

March 30, 2020

BEST PRACTICES TO MINIMIZE EMPLOYEE EXPOSURE

The practices outlined below are intended to provide actions that may be taken to help reduce the potential exposures which can lead to the COVID-19 disease. We are committed to doing all that we can to maintain the safest working environment possible.

As always, your health and safety as well as that of your families must come first. If you have a specific situation or concern, please work directly with your management team to get the assistance or guidance you need.

Please stay calm and focused and follow the guidelines for your safety on site as well as at home. The most effective weapon we all have right now is our behavior.

1. If any employee is sick or feeling symptoms of this illness, contact your supervisor immediately and DO NOT report to the work location. Contact your primary care provider for guidance then contact supervisor and HR to discuss your personal situation.
2. All personnel who have a close-contact Covid-19 exposure concern should self-isolate, notify their county Department of Health, supervisor, HR and EHS immediately.
3. All personnel who have a health condition that may place them at high risk, please contact your primary health care provider for guidance, contact your supervisor and HR to discuss your personal situation.
4. If any employee has child-care issues because of school closings, please talk with your supervisor about a possible temporary move to 2nd or 3rd shift. Requests will be reviewed by management and HR. Every effort to accommodate requests will be made.
5. Olean Facility is designated as an essential business. Essential personnel have been provided a letter allowing personnel to work. Personnel are required to carry the letter with them as they travel to / from work.
6. In compliance with the company and government direction, all personnel who can work from home should do so.

7. Staggering start and stop times for workers to avoid large groups.

3rd shift will report to work at **11:00pm** and leave at **6:45am**

1st shift will report to work at **7:00am** and leave at **2:45pm**

2nd shift will report to work at **3:00pm** and leave at **10:45pm**

Please leave and arrive at the listed times- not earlier or later. Employee pay will not be reduced for leaving at the new temporary shift end time.

8. Discouraging non-critical visitors, internal and external.
 - a. Using a Visitor Assessment Questionnaire to assess potential risk from visitors.
 - b. Remote customer testing is encouraged and highly recommended. Request online system or remote viewing for customers to see motor testing from offsite locations to prevent traveling to the site.
 - c. All escorts of visitors are to politely turn away visitors showing any visible signs of illness when they arrive.
 - d. All escorts of visitors are to practice social distancing and walk visitors outside the facility as much as possible and enter shop entrances closest to their final destination.
 - e. All visitors are expected to remain 6ft away from personnel.
9. Discourage physical contact such as handshakes.
10. Wall mounted alcohol-based hand sanitizers are in various work areas, routine walk paths, lobby and the guard shack entrance.
11. Continuous cleaning and disinfecting of all common areas, including door handles, faucet handles, toilet handles, etc. Facility to follow CDC, Siemens & NYSDOH guidelines for cleaning and disinfecting (please see additional document for details).
12. Non-security doors are propped open so that personnel do not have to touch the handles when going through the door.
13. Provide ongoing Siemens health and safety point of contacts on the shop floor. Continued communications through company email, bulletin boards and directly to supervisors to discuss with their employees.

14. Follow social distancing practices (remain 6ft away from one another) at all times. When not possible, limit length of time to less than 15 minutes, avoid touching your face and wash your hands immediately after close contact.
15. Avoid all large group meetings. If meetings with smaller groups (less than 10 people as recommended) must be held ensure social distancing (6ft apart) can be maintained.
16. CDC information concerning COVID-19 will be sent electronically, shared with supervisors and posted on bulletin boards as new information becomes available.
17. Hygiene and COVID-19 related materials will be posted around the areas where workers frequent.
18. While in the work environment, if any employee begins to feel any symptom or any signs of illness, they should immediately distance themselves from coworkers, call their manager, and leave the workplace. The manager should immediately notify HR.
19. Co-mingling of departments is discouraged as much as feasible (stay in your own work area). Necessary interactions, please stay 6 ft apart.
20. Everyone is expected to actively practice social distancing on the job and are highly encouraged to follow the NYS Stay at Home guidelines when not working.
21. Suspended startup meetings (face-to-face interaction) until further notice.
22. Encourage the use of mobile phones to eliminate staff from traveling to different areas to communicate on work activities.
23. Cafeteria is only offering quick grab boxes/bags lunches – free of charge to essential personnel. Social distancing when picking up your lunch is required.
24. Discourage all face-to-face meetings as much as practical. If needed, maintain social distancing.
25. One person per table @ lunch and break times. Everyone is encouraged to eat alone at their workstations.
26. Setup truck driver protocol for shipping / receiving during loading and unloading activities.

27. If a concern is raised by the local Department of Health or other health care professionals about any of our employees, all personnel will be notified of the concern, risk and any actions taken as recommended by the experts.
28. Additional cleaning and disinfecting actions taken are per Siemens protocols as outlined in the Olean Facility Cleaning & Disinfecting Guidance Document.
29. All cleaning & disinfecting products are continuously inventoried, and orders are on-going. Products will be distributed as soon as possible upon receipt.
30. Should we have a confirmed Covid-19 case on-site, all personnel will evacuate the affected area(s) and cleaning Level IV (as per Cleaning & Disinfectant Guidance document) will be initiated. EHS to contact local Department of Health to provide further guidance before reopening the affected area(s).