider assigning lockers to females only or people who absolutely need them to reduce the number in the locker room.
10. Restrooms
- a. Urinals and sinks where people will frequently be within six feet of each other should have privacy panels extended to create a barrier.
11. Tornado Shelters
- a. All locations should re-assess the capacity of their tornado shelters at six feet social distancing guidelines.
  - b. Identify additional shelters and allocation by area where possible.
  - c. Where additional capacity cannot be identified, maintain face masks (when required) while in shelters and enforce distancing to the extent possible.
12. Fire-Alarm and Other Evacuations and Evacuation Checkpoints
- a. During a fire alarm or other need to evacuate the building, a safe and efficient evacuation takes priority over social distancing.
  - b. Team Members should maintain their face masks (when required) until at the checkpoint and then practice social distancing once at the checkpoint.

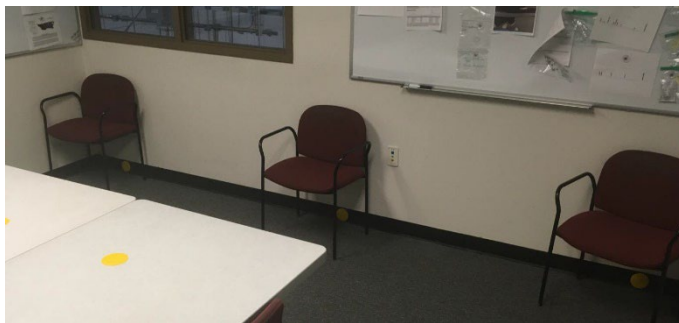


13. Elevators

- a. Elevators may be limited to 2 people at a time and social-distancing marks inside.
- b. Social distancing rules for elevators should be posted inside and outside of elevators.

**SOCIAL DISTANCING: LOW COST BARRIER AND MATERIALS EXAMPLES**

**Conference Rooms and Meeting Spaces:**



**COVID-19**  
#NEUNORMAL

**NORTH AMERICAN LIGHTING**  
A KOHLER Group Company

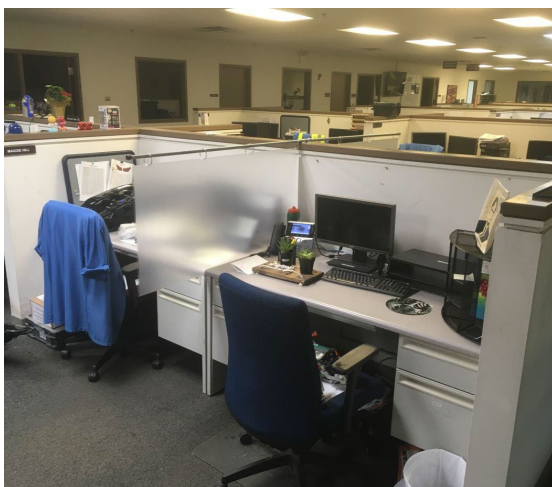


**CONFERENCE ROOM  
MAXIMUM CAPACITY IS**

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Due to COVID-19 concerns, in order to maintain 6 feet of social distancing, no more than the above number of people are allowed in this room at one time.

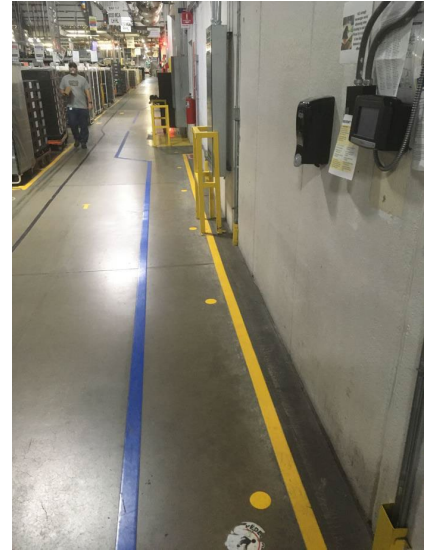
**Office Area:**



**Flex and Stretch Meetings**



**Time Clock Que**



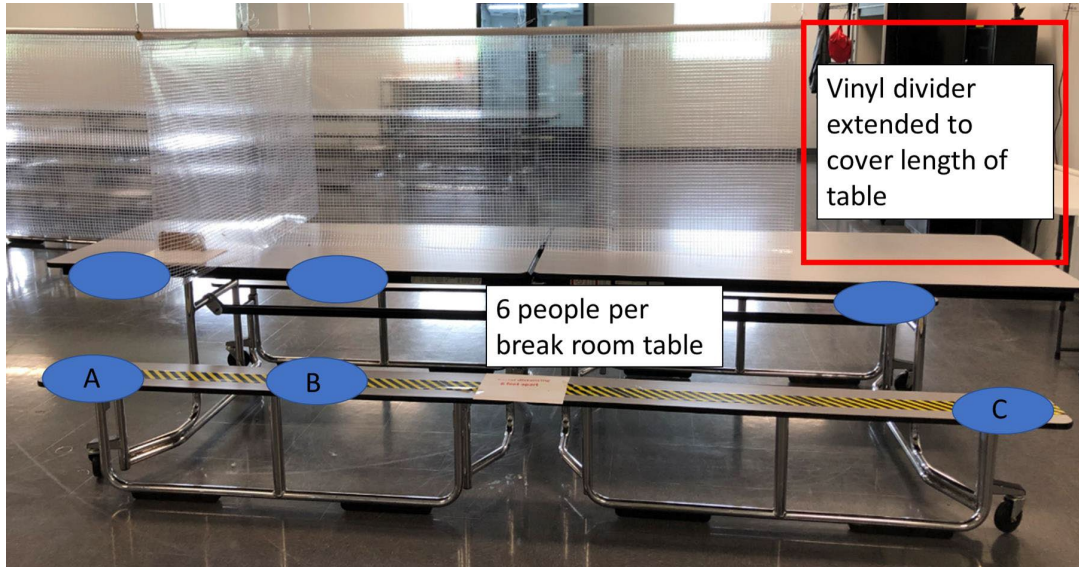
**Restroom Barriers**



**Reducing Touch Points**



**Break Areas:**



## PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) has been enhanced to help reduce the risk of transmission. The level and type of PPE selected varies by circumstance, location and job function. Standard requirements for safety glasses have not changed.

More detail is in the chart titled “Personal Protective Equipment Matrix”.

### Key Elements

- **Facemasks**

Team Members may be asked to wear facemasks in all NAL facilities. This requirement may also be based on vaccination status. The policy could change from time to time based on a number of factors including local, state and federal guidelines as well as COVID activity within the facility or community. Please discuss this policy with local management to know how this policy may apply to you.

Team Members are expected to abide by the policy as necessary and respect the health of those around them.

- **An NAL issued general pleated-style paper mask or NAL logo cloth mask is the minimum level mask requirement when required.**
- Masks may be temporarily removed when:
  - Working alone in an office or at a desk with no interaction with other people and no other people within six feet or behind a barrier
  - In break areas while seated at break table, behind a barrier or no closer than six feet to any other person
  - The trainer/speaker in training classes may remove their mask for clarity of speaking if speaking from one location and more than six feet from class members and wearing face-shield
- If a Team Member is having respiratory issues with their mask, they should immediately contact their Supervisor or local HR Department. They will be referred to their health care professional for further guidance on the most effective face covering to prevent the spread of viruses given their underlying conditions. They cannot return to work until they provide medical clearance and/or NAL is able to meet their restrictions.
- If a Team Member refuses to wear a mask according to policy, they will be asked to report to the Human Resources Department. Refusal to wear a mask may result in progressive corrective action, up to and including termination of employment.

- **Face Shields**

- Face Shields in addition to ASTM Level 1 or better masks may be required for First Responders.



- Team Members who request to wear a face-shield may bring their own and do so, but it does not eliminate our standard safety glass requirement as impact ratings of face shields will vary.
- Team Members performing trash-removal may wear a Face shield in addition to the mask.
  
- **Gloves**
  - Vinyl or surgical gloves are required for First Responders.
  - Vinyl or surgical gloves are required for anyone performing any disinfecting or sanitizing activity.
  - Various gloves are already required for part handling in all locations.

PERSONAL PROTECTIVE EQUIPMENT: MATRIX

|   | Safety Glasses | Face Mask                                     | Gloves (Nitrile) | Face Shield | Protective Gown or Coverall        |
|---|----------------|---|------------------|-------------|------------------------------------|
| Member of emergency-response team in continuous close contact with a Team Member who has become ill at work | REQ            | Follow facility mask policy (ASTM1 or better) | REQ              | REQ         | Made available but use is optional |
| Individuals performing trash removal  | REQ            | Follow facility mask policy                   | REQ              |             |                                    |
| Individual performing routine disinfecting  | REQ            | Follow facility mask policy                   | REQ              |             |                                    |
| Visitors (including truck drivers)  | REQ            | Follow facility mask policy                   |                  |             |                                    |
| Contractors and contract employees  | REQ            | Follow facility mask policy                   |                  |             |                                    |





|   |  |                             |            |  |  |
|---|--|-----------------------------|------------|--|--|
| Public areas / General Plant Area/Offices | REQ<br>Follow current standard                           | Follow facility mask policy | Follow SOS |  |  |
| Off-site Visits (Customers or Suppliers)  | Follow NAL Minimum plus any additional Site Requirements |                             |            |  |  |

All Team Members may be issued a general pleated-style paper face mask when necessary and/or 2 NAL logo cloth face masks. Extra NAL cloth masks will be available for purchase. If a paper mask becomes damaged, soiled or otherwise unusable, a new one may be requested from your supervisor.

Face masks should be on BEFORE entering the facility.

If a Team Member wants to provide their own pleated paper mask, it must be approved by HR/safety and must be manufactured. The only cloth masks approved will be the NAL logo company issued masks.



PERSONAL PROTECTIVE EQUIPMENT: MATERIALS

Face masks may be required in accordance to the NAL Mask Policy. Company issued general paper pleated masks and NAL logo cloth masks are the minimum requirements.



ASTM level 1 Mask (or better) face shield, and gloves for First Responders. First Responders may also wear a protective gown or coverall.



## SANITATION AND DISINFECTION

Additional cleaning and disinfecting measures may be implemented to reduce the risk of spreading COVID-19. Increased cleaning/disinfecting guidelines are outlined below including acceptable cleaning/disinfecting materials and frequency. Along with these workplace disinfection activities, use of required PPE and proper personal sanitary practices including hand washing are also necessary.

### Key Elements

- Increased cleaning and disinfecting frequencies on common-touch surfaces.
- Daily disinfecting of all workstations.
- Adding disinfecting to the daily end-of-shift 6S activities.
- Additional time allotted for Team Members to disinfect their workstation touch surfaces between users for multi-user stations if needed.
- Special attention to control panels, buttons and screens between users.
- Use of household bleach (typically 5~6% sodium hypochlorite) mixed with water to make a 0.1% solution for routine disinfecting. Use alternative disinfectants for sensitive controls, monitors and touchscreens.
- Postings or checklists showing when an area was cleaned.
- Increased sanitizer stations and mandatory use in some daily routines, such as first entering the building or using ESD test station.
- Eliminate Team Members sharing of PPE where possible including safety vests and smocks.
- Create process to allow for natural decontamination between uses for infrequently-used-but shared items such as Arc-flash-protection equipment.
- Cleaning between users for visitor items such as smocks, safety glasses, safety vests and badges. Encourage visitors to bring their own.
- Eliminate sharing of tools and equipment where possible.
- Disinfecting between users when sharing required such as welding helmets, radios, scanners, phones, etc.
- Deeper cleaning (decontamination) may be performed when there is a “Confirmed” case within our facility. A designated professional cleaning contractor will be retained for each facility.
- Plants may choose to shut down and allow natural deactivation of the virus when possible.

### ENHANCED DISINFECTION GUIDELINES

1. All locations should ensure that disinfecting procedures are in place for all areas of the facility per the following matrices as required.
2. Visual check sheets or indicators should be posted in areas show when completed.
3. Each facility should have sufficient layered auditing to ensure compliance.



- The following matrices are intended to provide a framework from which the site teams can do a deep analysis of areas affected in each location and lessen the likelihood areas are missed.

| Area/ Place                       | Disinfection Content  | Disinfectant  | Method   | Minimum Frequency                   |
|-----------------------------------|---|---|--|-------------------------------------|
| Assembly work cells               | Front shelves, Start switches/sensors, Andon controls, Handheld tools/drivers, Handheld destat guns, Touchscreens/controls, Plex station, Packer table, Social distancing barriers                      | 70% alcohol   | Apply alcohol to cloth and then wipe surface to be cleaned | 1X/Shift or after rotation          |
| Molding / Coating work cells      | Operator tables, Handheld tools, Andon controls, Handheld blow-offs, Plex station, Solid-belt conveyors, Start switches/sensors, Machine controls/screens used by operators, Social distancing barriers | 70% alcohol   | Apply alcohol to cloth and then wipe surface to be cleaned | 1X/Shift or after rotation          |
| Quality/ Sorting workstations     | Operator tables, Handheld tools, Andon controls, Handheld blow-offs, Plex station, Buttons, controls or screens, Social distancing barriers   | 70% alcohol   | Apply alcohol to cloth and then wipe surface to be cleaned | 1X/Shift                            |
| All machines                      | Robot pendants and other machine controls or screens used by techs including crane controls   | 70% alcohol   | Apply alcohol to cloth and then wipe surface to be cleaned | After each user                     |
| PIV's (Tuggers, Forklifts, AGV's) | Control levers, Steering wheel, Seat Arm rests, Seat belt release, Grab handles, Buttons/controls/Estops, Parking brake Hitches   | Bleach solution or equivalent pre-sat wipe or 70% alcohol | Apply disinfectant to cloth and wipe surface to be cleaned | After each user                     |
| Office or Desks                   | Mouse, Keyboard, Touchscreen, Laptop, Phone, Drawer handles, Desktop, Chair arms, Social distancing barriers  | 70% alcohol   | Apply alcohol to cloth and then wipe surface to be cleaned | After each user or 1x daily         |
| Copy Machines/ printers           | Controls and common touch surfaces  | 70% alcohol   | Apply alcohol to cloth and then wipe surface to be cleaned | 1X/shift                            |
| Conference Rooms                  | Tabletops, phones, speakers, projector, door handle, light switches, dry-erase markers, chair arms  | Bleach solution or equivalent pre-sat wipe or 70% alcohol | Apply disinfectant to cloth and wipe surface to be cleaned | After each use by meeting organizer |
| Time clocks                       | All touch surfaces  | 70% alcohol   | Apply alcohol to wipe and then wipe surfaces               | 2x/shift                            |
| ESD test stations                 | Finger pad  | 70% alcohol   | Apply alcohol to wipe and then wipe surfaces               | After each user                     |



ENHANCED DISINFECTION GUIDELINES CONTINUED

| Area/<br>Place                           | Disinfection Content  | Disinfectant  | Method   | Minimum<br>Frequency |
|--|---|---|--|----------------------|
| Restrooms                                | Door handles, light switches, stall latches, sink knobs, social distancing barriers, flush levers   | Bleach solution or equivalent pre-sat wipe                                  | Spray surface or cloth with disinfectant and wipe                                      | 2x/shift             |
| Break areas, outdoor tables and kitchens | Door handles, microwaves, vending machines and kiosks, table tops, bench seats, social distancing barriers, sinks, faucets, condiment containers, refrigerator handles, countertops | Touchscreens and controls = 70% alcohol<br>Other surfaces = bleach solution | Controls/ Screens = Apply to wipe<br>Spray surface or cloth with disinfectant and wipe | Every 2 hours        |
| Locker rooms                             | Locker doors and handles, light switches, benches   | Bleach solution or equivalent pre-sat wipe                                  | Spray surface or cloth with disinfectant and wipe                                      | 1x/shift             |
| Entrance /Exits and Lobby                | Door handles, table tops, chairs/seats, social distancing barriers, kiosks, phones, vending machines  | Touchscreens and controls = 70% alcohol<br>Other surfaces = bleach solution | Controls/ Screens = Apply to wipe<br>Spray surface or cloth with disinfectant and wipe | 1x/shift             |
| Elevators                                | Elevator buttons inside and outside   | 70% alcohol   | Apply alcohol to wipe and then wipe surfaces   | Every 2 hours        |
| Labs                                     | Horizontal surfaces, testing equipment controls, light switches, chairs   | Touchscreens and controls = 70% alcohol<br>Other surfaces = bleach solution | Controls/ Screens = Apply to wipe<br>Spray surface or cloth with disinfectant and wipe | After each user      |
| Tool Room / Maint / Tech areas           | Machine controls, shared tools/equipment, worktables, machine controls, crane controls  | 70% alcohol   | Apply alcohol to wipe and then wipe surfaces   | After each user      |
| Shipping / receiving                     | Dock controls   | 70% alcohol   | Apply alcohol to wipe and then wipe surfaces   | 1x/shift             |
| Stairways / ramps                        | Handrails, door handles   | Bleach solution or equivalent pre-sat wipe                                  | Spray surface or cloth with disinfectant and wipe                                      | 2x/shift             |
| Eye-glass cleaning stations              | Replace with single-use pre-saturated disposable wipes  | N/A   | N/A  | N/A                  |


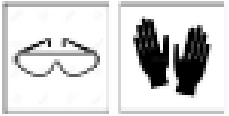






DEEP CLEANING METHODS AND TRIGGERS

| Case Type   | Disinfection Process   | PPE   | Scope/Area  | Who   |
|---|--|---|---|---|
| <u>Any case</u> where last surface contact was <u>&gt;72hrs</u>                     | Commercial disinfectants or standard bleach solution                             | Face Mask<br>Nitrile Gloves<br>Safety Glasses | Associates immediate work and frequented areas  | In-house cleaning   |
| <u>Symptoms-Only Case</u><br>Symptoms, but no credible exposure to a confirmed case | Commercial disinfectants or standard bleach solution                             | Face Mask<br>Nitrile Gloves<br>Safety Glasses | Associates immediate work and frequented areas  | In-house cleaning   |
| Symptom Free, but credible exposure to a confirmed case                             | Commercial disinfectants or standard bleach solution                             | Face Mask<br>Nitrile Gloves<br>Safety Glasses | Associates immediate work and frequented areas  | In-house cleaning   |
| <u>Suspect Case</u><br>Symptoms and credible exposure to a confirmed case           | EPA-approved disinfectant for use against COVID-19                               | Per safety-data-sheet or risk assessment      | Based on source tracing of associate for 48 hours before symptoms onset including common areas including restrooms, break rooms, etc. | In-house cleaning   |
| <u>Confirmed Case</u><br>Positive Test  | EPA-approved disinfectants for use against COVID-19<br>Fogging, misting or other | Per Safety Data Sheet or risk assessment      | Based on source tracing of associate for 48 hours before symptoms onset which may include entire facility                             | Management may call in an outside contractor to clean the affected area |



DISINFECTION: METHODS AND MATERIALS

| <b>SINGLE POINT LESSON</b><br><b>MIXING DILUTE BLEACH CLEANING SOLUTION</b>   |   |
|---|---|
| <b>This cleaning solution will inactivate the COVID-19 virus when applied on hard surfaces for one minute. Use within 48 hours.</b> |   |
| <b>IMPORTANT SAFETY INFORMATION</b>   |   |
|    | These instructions apply to diluting "household" strength bleach that typically contains 5-6 % sodium hypochlorite with water to make a 0.1% solution suitable for disinfecting surfaces. Do not use the measurements provided below for bleach that contains more than 6% sodium hypochlorite.   |
|    | Read the warning information provided on the product container and safety data sheet. Wear safety glasses when dispensing household bleach. Wear gloves made from nitrile, vinyl or other liquid proof materials. Once diluted, the final product does not require any personal protective equipment. Never mix bleach with ammonia.  |
| <b>MIXING SMALL QUANTITIES – 1 GALLON</b>   |   |
|    | <ol style="list-style-type: none"> <li>1. Obtain a clean one-gallon container that is free of residues of other chemicals.</li> <li>2. Attach a secondary container label.</li> </ol>   |
|   | <ol style="list-style-type: none"> <li>1. Fill the container approximately half full of clean water. Use cold or room temperature water.</li> <li>2. Measure 1/8 cup of bleach (2.7 fluid ounces) and pour it into the 1-gallon container.</li> <li>3. Fill the container to the one-gallon mark with clean water.</li> </ol>   |
| <b>MIXING LARGER QUANTITIES – 5 GALLONS</b>   |   |
|    | <ol style="list-style-type: none"> <li>1. Verify that the container is clean.</li> <li>2. Attach a label to the container to identify its contents.</li> <li>3. First, fill the container approximately half full of clean water. Use cold or room temperature water.</li> <li>4. Next, measure 1 3/4 cups (14 ounces) of bleach and add it to the water. Avoid splashed and spills.</li> <li>5. Then add more water to fill the container to the 5-gallon mark.</li> <li>6. Close the top of the container and prevent spills.</li> </ol> <p><b>Note: Always add water first, then add bleach.</b></p>   |
| <b>MIXING BLEACH SOLUTION IN CONTAINERS OF OTHER SIZES</b>  |   |
|    | <p>Dilute household bleach (5-6% sodium hypochlorite) with water in a ratio of one-part bleach to 47 parts water (1:47) to produce a 0.1% solution that is suitable for disinfecting surfaces.</p> <p>Amount of bleach (in fluid ounces) = container size (in fluid ounces)/48</p> <p>This link provides an online calculator for bleach dilution. Enter "1000 ppm" for the desired concentration of chlorine solution, which is equivalent to 0.1%.</p> <p><a href="https://www.publichealthontrack.ca/en/health-topics/environmental-occupational-health/water-quality/chlorine-dilution-calculator">https://www.publichealthontrack.ca/en/health-topics/environmental-occupational-health/water-quality/chlorine-dilution-calculator</a></p> |

Photos provided for illustration only.

Additional acceptable cleaners can be found on the EPA approved cleaners for COVID-19 list:



<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

As always, follow standard NAL procedures for bringing new chemicals into our facilities and verify it is appropriate for the surface being treated.

**DISINFECTING TOUCHSCREENS AND MACHINE CONTROLS**

The bleach solution or other harsh chemical cleaners should ***not*** be used on touchscreens and machine controls. A mixture of 30% water and 70% alcohol (Isopropyl or ethanol) is the preferred method. Do NOT spray directly onto the screen/controls. Apply to cloth and then wipe.

Example of Touch-Screen Cleaning SOS

**Avoid using any of the following chemicals or products containing these chemicals, which may deform or damage the touchscreens, monitors or controls:**

- Chlorine-based cleaners (bleach or other solvents)
- Peroxides (including hydrogen peroxide)
- Acetone, ammonia, paint thinner, benzene, methylene chloride, toluene, or other solvents

**NAL Non-Production, STANDARD OPERATION SHEET**

Facility: Salem      Uncontrolled If Printed

DEVELOPED/MODIFIED BY: Joe Shober      REVISION DATE: 4/5/2020

PART NO: N/A

OPERATION NAME: All Assembly Lines

DESCRIPTION: Cleaning of assembly touchscreens and sensors

OPERATION NUMBER: N/A

SAFETY EQUIPMENT/CLOTHING: Safety glasses, rubber gloves

SPECIAL TOOLS: 70/30 isopropanol / water mixture, squirt bottle, paper towels

APPROVED BY: Supervisor/Dept. General Foremen: See Document Control for approval History

OPERATION ANALYSIS - Denote any special characteristics with a "SC"

**\*\*\* DO NOT USE BLEACH TO CLEAN TOUCHSCREENS OR SENSORS \*\*\***

- 1) To reduce / prevent the spread of germs during the COVID-19 concerns, use this SOS to clean assembly equipment and tooling.
- 2) The frequency of cleaning shall be at start up and at operator rotation.
- 3) Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning.

Use option 4a) or 4b):

- 4a) Use the squirt bottle with 70/30 isopropanol/water mixture to wet a paper towel.
- 4b) Obtain an alcohol prep pad with 70% Isopropyl Alcohol
- 5) Wipe touch screen surfaces and sensors. (pic 3 and pic 4)
- 6) Dispose of the paper towel or wipe immediately after use.
- 7) Return the squirt bottle or unused alcohol pads to the designated storage location.

Below are examples of touchscreens and sensors that need to be cleaned using the 70/30 mix of isopropanol/water.

**NO BLEACH!!!** (Image of Clorox disinfecting wipes with a red X over it)

**4a** (Image of a squirt bottle labeled '70/30 Isopropyl Alcohol') with a green checkmark

**4a or 4b** (Image of an alcohol prep pad)

**4b** (Image of a paper towel)

**5** (Image of a hand wiping a touchscreen)

**5** (Image of a hand wiping a sensor)

TEMPORARY DOCUMENT  
Effective date: 4-5-2020 good for 60 days  
Approvals: [Signature]  
Supervisor: [Signature]  
Mfg/Prod eng: [Signature]  
Quality: [Signature]

30 Tools SOS Version 11/17 Non-production      Uncontrolled If Printed      SOS Number





DISINFECTION METHODS AND MATERIALS: (NOT FOR CONTROLS OR TOUCHSCREENS)

**Application Instructions for  
Diluted Bleach Solutions**

**This cleaning solution will inactivate the COVID-19 virus when applied on hard surfaces for one minute.**

Work surfaces and equipment contact areas may be disinfected by wiping with the 0.1% bleach solution



Apply a mist of solution with a spray bottle to wet the target surfaces.



Ensure the target surface remains wet for a minimum of 60 seconds and then wipe with a dry rag.



For electric tools, such as nut runners, hoists, and electronics, including switches, keyboards, monitors and laptops, apply to a rag and wipe - Do not spray directly on electronic devices

**Contents: 0.1% Bleach Solution**

This product contains no substances at concentrations that are consider hazardous to health

Note: When disinfecting around production parts, apply the spray to a wipe to limit possible spray getting onto parts



## ACCESS CONTROL

### HEALTH SCREENING



*Public health officials recommend that individuals take their own temperature twice per day to monitor for signs of fever.*

### HEALTH SCREENING GUIDELINES

North American Lighting may require onsite or online health screening to all Team Members and visitors as necessary. Team Members should always be monitoring their health as it relates to COVID symptoms. Unless instructed otherwise, Team Members with **2 or more** of the following COVID symptoms: fever, cough, shortness of breath, loss of taste/smell, head/body ache or sore throat should NOT report for work. They should contact their health care provider for further direction, call their supervisor/manager then complete the NAL health check survey at [www.healthcheck.nal.com](http://www.healthcheck.nal.com). This will generate a notification to the local HR team so they may contact the Team Member. If a Team Member has been designated as a close contact or tested positive for COVID-19, they should follow these same procedures. These guidelines apply to vaccinated Team Members as well because they must also quarantine if they exhibit COVID symptoms. All visitors (including truck drivers) must complete a visitor health screen prior to accessing any of our facilities. You may request a temperature check at NAL by contacting your supervisor or HR Department.

### ONLINE HEALTH SCREEN REMINDERS

- The website is <https://healthcheck.nal.com>, and you must use your NAL email address and password to sign in. If you do not have an NAL email, please contact HR for a User Guide to set up your account. Please see the following video on how to complete your daily health check.

[Click Here for Electronic Health Check training Video.](#)

### ONSITE HEALTH SCREENING

- NAL will provide onsite health screening for visitors and may require this for all Team Members as necessary. Designated entrances will be communicated for this screening.



## VISITOR SCREENING

1. Visitors including truck drivers who seek access to any NAL facility may be asked to complete the NAL Visitor Health Check form. If the visitor fails the health check, they will not be allowed access to the building.
2. Each facility may limit access to truck drivers. There should be a designated area for them to access and wait for normal business functions. Each facility may have signage and guidelines for proper social distancing in this area. If drivers need to leave this designated area, they must possess their own PPE (High visibility vest, safety glasses, mask, if applicable) to wear and pass the NAL Health Check form. This designated area for drivers should have a regular cleaning schedule.
3. Some visitors or drivers including UPS, FedEx, etc. may carry their own health screening documentation from their respective company for that day. This is acceptable under each facility's discretion. However, NAL reserves the right to screen these drivers at any given time prior to access.
4. Upon completion of any screening, all PPE and equipment should be properly cleaned and stored so it is ready for use when necessary.
5. All completed forms should be submitted to your local HR Department for review.
6. Visitors that refuse to follow the health screening process will be asked to leave the premises.

If a Team Member or Visitor is confirmed to have COVID-19, NAL will take all precautions as necessary to ensure everyone's health and safety. Quarantine of any Team Members will be determined upon consultation with local healthcare providers or agencies.



## COVID-19 CASE MANAGEMENT

North American Lighting will manage potential exposures and confirmed cases of COVID-19 through the local Human Resources Department of each facility in conjunction with local healthcare providers and agencies. The HR teams will remain in constant communication with affected Team Members and ensure they receive all necessary information and documentation to manage their illness and time off. Human Resources will keep upper management informed of all progress. Please keep some key definitions in mind that are related to our case management procedures.

**Close Contact** is defined as exposed to an infected COVID-19 person within 6 feet for more than 15 minutes over a 24-hour period.

**COVID-19 Up-To-Date Vaccination** is defined as receiving all CDC recommended COVID-19 vaccines, including any booster dose(s) when eligible. Team Members may present their vaccination card to the HR Department to confirm their status if requested.

**COVID-19 Tests** may be taken at home or through a healthcare provider. NAL will also cover the cost of tests obtained through our Express Scripts prescription drug plan.

**COVID-19 Return to Work Form** is a new document that Team Members may have to complete to confirm their health status to return to work. This form must be submitted to your local HR Department and signed by a HR representative in order for you to return to work.

**Quarantines** may start from the date of a positive test, contact with a person who tested positive, the onset of symptoms or as directed by a healthcare professional. In some cases, the local HR Department may have to determine the quarantine period based on a number of factors along with advice from the Corporate HR Department. In all cases, the decision will be based on the safety and well-being of everyone involved.

**The following outline will be followed when managing COVID cases:**

**COVID testing NOT based on symptoms including preparation for a nonrelated medical procedure, the following applies to you:**

- You will be allowed to work as long as you have no other symptoms and not considered a “Close Contact”.
- If you test positive under this scenario, you should refer to the “Confirmed Positive Test Case” section.

**If you are NOT “up-to-date” on COVID-19 vaccinations and identified as a “close contact” to someone with COVID-19, the following applies to you:**

- Complete the online NAL Team Member Health Check form at <https://healthcheck.nal.com>.



- Once HR receives your health check, they will contact you to complete the COVID-19 Exposure Interview form and advise you of return to work protocols.
- Stay home and quarantine for at least 5 full days.
- If you don't develop any symptoms after 5 days, you may return to work upon completion of the COVID-19 Return to Work Form.
- Continue to monitor your symptoms until 10 days after you last had close contact with someone with COVID-19.
- If you develop COVID symptoms, quarantine immediately and get tested. Continue to stay home until you know the results.
- Team members who test positive under this scenario should refer to the "Confirmed Positive Test Case" section.

**If you ARE "up-to-date" with your COVID-19 vaccinations or had a confirmed case of COVID-19 within the past 90 days, and identified as a "close contact" to someone with COVID-19, the following applies to you:**

- You do not need to quarantine **unless** you develop symptoms.
- If you develop symptoms or test positive for COVID-19, quarantine immediately.
- Complete the online NAL Team Member Health Check form at <https://healthcheck.nal.com> as soon as possible.
- Once HR receives your health check, they will contact you to complete the COVID-19 Exposure Interview form and advise you of return to work protocols.
- If you test negative, then you may return to work upon completion of the COVID-19 Return to Work Form.
- Team members who test positive under this scenario should refer to the "Confirmed Positive Test Case" section.

**If you develop 2 or more COVID-19 related symptoms regardless of your vaccination status or previous positive COVID condition, the following applies to you:**

- Stay home from work.
- Complete the online NAL Team Member Health Check form at <https://healthcheck.nal.com> as soon as possible.



- Once HR receives your health check, they will contact you to complete the COVID-19 Exposure Interview form and advise you of any testing requirements and/or return to work protocols.
- If you test negative, then you may return to work as long as your symptoms are improving or gone, and you complete the COVID-19 Return to Work Form.
- Team members who test positive under this scenario should refer to the “Confirmed Positive Test Case” section.

***If you test positive for COVID-19 regardless of vaccination status or previous positive COVID condition, this is considered a “Confirmed Positive Test Case”, and the following applies to you:***

- Stay home and quarantine for at least 5 full days. You may want to contact your healthcare provider during this time.
- Contact your local HR Department, they will complete or update your COVID-19 Exposure Interview form.
- The local HR Department will also notify any “close contacts”.
- You may return to work after at least 5 full days if you are symptom free and complete a COVID-19 Return to Work Form.
- If you tested positive with symptoms, you should quarantine for at least 5 days and up to 10 days based on your symptoms. You may return to work after at least 5 days if your symptoms are improving and you are fever-free for 24 hours (without medication). You must also complete a COVID-19 Return to Work Form.
- The local HR Department will document and notify local and corporate management as necessary.
- Routine Cleaning & Disinfecting plus Extensive Deep Clean of specific areas plus possible professional cleaning & sanitation as approved by facility management, Corporate HR and one or more members of Executive Management.
- Facility management, Corporate HR and one or more members of Executive Management will determine if the facility or specific areas will be closed.



## COVID-19 TRAVEL GUIDELINES

It's important to limit travel to areas of high risk for COVID-19 cases. This would apply when traveling on behalf of NAL and should be considered for personal trips as well. You may access COVID risk by state and county on this website <https://covid19risk.biosci.gatech.edu/>. NAL travel between facilities is allowed based on current NAL policy or upon GM level and above approval. All other NAL travel outside of NAL in the US must be approved at the Director level and above. Any international travel will need to be approved at the Vice President level and above. In all cases, travel should only occur when absolutely necessary.

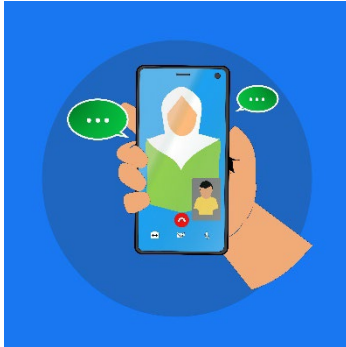
When traveling for NAL business, please comply with current travel policies and the NAL COVID-19 Playbook plus the following guidelines:

1. Prior to any travel, the Team Member should seek appropriate NAL approval as well as written approval from the intended company.
2. The Team Member should also confirm any travel restrictions related to their intended destination and determine whether these expectations can be met.
3. When visiting another company, ask for the current number of active COVID-19 cases, and how many employees are in quarantine at this time. If the number exceeds five employees, contact your HR Department for direction.
4. Insure you have hand sanitizer, disinfectant wipes and extra masks for your trip.
5. Fleet vehicles may have a maximum number of 2 people and may require masks as necessary. Check with your local HR Department at the time of use. Make sure to sanitize the vehicle daily while in use.
6. Please follow the facemask policy of the facility you are visiting.
7. Maintain social distancing when possible of at least 6 feet.
8. If you exhibit any COVID-19 symptoms while on your trip, please quarantine yourself accordingly and contact your supervisor/manager and the HR Department.
9. If a Team Member has concerns or issues while onsite, please notify the appropriate visiting company representative and your NAL supervisor/manager accordingly.
10. You may want to avoid dining in at restaurants, eating with other NAL Team Members and riding with others in the same vehicle when visiting an area with high COVID activity. Meals may be picked up via "carry out" or "drive through" as necessary.
11. When you arrive in your hotel room, it's a good idea to wipe down all common surfaces including doorknobs, handles, television remote, etc. You may also deny or limit cleaning services to your room to limit exposure from others.

These steps should also be considered for your personal travel because COVID precautions should be taken seriously at all times. If you have any questions or concerns about travel, please contact your supervisor/manager or the HR Department.



## TRAINING AND COMMUNICATION



Different levels of training will be provided by North American Lighting and external resources to prevent the spread of COVID-19 within our facilities. Training plans and communications have been created to ensure Team Members know what to do to stay safe while at work and outside of work. Depending on an individual's job, the following platforms will be made available; classroom training in small groups, training via Microsoft Teams, video web-based training, email and handouts via the Internet:

### FIRST DAY ORIENTATION

Training for all Team Members will be provided on their first day at North American Lighting. We will utilize multiple locations, including personal desk areas.

Standard video will review:

- Health Screening
- Covid-19 Signs and Symptoms
- PPE
- Social Distancing
- Personal Hygiene
- Emergency Evacuation Revisions

Trainer at the location will review:

- New controls, procedures and protocols that will be used at their specific plant
- Training for the use, disposal or cleaning of PPE Screening

Communication of what was trained will be reinforced with text messaging, signage, lunchroom & lobby TV's and other employee communication methods.





# Access Controls Exhibits

## Telemedicine Resource



### Why use Telemedicine?

Our telemedicine program lets you see and talk to a doctor from your mobile device or computer without an appointment. You'll have access to US-based, board-certified physicians 24 hours per day, even weekends and holidays!

With any illness and the recent Coronavirus outbreak, Telemedicine is not only convenient, but it can also help you avoid exposure caused by visiting a doctor's office.

### What Does it Cost?

There is no fee to register for the program. Your virtual visit will cost \$15 with the Standard and Economy medical plans and \$44 with the High Deductible medical plan. You will be asked to provide payment information online.

### How Do I Access the Program?

Visit [MDLIVE.com/bcbsil](https://MDLIVE.com/bcbsil) or call 888-676-4204 to register your account. Once registered, you will be able to enter a virtual waiting room. You can choose to see a doctor right away or schedule an appointment.

### Common Conditions

- Allergies
- Bronchitis
- Cold/flu
- Eye/ear infections
- Headaches/migraines
- Rash/skin irritation
- Sinus infection
- Sore throat
- Stomach ache
- Upper respiratory infections

Please note: Telemedicine does not replace the primary care physician, may be subject to state regulation, and may not be available in all states.

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[Rev 02/03/20] 2-Internal/RL/EP/EE Communications/Types/2021/Benefits Education Tools/E21Telemedicine 32103.pdf



## NAL Team Member Health Check

This form may be used by NAL Health Screeners or Team Members to Self-Check COVID-19 symptoms.

Team Member: \_\_\_\_\_ Clock #: \_\_\_\_\_  
 Mobile Number: \_\_\_\_\_ Job Title: \_\_\_\_\_ Dept: \_\_\_\_\_  
 Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Please answer the following questions:

1. In the past 5 days, have you been diagnosed with COVID-19 or has a health care provider or NAL advised you to self-quarantine or isolate because you are suspected to have COVID-19? (You may check "No" if you have been approved to return to work by NAL Human Resources.)

Yes  No

2. Have you been in close contact (within 6 feet of someone for more than 15 minutes in the last 24 hours) with anyone that has been tested WITH SYMPTOMS waiting on test results, diagnosed or quarantined in relation to COVID-19 in the last 5 days? (You may check "No" if you have been approved to return to work by NAL Human Resources.)

**This does NOT apply to up-to-date Vaccinated Team Members unless they develop symptoms, then they should quarantine and contact their local HR Department.**

Yes  No

3. Have you experienced 2 or more cold or flu-like symptoms in the last 24 hours (to include fever, cough, shortness of breath, loss of taste/smell, head/body ache, sore throat)? **Up-to-date vaccinated Team Members should still quarantine if they experience 2 or more symptoms and contact their local HR Department.**

Yes  No

4. Have you had a fever of 100.4 degrees or more in the last 24 hours? **Up-to-date vaccinated Team Members should still quarantine and contact their local HR Department.**

Yes  No

- Team Members with a temperature of 100.3 degrees or lower and answer "No" to all of the above questions, may be granted access to the facility.
- Any person with a temperature of 100.4 degrees or higher and/or answering "Yes" to any of the questions will be denied access to the NAL facility until further notice.

Please review the NAL Return to Work Guide for more COVID details, and you must complete a **NAL Return to Work Form** to return to work.

Access to this facility, \_\_\_\_\_, is \_\_\_\_ Approved \_\_\_\_ Denied  
List NAL Location

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

*This completed form should be submitted to your local HR Team immediately for review.*



## NAL Visitor Health Check

This form may be used by NAL Health Screeners or Team Members to Self-Check COVID-19 symptoms.

**Team Member:** \_\_\_\_\_ **Clock #:** \_\_\_\_\_

**Mobile Number:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_ **Dept:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

Please answer the following questions:

1. In the past 5 days, have you been diagnosed with COVID-19 or has a health care provider or NAL advised you to self-quarantine or isolate because you are suspected to have COVID-19? (You may check "No" if you have been approved to return to work by NAL Human Resources.)

Yes  No

2. Have you been in close contact (within 6 feet of someone for more than 15 minutes in the last 24 hours) with anyone that has been tested WITH SYMPTOMS waiting on test results, diagnosed or quarantined in relation to COVID-19 in the last 5 days? **If you do NOT have any symptoms, you may return to work and wear a mask for 10 days. If you develop symptoms, stay home, contact HR and get tested.**

Yes  No

3. Have you experienced 2 or more cold or flu-like symptoms in the last 24 hours (to include fever, cough, shortness of breath, loss of taste/smell, head/body ache, sore throat)?

Yes  No

4. Have you had a fever of 100.4 degrees or more in the last 24 hours?

Yes  No

Please review the NAL Return to Work Guide for more COVID details, and you must complete a NAL Return to Work Form to return to work.

**Access to this facility,** \_\_\_\_\_, **is** \_\_\_\_ **Approved** \_\_\_\_ **Denied**  
List NAL Location

**Completed By:** \_\_\_\_\_ **Signature:** \_\_\_\_\_



**NAL Team Member COVID-19 Interview**

*Updated 8/29/22*

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Dept: \_\_\_\_\_ Location: \_\_\_\_\_ DOH: \_\_\_\_\_

Email: \_\_\_\_\_ Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Persons living at home: \_\_\_\_\_ **Return to Work:** \_\_\_\_\_

1. Have you been vaccinated? Yes  No  If yes, vaccine type? Pfizer  Moderna  Johnson & Johnson

Date of first shot? \_\_\_\_\_ Date of second shot? \_\_\_\_\_ Date of booster shot? \_\_\_\_\_

2. Have you been tested for COVID-19?  Yes  No Result:  Positive  Negative  
Why, when and where were you tested?

3. Have you been exposed to someone with COVID-19?  Yes  No  
If Yes, who and when (last date)? \_\_\_\_\_

4. Have you, your family or exposed contact been questioned by a healthcare professional or health department?  
If Yes, when and what did they advise?

5. Have you been asked to self-quarantine?  Yes  No Admitted to a hospital?  Yes  No  
If Yes, how long?:

6. Have you exhibited any symptoms of COVID-19?  Yes  No  
 Fever  Cough  Head/Body ache  Loss of taste/smell  Sore throat

When did symptoms start (date)?

7. When was the last day (date) you were onsite at work?

8. On your last day at work, what areas of the plant did you work and visit (Be specific)?

9. Who works within 6 feet of you at work?

10. Do you have any direct reports? If yes, who?

11. Starting 48 hours prior to you experiencing symptoms up until the point when you were quarantined, were you within 6 feet for 15 minutes or more with any other Team Members (breaks, meetings, etc)? (Review calendar)  
List these Team Members:

12. Do you have a relative, spouse or significant other that works at NAL?  Yes  No  
Who?



## Return to Work Guide

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to NAL Team Members and visitors, we feel you should quarantine until further notice. We have based this decision on one or more of the following scenarios:

- You are exhibiting COVID-19 related symptoms to include one or more of the following: Fever of 100.4 degrees or greater, dry cough, loss of taste/smell, head/body aches, shortness of breath.
- You are being quarantined due to a “Close Contact” exposure with an infected person of less than 6 feet for more than 15 minutes within 24 hours. This may also include an infected person within your department or home.
- You are testing due to symptoms or exposure.
- You have tested positive for COVID-19

NAL will require Team Members to complete a new COVID-19 Return to Work Form to confirm their health status. You may review this form at the following link <https://bit.ly/3g0olOa>. NAL does honor COVID-19 home test results. These test kits are covered under our health plan for participating members through Express Scripts at local pharmacies. Please review the test kit coverage details at this link <https://bit.ly/32FPtVc>. We have also put together a COVID-19 Quick Guide for your review at this link <https://bit.ly/3Hf37Oc> outlining our COVID case management guidelines. You may also review further details in the updated NAL COVID-19 Playbook at [nal.com](http://nal.com).

If you experience extreme symptoms or consider yourself a high risk patient for COVID-19, then please contact your regular **health care provider or the NAL TeleMed provider**. For TeleMed, you may visit [MDLIVE.com/bcbsil](http://MDLIVE.com/bcbsil) or call **888-676-4204** to register your account. Once registered, you will be able to enter a virtual waiting room. You can choose to see a doctor right away or schedule an appointment.

Your local Human Resources Department will provide further case management and cover your options related to your absence. NAL wants to do everything we can to support you through this illness and help you make educated decisions about your health. Depending on your diagnosis and circumstances, you may qualify for FMLA. NAL does not intend for this situation to negatively impact your status with the company.

It's important for you to keep the HR Department aware of your diagnosis and progress. Your health information will be kept confidential. **Quarantine times will depend on your vaccination status, whether you test positive or are experiencing symptoms.** Quarantines due to exposure start from the date of last known contact. If one tests positive, then quarantine starts from the date symptoms started or the test date if asymptomatic. At a minimum, NAL expects you to be symptom free or symptoms improving before you return to work. This will include going at least 24 hours without a fever and without any fever reducing medication. The **COVID-19 Return to Work Form** must be completed and submitted to HR prior to you returning to work.

In the event you test positive for COVID-19, we have an obligation to notify others who may have been exposed to you at work. This information will be reviewed during your COVID interview with the HR Department.

Please understand each case will be reviewed individually and not all cases are alike. Healthcare providers may play a role in your ability to return to work. NAL reserves the right to require a release from your health care provider before you may return to work. Local health departments may also play a role in the circumstances related to your return to work. The health and safety of you, your family and all NAL Team Members is our primary goal.



**COVID-19 Return to Work Form**

Team Member: \_\_\_\_\_ Location: \_\_\_\_\_

Clock Number: \_\_\_\_\_ Job Title: \_\_\_\_\_

The above-named Team Member of North American Lighting, Inc. hereby confirms the following:

**REASON FOR QUARANTINE (Check all that apply):**

- I tested positive for COVID-19 on \_\_\_\_\_, 20\_\_\_\_, according to a COVID
  - home administered test **OR**  lab confirmed test.
- I was determined to be a “close contact” and required to quarantine by a healthcare professional or in accordance with NAL’s COVID-19 Protocols on \_\_\_\_\_, 20\_\_\_\_.
- I developed COVID like symptoms on \_\_\_\_\_, 20\_\_\_\_.

**QUARANTINE PERIOD (Only check if this applies to you):**

- I have self-quarantined for a minimum of five (5) days since receiving the positive test results, developing symptoms or being requested to quarantine as a close contact.

**RELEASE FROM QUARANTINE (You may be released from quarantine if at least one of the following applies. Please check all that apply):**

- My symptoms have improved, or I did not develop symptoms during the last five (5) days, and I have not had a fever of 100.4 degrees or more for than 24 hours without the aid of fever medication (i.e. Tylenol, Advil, Aleve);  
**and/or**
- I have taken a  home administered test or  lab confirmed test and received negative test results not less than five (5) days from the start of my quarantine period.  
**and/or**
- I have received a note from a healthcare provider that states that I am free to return to work.

*BY SIGNING BELOW, THE ABOVE-NAME TEAM MEMBER CONFIRMS THAT THE INFORMATION CONTAINED ON THIS FORM IS TRUE AND ACCURATE AND UNDERSTANDS THAT PROVIDING FALSE OR MISLEADING INFORMATION ON THIS FORM WILL SUBJECT THEM TO PROGRESSIVE CORRECTIVE ACTION UP TO AND INCLUDING TERMINATION.*

➤ **PLEASE SUBMIT THIS COMPLETED FORM TO YOUR LOCAL HR DEPARTMENT.**

Team Member’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_



NORTH AMERICAN  
**LIGHTING**  
A **Koito** Group Company