



COVID-19 PREPAREDNESS & RESPONSE PLAN

May 2020

Tooling Tech Group is committed to the safety and health of its employees, as well as their families. To this end, the following guidelines are activated in the presence of COVID-19 or any other pandemic virus.

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. Depending on the severity of COVID-19's international impacts, outbreak conditions—including those rising to the level of a pandemic—can affect all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets.

Every employee has a responsibility to monitor their own health situation and that of their families, and determine whether they are healthy enough to come to work. If you are experiencing any of the symptoms related to the current pandemic, speak with your physician, local health department, or use the free telemedicine services offered. During a pandemic crisis, you will not be penalized for absences due to illness.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. Some people infected with COVID-19 have no symptoms at all.

To minimize the spread of COVID-19 in our facilities and communities, all TTG employees are expected to utilize good hygiene and infection control practices, including:

- Frequent and thorough hand washing. Where soap and running water are not immediately available, hand sanitizer containing at least 60% alcohol is provided.
- Stay home if you are sick.
- Cover all coughs and sneezes. Tissues and trash receptacles are provided.



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- Maintain 6-feet social distancing from other people. Most workstations in TTG facilities are situated to allow at least 6 feet distancing between coworkers. Where this is not possible, wear a face mask.
- Partner with your location manager to explore whether flexible worksites (e.g., telecommuting) or flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others, are appropriate for your job.
- Do not use other workers' phones, keyboards, desks, offices, or other work tools and equipment, without disinfecting these items before and after use.

All TTG sites maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.

Meetings should be held via teleconference or virtual communication as much as possible, to prevent the assembly of multiple employees in a confined space. Distancing protocols are mandated in lunch rooms, break rooms, and locker rooms, and may include restricting the number of employees allowed in such areas at the same time.

All non-essential business-related travel is prohibited during the active COVID-19 pandemic.

VISITORS

To protect the health and safety of our employees, customers, and suppliers during the COVID-19 pandemic, the company no longer allows normal visitation to our facilities until further notice. Meetings shall take place virtually in every case possible, to ensure the protection of both employees and visitors.

Deliveries must be delivered to the shipping/receiving department, or at the front office where appropriate. Delivery drivers are prohibited from entering the facility.

Non-essential vendors are prohibited from entering the facility. Uniform, vending, paper shredding services, etc. must pick up and deliver items through the shipping/receiving department, or at the front office where appropriate, to be distributed internally by our own personnel.

In the event that business-critical, in-person visits do occur, such as to allow equipment or facilities to remain operational, or for critical sampling or auditing of product that cannot be conducted remotely, these visits should be made as infrequently and as brief as possible and in every case must be in accordance with the company's Policy on Pandemic Response.

Any persons who have had known exposure to persons with COVID-19 within the past 14 days, or who are exhibiting symptoms of illness consistent with COVID-19 are forbidden from entering the premises.



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All visitors must faithfully and truthfully complete the COVID-19 Visitor Questionnaire prior to entering the populated sections of the facility. Visitors may be subject to temperature checking, and may be denied access to the facility upon arrival, at the discretion of the company.

Contractors or customers that do visit must limit exposure to employees to the extent feasible, by:

- Wearing a protective face mask at all times
- Taking the most direct route to meeting or work areas to minimize travel through facility
- Limiting any unnecessary interaction with employees
- Practicing social distancing at all times (e.g. no handshakes or embraces, keeping (3-6 feet) distance when interacting, etc.
- Practicing expected hygiene regarding washing hands and covering coughs/sneezes.
- Using dedicated meeting rooms where possible (surfaces disinfected between meetings)

ENTRY POINTS AND SCREENING PROTOCOLS

These will vary by location, and will be determined by federal and state guidelines, supported by the Center for Disease Control (CDC) and World Health Organization (WHO). Instructions are clearly communicated by visible postings on external doors and training for employees at that site.

Tooling Tech Group, at all times and in all circumstances, complies with federal and state regulations, including but not limited to the ADA, the Family Medical Leave Act (FMLA), the Equal Employment Opportunity Commission (EEOC), Department of Labor (DOL), and the Health Insurance Portability and Accountability Act (HIPAA). For additional detail please consult the TTG Policy on Pandemic Response.

RESPONSE FOR KNOWN EXPOSURE

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at a worksite.

- Employees are strongly encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
- Employees must stay home, and notify management if they are sick or experiencing symptoms of COVID-19. Do not return to the workplace, even to collect personal items.
- Employees who test positive for the current pandemic virus, if deemed to be a severe health threat, must follow CDC guidelines regarding self-quarantine.

In the event of confirmed or suspected COVID-19 infection, management shall proceed as follows in addressing the situation:

1. Ask the infected employee to identify all coworkers and areas within the office that they may have come in contact with at least 14 days prior to when they tested positive. This will help identify what



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areas within the building should be professionally cleaned and sanitized, as well as all employees who should be encouraged to get tested and/or self-quarantine.

2. Contact the employees identified by the infected employee. Without revealing the name of the infected employee or providing any clues as to who the infected employee could be (for example their department, job title, work location, etc.), advise them that an employee that has been physically present on the site has tested positive for COVID-19. Inform them that, out of an abundance of caution, the employer is requesting that they do not present to the office for at least fourteen days. Employees are strongly encouraged to reach out to their health care provider.

3. Inform other employees. Again, without identifying the name of the infected employee, employees will be notified that a coworker has tested positive for COVID-19 and that the facility will be closed until further notice for deep cleaning and sanitizing.

4. Consider whether to shut the facility down and allow employees to work from home. This response will depend on the severity of the exposure and the number of employees involved; recognizing that in some cases, this may not be an option.

5. Remind employees that discrimination or harassment against individuals that are suspected to have tested positive for, or been exposed to, coronavirus, is strictly prohibited.

Please direct any additional questions to the Director of Human Resources.

Confirmed positive COVID-19 cases are OSHA-recordable, and will be promptly reported to the local county and state Health Departments:

Georgia	844-442-2681	https://dph.georgia.gov/novelcoronavirus
Michigan	888-535-6136	https://www.michigan.gov/coronavirus/
Missouri	877-435-8411	https://health.mo.gov
Ohio	833-427-5634	https://coronavirus.ohio.gov
Tennessee	833-556-2476	https://www.tn.gov/health/cedep/ncov.html