



Northern Ireland  
**Safety Group**  
Promoting Occupational  
**Safety & Health**



## Disclaimer

The material provided by Sensata Technologies in this document is for educational/informational purposes only and is protected by copyright. It may not be copied, reproduced, republished, downloaded, posted, broadcast or transmitted in any way except for your own personal, non-commercial use. Prior written consent of NI Safety Group and Sensata Technologies must be obtained for any other use of material.

Nothing in the material provided constitutes legal or professional advice.

NI Safety Group and Sensata Technologies do not accept any liability whatsoever for the contents (including attachments), usage or onward transmission including any loss or damage howsoever arising out of the use or reliance on its contents. In providing this information NI Safety Group and Sensata Technologies are not acting in an advisory capacity or as a health and safety consultants and it remains your responsibility to ensure that you are meeting your legal obligations.



# COVID-19 Responses and action synopses for NISG

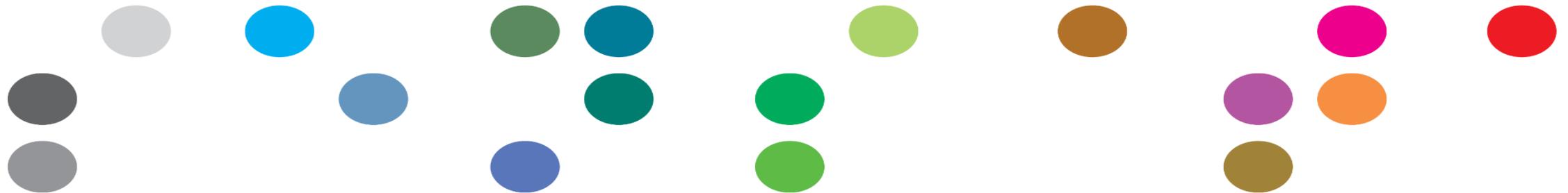
## Limitations/Disclaimer

- This synopsis and the referenced Procedures and Guidelines may change at any time given the fluid nature of the current situation and may be revised. It is the responsibility of the reader to verify that they obtain and review the most recently updated information and scientific data relevant to their business and adhere to their own government/company guidelines
- The guidelines and procedures described in this document are based on available scientific information and government directives and are intended to reduce the exposure to Corona Virus at facilities that are operated and managed by Sensata. However, Sensata cannot guarantee that there will be no exposure to the virus at Sensata facilities, or that employees, contractors, or visitors who work or visit its facilities will not contract COVID-19.
- Please note: the information contained in the document is not the complete portfolio of actions and information taken by Sensata at its various locations to combat COVID-19 but rather a synopsis to aid others in developing their working plans

As a global company with more than 22K employees, our priority is to ensure the safety and well-being of our team, while continuing to serve our customers.

Employees are encouraged to work from home if they are able to, and leverage video and teleconferencing capabilities to avoid non-essential travel. Our Health & Safety teams are working around the clock to ensure a safe working environment at our global production sites.

As a Company that has navigated many challenges throughout our 100+ year history, we remain committed to our people, communities, customers and investors and will continue to stay true to what has always made Sensata great – designing and manufacturing sensor and sensor-rich solutions to help our customers solve their most difficult challenges.



## Table of Contents

- Pandemic Response Team
- Conduct Site Risk Assessments
- Social Distancing Measures
- Communication, Education and Training
- Building Entry Requirements
- Product handling
- PPE Requirements
- Site Cleaning/Disinfection Measures
- Case Isolation and Tracing
- Re-Opening Return To Work Guide book
- Site specific playbook template



# Site-Specific Pandemic Response Team

## Pandemic Response Team Formation

- Each Site will establish a Pandemic Response Team under the direction of the Site Leader/Plant Manager/GM. Please note this was initially as the business continuity team at site and then became a ‘return to work/business’ planning and development team.
- The Team shall consist of:
  - Security/Access control lead (Security or Facilities Team member)
  - Virus prevention/protocol lead (ESH Team Member)
  - Cleaning & Disinfection lead (Facilities Team Member)
  - Communication & Training lead (HR or L&D Team Member)
  - PPE Lead (ESH Team Member)
  - Risk Assessment Lead (ESH Team Member or Global ESH/Safety)
  - Isolation Coordinator (Member of Occupational Health/ESH/HR/Supervisor)
  - Global Covid-19 Team Member (Member of the Covid-19 Global Response Team to join to guide and support local sites – a nominated person will be allocated to your site)
  - Other areas as required

Note: One person may act as a lead in more than one category.

## Pandemic Response Team Antrim Business Centre

Area of Responsibility	Primary Person	Tel #	Secondary (Backup)	Tel #
Site Leader/GM				
Security Lead				
COVID Protocol Implementation Lead				
Cleaning/Disinfection Lead				
Communication/Training				
PPE Lead				
Risk Assessment Lead				
Isolation/Contact Tracing Lead				
Global H&S Team Member*				
Others as may be Assigned				



# Site Risk Assessment and Safe Systems of Work

## Risk Assessment

- Risk assessment took a number of formats and includes business treat analysis and comprehensive risk assessment.
- A Business Treat Analysis (BTA) taken from our Business Continuity Plan was applied to all our buildings and work areas
- It was used to address maximum permissible number of staff on site in particular areas.
- In evaluating these numbers we had to identify ‘no go’ zones or areas, one way systems, give way locations, identifies modifications such as a two person office becoming single occupancy, changes to the use for lifts/telephone booths, identifies is changes are required to work processes – such as running production lines on different day, modifies occupancy numbers for canteens and wash rooms etc. This list is not exhaustive.
- Each BTA is adapted with changes as information changes or as the site goes through the different stages of Covid-19. We have a 3 phase return plan for the business. Different sites/locations will go through this phases at different times depending on local government guidance or risk levels.

# Site Risk Assessment – mapping example

<b>Business Threat Analysis</b>	
Business Unit Name	NI Make Sites - Covid-19 Response Max Floor Capacity
Location	
BCP Manager	

<b>THREAT (Health Risk) PROBABILITY</b>	very difficult 2m distance  acceptable ability to manage 2m distance  Easy 2m distance	<table border="1" style="width: 100%; height: 150px; border-collapse: collapse;"> <tr> <td style="background-color: red; width: 33%;"></td> <td style="background-color: red; width: 33%;"></td> <td style="background-color: red; width: 33%; text-align: center;">8</td> </tr> <tr> <td style="background-color: green; text-align: center;">12</td> <td style="background-color: green; text-align: center;">5</td> <td style="background-color: red; text-align: center;">6</td> </tr> <tr> <td style="background-color: green; text-align: center;">4</td> <td style="background-color: green; text-align: center;">11</td> <td style="background-color: red;"></td> </tr> <tr> <td style="background-color: green; text-align: center;">3</td> <td style="background-color: green; text-align: center;">9</td> <td style="background-color: green; text-align: center;">13</td> </tr> <tr> <td style="background-color: green; text-align: center;">1</td> <td style="background-color: green; text-align: center;">2</td> <td style="background-color: green; text-align: center;">10</td> </tr> <tr> <td></td> <td style="text-align: center;">Low</td> <td style="text-align: center;">Moderate</td> <td style="text-align: center;">High Risk</td> </tr> </table> <p style="text-align: center; margin-top: 5px;">THREAT IMPACT on BUSINESS UNIT</p>			8	12	5	6	4	11		3	9	13	1	2	10		Low	Moderate	High Risk
		8																			
12	5	6																			
4	11																				
3	9	13																			
1	2	10																			
	Low	Moderate	High Risk																		

☐ To place the related number into the matrix above for each Threat identified in the table on the right:

- Enter number in box on left.
- Click on box frame to highlight (ensure cursor is NOT flashing within box) and simultaneously press the CONTROL button on your keyboard. Use the mouse to DRAG copy of the box to required location on above matrix.
- Repeat above steps for each Threat identified.

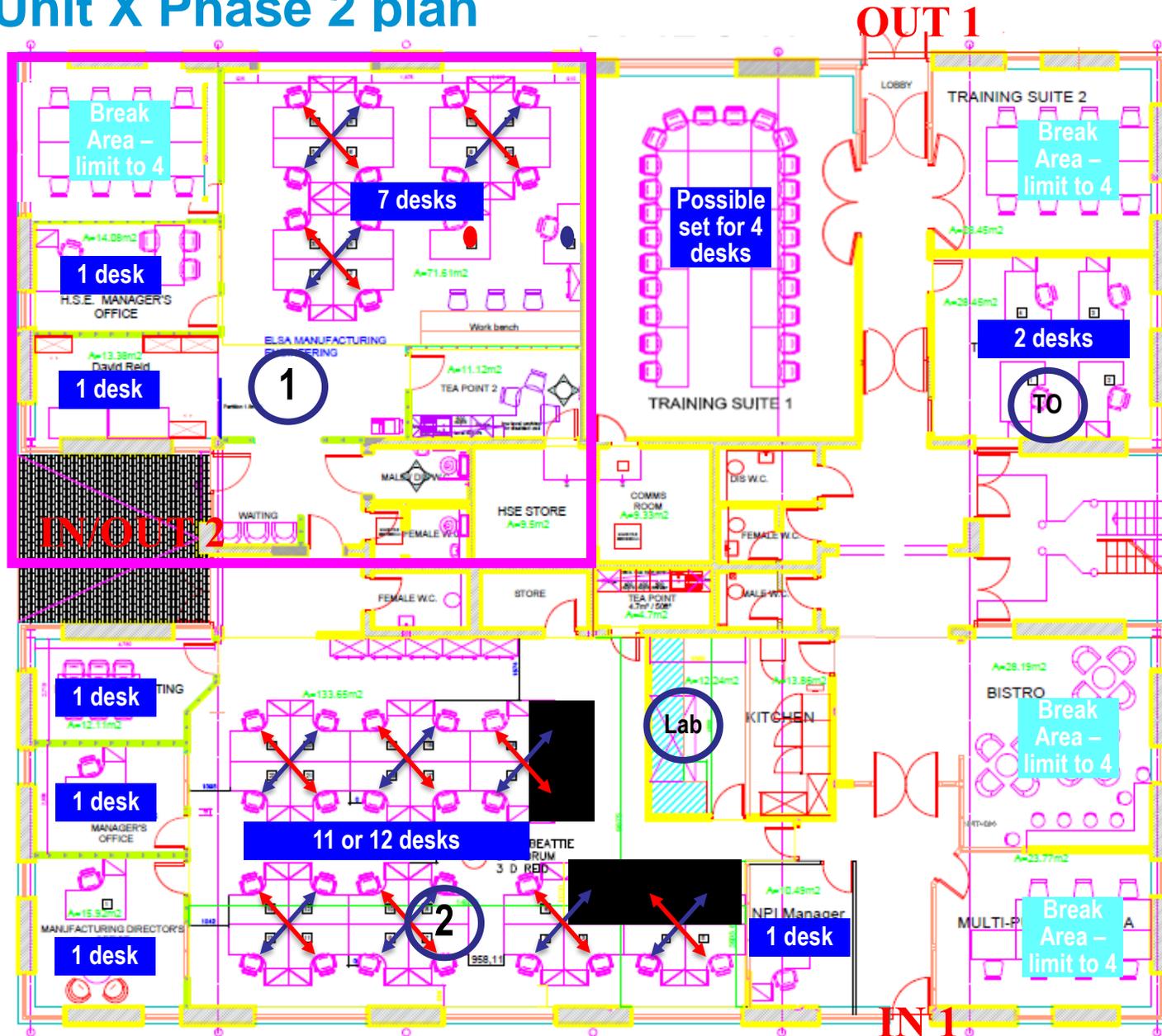
  

Potential Threats to the Mission Critical PROCESSES that enable the delivery of the Business Unit Strategic Objectives.

**Examples:**

- 0-10 on production
- 10- 20 on production
- 20 - 30 on production
- 30- 40 on production
- 40-50 on production.
- 50- 65 on production
- 65- 70 on production
- 70+ on production
- Hall 1 - 2 specific tasks no viable.
- Hall 3
- Hall 4
- Hall 5
- Hall 6

# Unit X Phase 2 plan



Break Area

Active desks

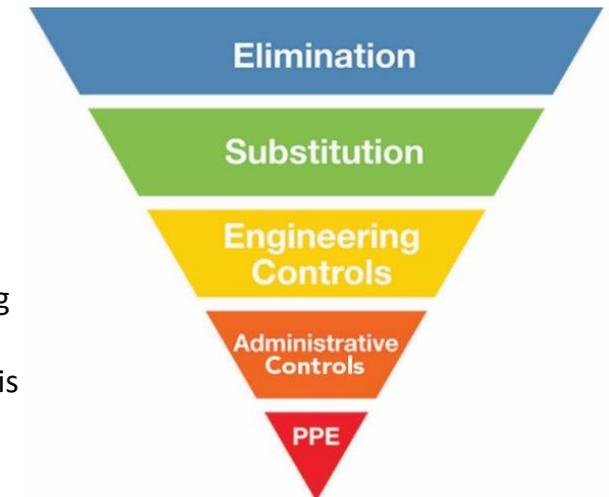
- Options up to 50% Occupation; 75%, 100%
- Defined Individual desks
- Diagonal seating pattern on rotation (>2.2m separation)
- 2 Self Contained areas (toilets/printing/kitchen facilities)
- Block out corner seats near lab in zone 2
- Lab restricted to 1 person per day. Access via IN1
- Removed need for TMS clocking. Avoid multiple touch point
- No internal movement allowed between 1 and 2.
- Limit break area and stagger break times
- Disinfectant wipes and disposable gloves available in break, kitchen and toilet areas

## Risk Assessment

- All of the information gathered and analysed during the BTA was used to support the main risk assessment to ensure it was suitable and sufficient.
- The hierarchy of control was applied to the risk assessment and controls measures put in place
- The Risk Assessment considered the current COVID-19 risk levels in the area surrounding the facility from which staff et al could commute from and the number of employees that can be accommodated to allow social distancing, taking into account:
  - Production spacing and machine locations
  - Protective guarding between machines
  - Available washrooms facilities (this may have been reduced to allow social distancing)
  - Break room/canteen space (this may have been reduced to allow social distancing/staggered breaks)
  - Office space availability and closed offices (due to size/spacing)
  - Entrance/Access/Egress policy for employees including screening
  - PPE and sanitation requirements
  - Visitors policy
  - Local government rules
- A number of corporate ESH procedures had been established to provide support and guidance on many topics outlined above.

# Site Risk Assessment – cover page

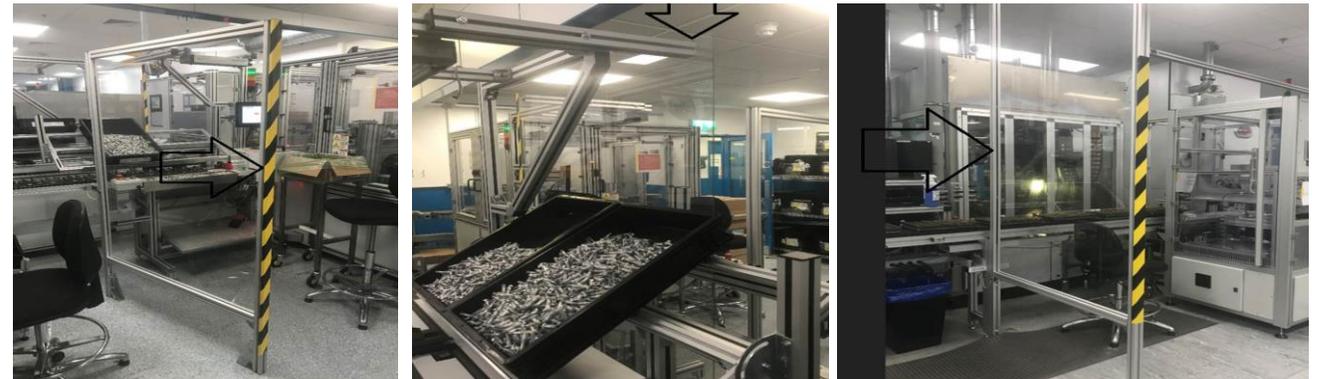
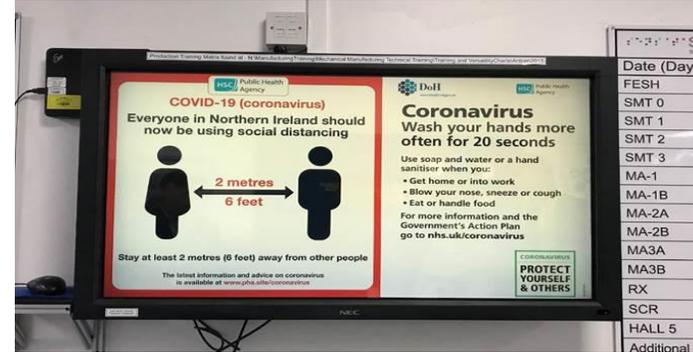
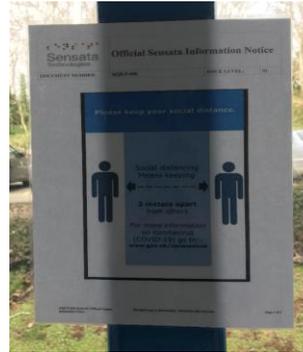
<b>Assessment Reference:</b>		<b>Date of assessment:</b>	
<b>Assessment Title:</b>	Covid -19 Prevention Methods & Response Plans – Production Areas (Including Maintenance, Manufacturing Quality, Stores etc.)	<b>Assessor(s) Name(s):</b>	
<b>Scope of activities/process/element/area covered by risk assessment: (include photographs)</b>	<p>The purpose of this risk assessment is to evaluate what actions should be taken in relation to the Covid-19 outbreak for Production related areas. This should also include support areas such as Maintenance, Manufacturing Quality, Stores etc.</p> <p>A list of preferred actions has been provided with some examples taken from the Northern Ireland Sites (these will be highlighted in green).</p> <p>NB:</p> <ul style="list-style-type: none"> <li>• Photos will be referenced appropriately throughout</li> <li>• Additional documents and examples will be included at the end of the document</li> </ul> <p>This Risk Assessments considers the ‘Hierarchy of Control’</p> <ol style="list-style-type: none"> <li>1. Elimination: no production at all</li> <li>2. Substitution: reduce staffing levels, only use workstations that adhere to social distancing protocols and only run business critical lines</li> <li>3. Engineering Controls: Move machines/lines to adhere to social distancing protocols. If this is not appropriate then physically segregate stations with screens and barriers</li> <li>4. Administrative Controls: alter shifts patterns and reduce staffing levels</li> <li>5. PPE: provide appropriate PPE in accordance with local government guidance and that from Corporate</li> </ol>		



# Site Risk Assessment – sample page

Process/Equipment: Hygiene & Cleaning					
What are the risks:	Who might be harmed and how:	Control measures currently in place:	Risk rating:	Further control measures required:	Person Responsible Completion Date (to be completed by ESH)
<p>COVID-19: Hygiene &amp; Cleaning</p>	<p><b>Who:</b> Employees</p> <p><b>How:</b> contaminated surfaces, touch points, tissues, contact with infected personnel</p>	<ul style="list-style-type: none"> <li>Additional cleaning has been implemented in communal areas, touch points etc.</li> <li>This includes additional contract cleaning hours on site.</li> <li>Clear desk policy in place – self supervision</li> <li>Cleaning products are also made available to staff for personal space cleaning</li> <li>Please see the corporate microsite for more information: <a href="#">Cleaning requirement &amp; guidance</a></li> <li>Staff should be provided with approved cleaning materials to clean their work areas, given guidance on how to use it appropriately and supplied with appropriate PPE. Please see the microsite for more</li> </ul>	<p><b>Medium</b></p>	<p><i>Please note: This may require continual review and altered should the situation change e.g. Increased levels of staffing</i></p> <p>Each staff member is required to adhere to the clear desk policy and clean up their space after use if requested. DH et al are coordinating the cleaning contract services. Staff currently using the units are to contact security so that the organisation can do tailored cleaning schedules.</p>	<p><i>Please note: all completion dates are ongoing due to rapidly evolving situations</i></p> <p>ESH Facilities Senior Management/ Managers and staff</p>
<p>Full risk assessment document is available from NISG upon request</p>					

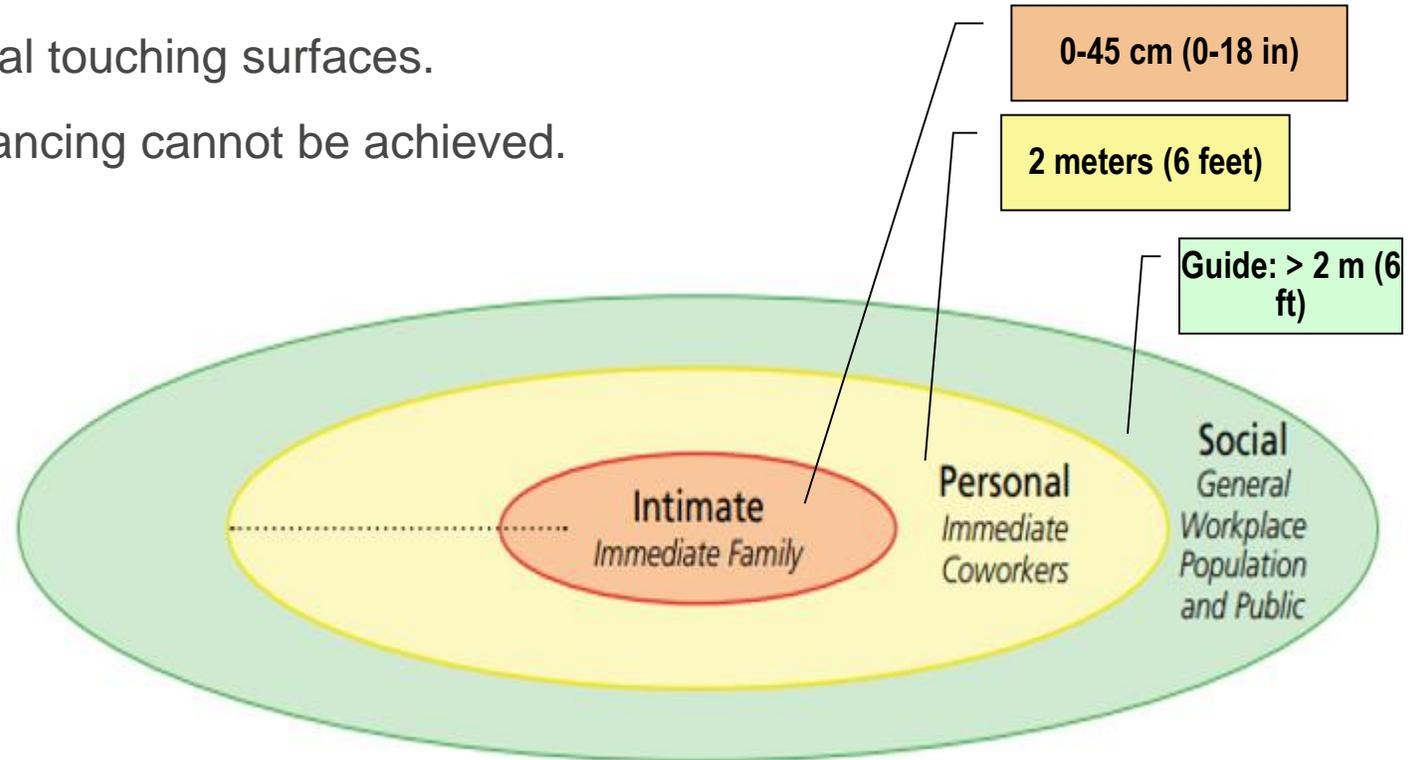
# Site Risk Assessment – practicable changes implemented



# Social Distancing Requirements

- We implemented a number of social distancing requirements and changes to work patterns to allow this to happen:
- Employees will remain 2 meters (6 feet) apart from each other at all times when possible.
- Employees will avoid physical contact with others, such as handshakes, hugging or kissing.
- Employees should avoid to the extent practical touching surfaces.
- Two-way foot traffic is to be eliminated if distancing cannot be achieved.
- Social distancing example locations:

- Work Stations/Manufacturing
- Hallways/Stairwells
- Elevators
- Common Areas
- Cafeteria
- Elevators
- Restrooms
- Conference Rooms
- Entrances/Exits
- Break Rooms/Kitchen
- Offices
- Storage Rooms
- Labs
- Special Purpose Rooms



# Social Distancing and Safe Work Practices

- The early introduction of social distancing guidance and practices was an important step



**Please Give way @ Walkways.**



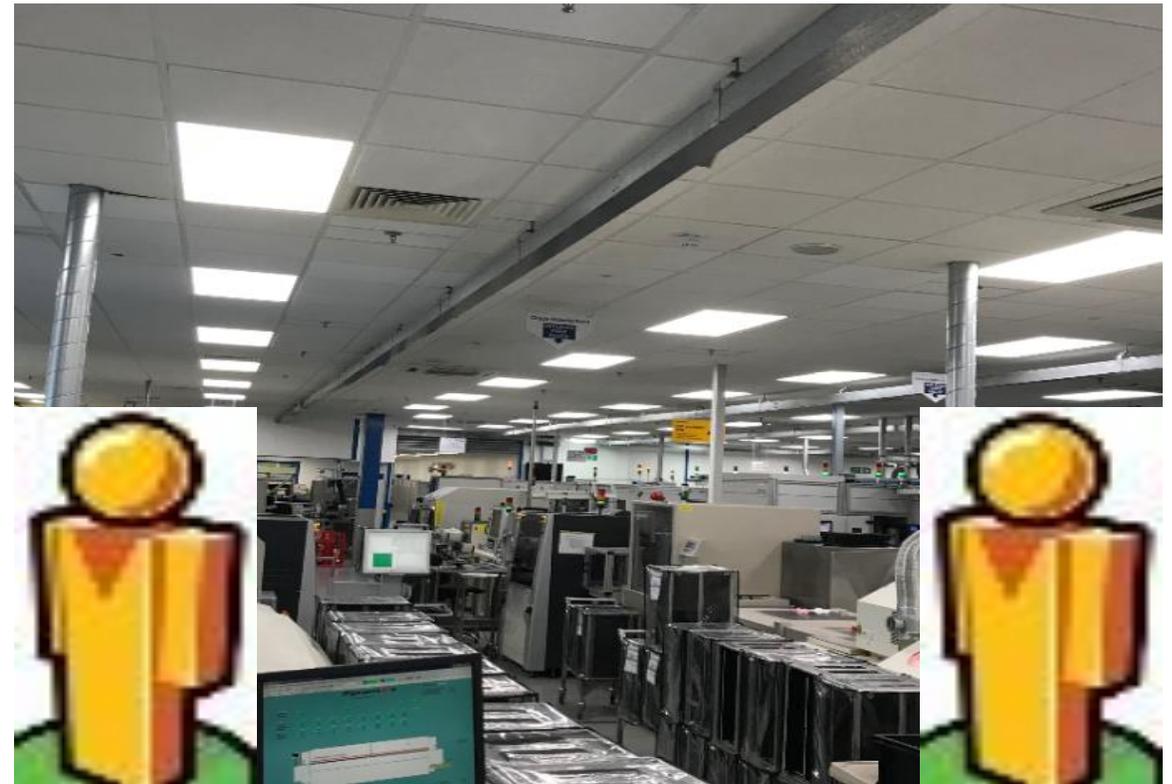
## Social Distancing and Safe Practices in the Workplace

- Avoid in-person meetings. Use online conferencing, email, or the phone when possible, even when people are in the same building.
- If an in-person meeting is absolutely necessary, use a larger conference room so that people can sit at least 6 feet (2 meters) apart and keep it short.
- Do not shake hands and try to keep at least 6 feet (2 meters) away from each other.
- Postpone nonessential meetings, gatherings, workshops, and training sessions.
- When entering or exiting the buildings avoid touching entrance surfaces by using your arms or your body to open doors. Take advantage of doors with crash bars or that swing open.
- When at the workplace, limit movement to defined routes and avoid touching any surfaces outside your immediate work area.
- When using stairways, avoid touching your hand to railings as much as possible and use your arm or body as much as possible to provide balance. Otherwise, walk up stairways slowly and carefully. Do not carry open laptops or other objects in your hands that may impede balance as you walk.
- Avoid use of elevators as they create a small enclosed space. If you must use an elevator, use your elbow or knuckles to press for the elevator car and for the floor level. Wash your hands soon after leaving the elevator. The elevator may have its use limited to just one person at a time
- Wash hands frequently for at least 20 seconds (see posters for guidance) and use hand sanitizer if a sink is unavailable.
- Do not congregate in work rooms, break rooms, copier rooms, or other areas where people socialize.
- Bring lunch and eat away from others (social distancing cafeterias is required).
- Avoid touching your eyes, nose, and mouth.
- Cover your coughs and sneezes with tissues (and then dispose of them) or with your elbow if none are available.
- Keep frequently touched surfaces clean and try not to share commonly touched objects with others (pens, computers, mugs, phones, tools, equipment etc.).
- Keep working surfaces clear of debris and clutter, to facilitate cleaning.
- Clean keyboards, mouse, mousepad, telephones, headsets, other electronic devices daily with alcohol-based cleaning solutions.
- When working on any equipment and assembly activities, wear disposable gloves if possible and dispose of them when you are finished.
- After using any equipment that will need to be handled by another operator, wipe it down with an alcohol-based solution.
- To the extent feasible, managers could potentially split or stagger workers into shifts, or smaller groups, so that less people are in a building (or work area) at a given time and less people are entering or exiting at the same times

Production Hall  
Machine Example:-1  
2 Metre Risk:-No concern.



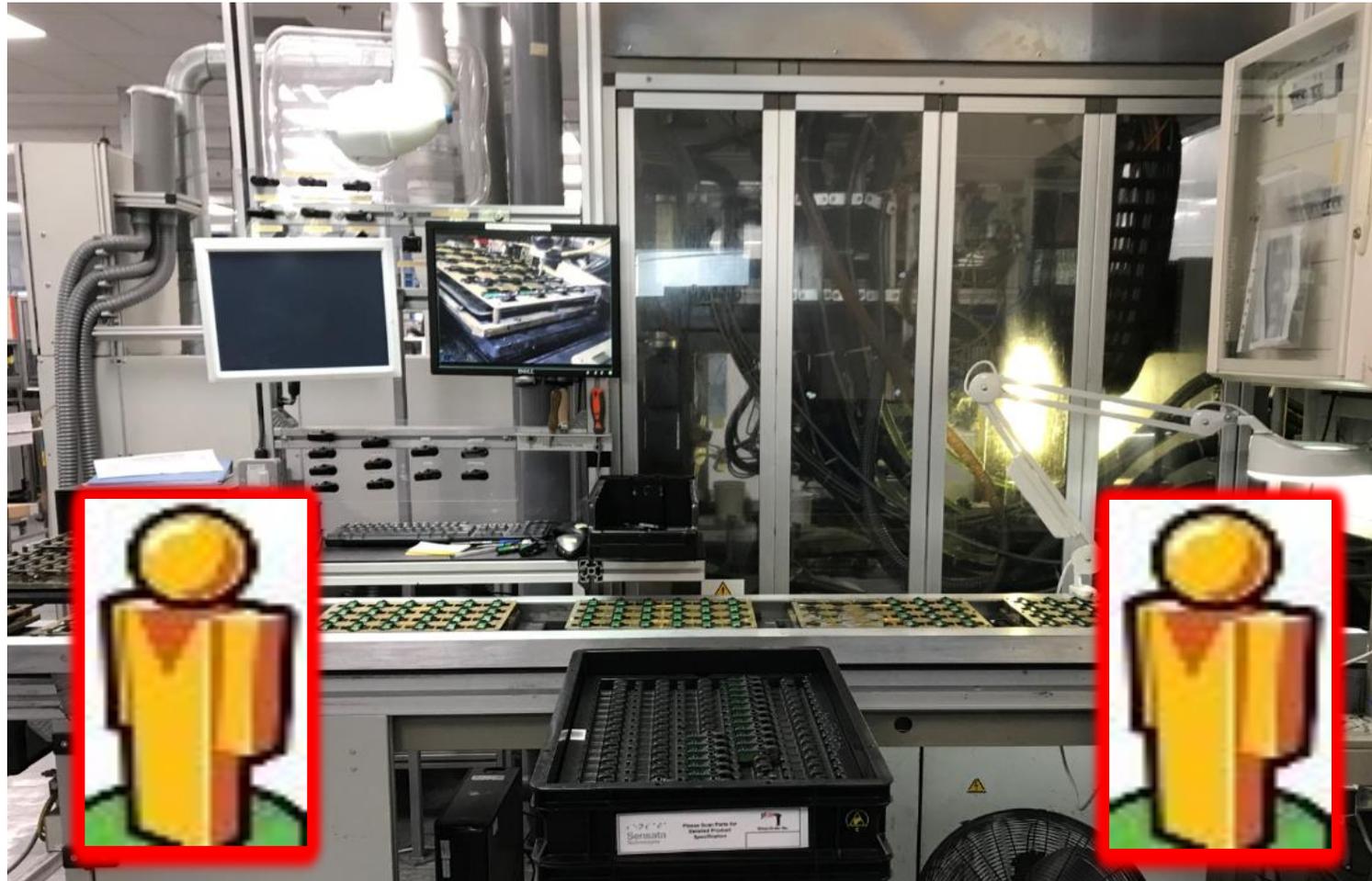
Production Hall  
Machine Example: 2  
2 Metre Risk:-No concern.



## Production Hall

Machine Example:-3.

2 Metre Risk:-Concern- decision to run alternative machines in the short term – longer term solution will be with engineering controls such as physical segregation of the workers.



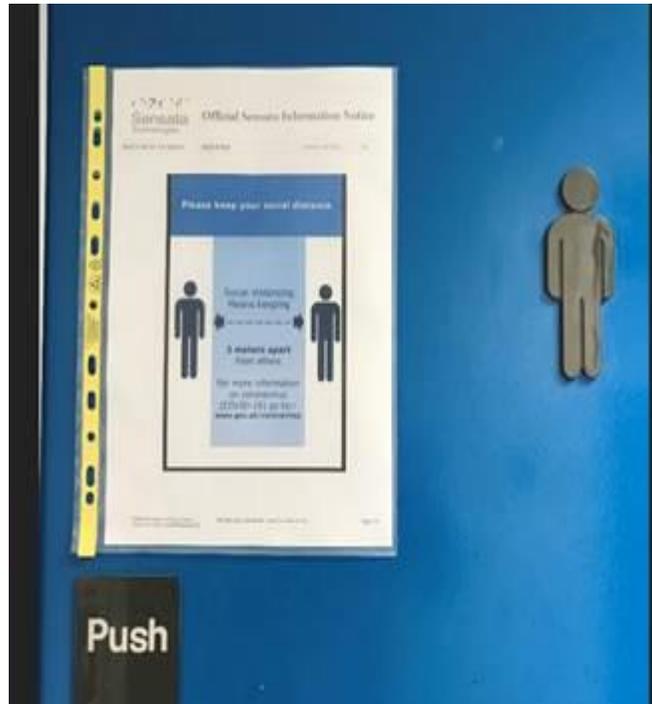
# Social distancing – wash rooms

 Sensata Technologies	Official Sensata Information Notice	
DOCUMENT NUMBER:	MQE-F-606	ISSUE LEVEL: 01

Please remember to keep safe distance within the shared Restrooms.



MQE-F-606 (Issue 01) Official Sensata Information Notice - Restroom Social Distancing (002) This hard copy is uncontrolled. Printed for reference only. Page 1 of 4



# Social Distancing – Cafeteria

- 1-2 chairs only per table- tables and chairs quantity reduced to allow 2m distance measures plus staggered breaks to accommodate shift personnel flexibility, ref timetable example.



**Official Sensata Information Notice**

DOCUMENT NUMBER: MQE-F-606      ISSUE LEVEL: 01

U11- MAKE SITE.

**COVID 19- CANTEEN SEATING PRACTICES/ PLUS LOCKER BAY CONTROLS.**  
Please keep the 1-meter gap between colleagues please.  
CANTEEN TIMES SESSION ALLOCATION

**Timetable.**

- Day Team/ Plus Support Staff.  
10am-11am.
- 24/5 plus support Staff.  
11am-12.30pm
- Day Team/Plus Support Staff.  
12.30pm-2pm
- 24/5 plus support Staff.  
2pm-5pm (flexible.)
- Day Team/Plus Support Staff.  
3pm-3.30pm (flexible.)

3.30pm afterwards 24/5- plus support full flexibility until daily 10am.  
PLEASE ENSURE TO WIPE DOWN YOUR TABLE AFTER LEAVING YOUR LOCATION EACH TIME.  
( ESH – TO INDICATE SUITABLE CLEANING SOLUTIONS.)

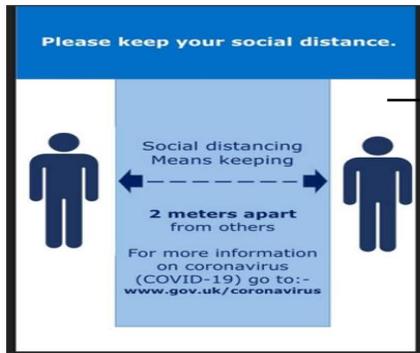
MQE-F-606 (Issue 01) Official Sensata Information Notice- CANTEEN- COVID -19 (063)      This hard copy is uncontrolled. Printed for reference only.      Page 1 of 4

# Social Distancing – Break Rooms/Kitchens

- Other examples of 2m distancing principles.

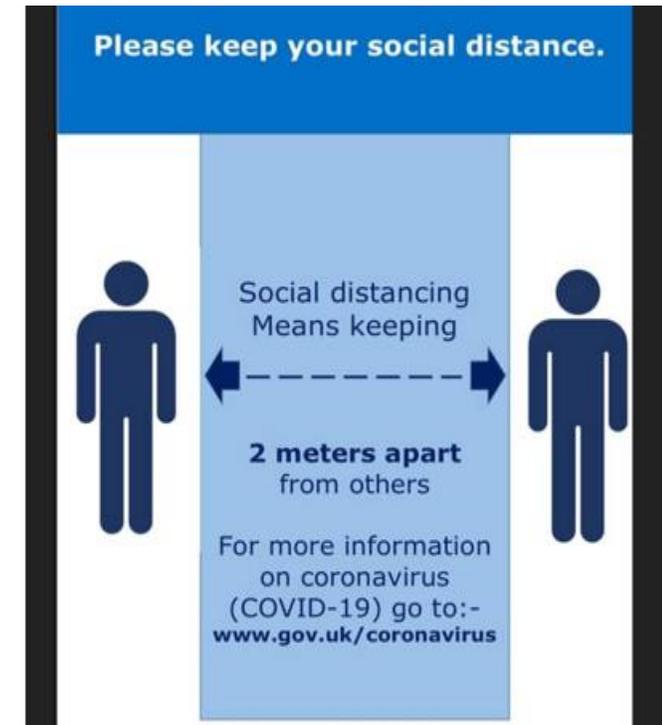
	<b>Official Sensata Information Notice</b>	
DOCUMENT NUMBER:	MQE-F-606	ISSUE LEVEL:
		01

Please remember to keep safe distance within the shared kitchen area.



## Social Distancing – Shift Changes

- 2m social distancing should be maintained in all areas of the business and at all times
- Employees should leave the building as soon as possible when their shift ends
- Employees should not come into the building until 7.45am/7.45pm or later to allow the previous shift to leave
- Employees should be following the one way systems put in place, following the signage/arrows and using the appropriate doors
- Employees have the opportunity not to visit locker bays by carrying their personal bags etc. around with them
- Locker Bay Area- 2m division floor marking only in necessity ( Image 1)
- Clocking in/ Out point- 2m division in place per employee. ( Image 2)



# Social Distancing – Offices (Private and Open)

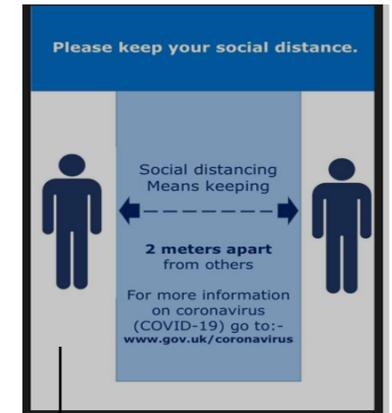
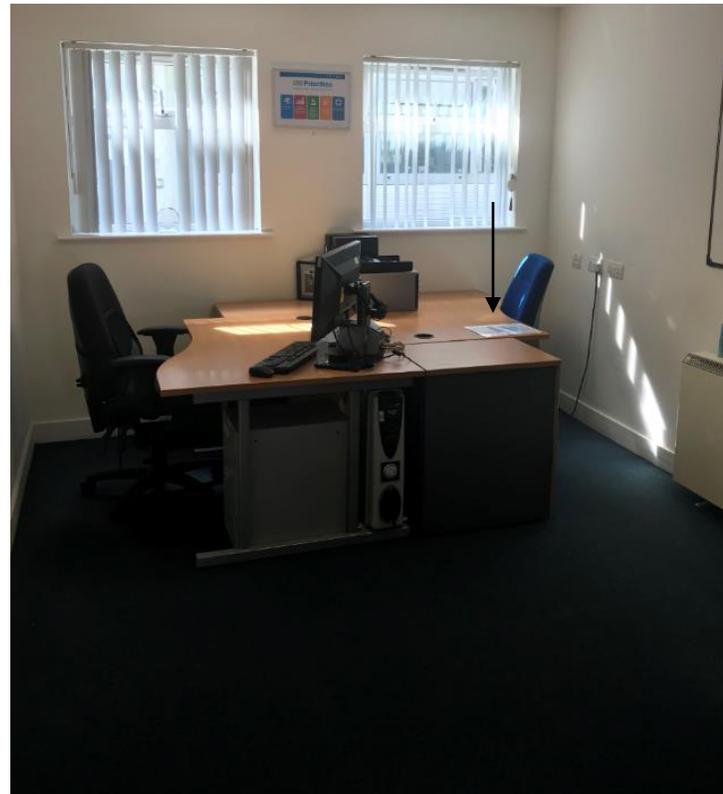
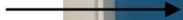
- Example in the Annex offices.

	Official <u>Sensata</u> Information Notice		
DOCUMENT NUMBER:	MQE-F-606	ISSUE LEVEL:	01

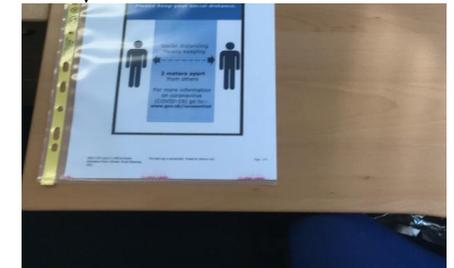
Desk Must not be occupied.

	Official Sensata Information Notice		
DOCUMENT NUMBER:	MQE-F-606	ISSUE LEVEL:	01

Only 1 additional person must  
Access the office at any one time.



MQE-F-606 (Issue 01) Official Sensata Information Notice - Social Distancing (002) This hard copy is uncontrolled. Printed for reference only. Page 1 of 4



# Social Distancing – Elevators

- One 1 person each time, must travel in the Elevator.



 <b>Sensata Technologies</b>		<b>Official Sensata Information Notice</b>	
DOCUMENT NUMBER:	MQE-F-606	ISSUE LEVEL:	01

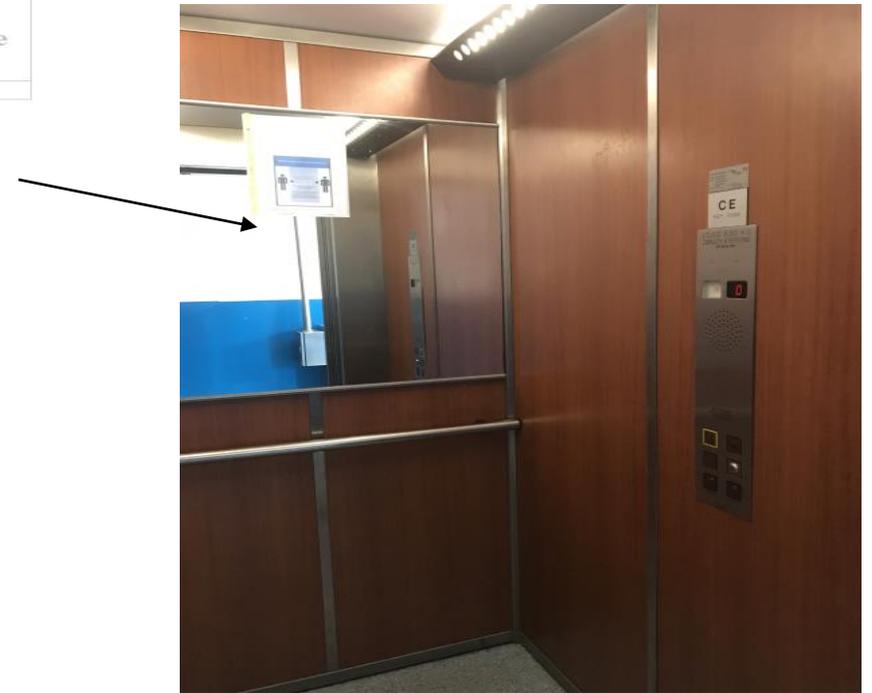
Only 1 person must use the Elevator at any one time.



MQE-F-606 (Issue 01) Official Sensata Information Notice

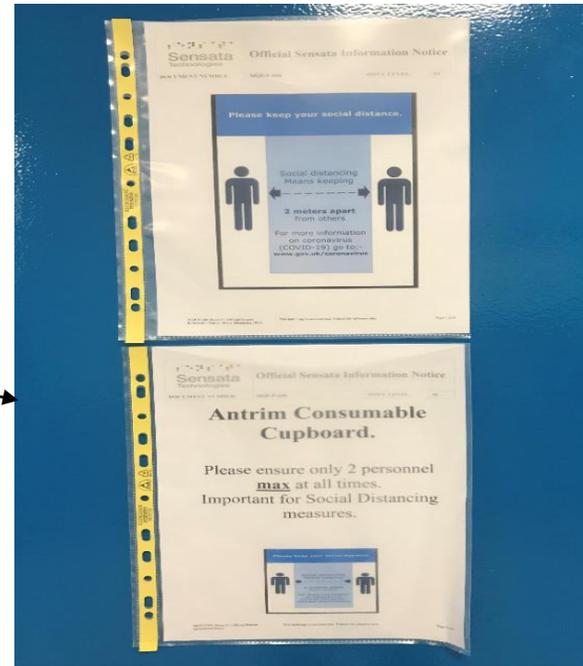
This hard copy is uncontrolled. Printed for reference only.

Page 1 of 4



## Social Distancing – Storage Rooms

- Consumable Cupboard example- 2m restrictions apply.



## Social Distancing – Labs Key Rules

- If your work is not urgent, you should not be in the lab and workshop area.
- You should wear disposable gloves at all times.
- Clean your workstation down before and after use (using disinfectant sprays / wipes provided) - especially important for shared areas such as the lab
- Minimize the number of people within each room by planning your work with the excel tracker
- Protect yourself and others by respecting social distancing rules



Communication, education and training

## Communication

Frequent and communication is critical

- Covid-19 update emails local
- Working from home guidance document
- Microsite
- Corporate video updates from CEO
- Technical Covid-19 emails from Global to local ESH Teams
- Tool box talks – some examples shown
- Mental health and continuing or TAKE 5 campaign
- Shift workers guidance/changes
- Occupational health
- PA announcements
- New return to work training package and leaflet in currently being finalised



# General Covid-19 follow up Tool Box Talk

 	
<b>Title:</b>	Covid-19 - Update
<b>Date: (M/Y)</b>	April 2020
<b>Aims and Objectives:</b>	To remind staff of their roles and responsibilities in relation to behaviours and hygiene in light of the Covid-19 outbreak. Staff are also notified on the measures put in place by the company
<b>All staff are expected to adhere to all of the roles and guidance provided in this document</b>	
<b>What have we done so far:</b>	
<ul style="list-style-type: none"><li>- Changes to clock in/clock out times to reduce congestion at the clock machines</li><li>- Changes to layout of chairs &amp; tables in the canteen to allow for social distancing</li><li>- Allowing those who can work from home to do so</li><li>- Hand sanitising points at all official entrances/exits of the make site building</li><li>- Tool box talks to staff re. general behaviours, cleaning, hygiene, effective hand washings advice</li><li>- Reduction in all non-essential works and maintenance activities</li><li>- Prohibiting excess to site of all non-essential visitors</li><li>- Increased cleaning of communal areas and touch points</li><li>- Changes to cleaning products used to increase effectiveness</li><li>- Consideration has been given to the provision of PPE in line with the Governments guidelines. <b>At this time, they are not recommending any PPE except frontline and where 2m is being actively implemented, however we have offered masks to anyone who wants on</b></li><li>- Personal hand sanitisers issued out to staff onsite</li><li>- Various distancing displays implemented- floor/ wall/ window- various points.</li><li>- Various display screens throughout key areas with sound and distance displayed.</li><li>- Internal &amp; external turnstiles deactivated</li><li>- Internal doors wedged open to reduce touch points</li><li>- Workstation mapping of production completed to show which stations can be used whilst adhering to the 2m social distancing requirement</li></ul>	
<b>How to avoid catching or spreading Coronavirus:</b>	
<ul style="list-style-type: none"><li>- <b>DO</b> wash your hands with soap and water often – do this for at least 20 seconds</li><li>- <b>DO</b> always wash your hands when you get home or into work</li><li>- <b>DO</b> use hand sanitiser gel if soap and water are not available</li><li>- <b>DO</b> cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze</li><li>- <b>DO</b> put used tissues in the bin straight away and wash your hands afterwards</li><li>- <b>DO</b> try to avoid close contact with people who are unwell</li><li>- <b>DON'T</b> touch your eyes, nose or mouth if your hands are not clean</li><li>- <b>DO</b> keep personal belongings to yourself</li></ul>	
Published by ESHNI <a href="mailto:eshni@list.sensata.com">eshni@list.sensata.com</a> Rev Date: 27/04/20	

 	
<b>Changes on production:</b>	
<ul style="list-style-type: none"><li>- Employees should leave the building as soon as possible when their shift ends</li><li>- Employees should not to come into the building until 7.45am/7.45pm or later to allow the previous shift to leave</li><li>- Employees should be following the one-way systems put in place, following the signage/arrows and using the appropriate doors</li><li>- Employees have the opportunity not to visit locker bays by carrying their personal bags etc. around with them</li><li>- ESD Shoes- there is no requirement to change onsite so shoes can be worn to/from work</li></ul>	
<b>Social Distancing:</b>	
<b>Social distancing of 2 meters must be adhered to</b> in all areas e.g.: Canteens (Ref: MQE-F-606), Corridors, Locker areas, Offices, At clock machines, Reception areas, Designated smoking huts & vaping areas. Floors have been marked out to indicate acceptable distances in areas such as the link corridor and locker areas.  NB: Please note some of these areas will be monitored and marshalling provisions put in place	
<b>DO NOT attend work if:</b>	
<ul style="list-style-type: none"><li>• you think you might have coronavirus</li><li>• in the last 14 days you've been to a country or area with a high risk of coronavirus – see <a href="#">NHS coronavirus advice for travellers</a></li><li>• you've been in close contact with someone with coronavirus</li></ul> <b>Contact your Manager, HRBP or ESH team via phone</b>	
We have reviewed all previous or ongoing efforts, and any continual improvement we make with the HSENI who are satisfied with our efforts. All ideas and suggestions for are encouraged and should be submitted to ESH	
Published by ESHNI <a href="mailto:eshni@list.sensata.com">eshni@list.sensata.com</a> Rev Date: 27/04/20	

# Homeworking support

## BEST PRACTICE FOR WORKING FROM HOME

Under the recent announcement from the Company, if employees are able to work from home with no/minimal disruption to their output and business performance, then they are encouraged to do so.

This document aims to provide Sensata employees who do not usually work from home with guidance on working from home due to the outbreak of Coronavirus.

These are uncertain and unprecedented times and they require us to think and act differently to achieve the same ends, i.e. working collaboratively and successfully together to deliver for our clients and enable the business to be successful.

Given the fluid nature of the situation, this document will be updated as needed. It is worth bearing in mind that working from home requires trust and goodwill (which is in line with our values) between both the employee and their manager and that is the spirit in which we want everyone to approach this situation.

If you are able to work from home, then please consider the following points for best practice:

- 1. Maintain Regular Hours**
  - If working from home your normal working hours apply.
- 2. Set a schedule and stick to it.**
  - It will benefit your mental health and the quality of your work by setting a schedule as if you were going into the office.
- 3. Create a Routine**
  - Deciding to sit down at your workstation and start work at a certain time is one thing. A routine can be more powerful than a clock at helping you get started each day.
- 4. Set Ground Rules with the People in your space**
  - Try to set ground rules with other people in your home or who share your space for when you work. If you have children, they will need clear rules about what they can and cannot do when you are working.
  - There may need to be a degree of flexibility in how you work. You need to ensure that you agree any temporary adjustments to working hours with your managers.
- 5. Schedule Breaks**
  - Give yourself adequate time during the day to walk away from the computer screen and phone and take adequate breaks, especially the lunch break. Get outside at lunchtime, take a walk and get some fresh air rather than being stuck indoors all day.
- 6. Stay communicated to others in the workplace either via telephone, email, WebEx etc.**
  - It's important to have some social connection, even in the absence of co-workers. Maintaining healthy social connections improves your overall well-being and helps stay motivated.



Safety Guidelines for Working...

Full document is available from NISG upon request

## Managing your Wellbeing whilst Working from Home

As many staff are starting to work from home, the ESH team have pulled together a guide to help support you in maintaining your wellbeing while working from home.

We will continue to add additional advice and guidance, but for now, a few tips to make working from home as seamless as possible:

- Set aside a specific place to work where you will be undisturbed. While it may feel nice to prop your laptop on your knees and work from the sofa or even bed this is not a great idea.
- Get dressed for work. We tend to associate certain styles as being work and others as being home so, dressing for work helps to switch our heads from home to work and puts us in the right space to work effectively especially when not in our normal work.
- Take your lunch at the same time as you normally do and take it away from your work area. This helps to ensure our mindset is in the right place to work effectively.

It is very important to look after your wellbeing during this period of homeworking so, following on from the Public Health Agency (PHA)'s 'Take 5 Steps to Wellbeing', we would recommend that you:

**Connect** – While we may not be in our normal office, we are still part of the Sensata team, so it is absolutely vital that during this time we stay in touch with our teammates and colleagues. Use web based solutions for business to ask questions, to check in and to maintain contact with those around you. Consider how you might connect not just around work matters – if you for example normally have a team tea-break, look for ways that you can maintain this, even though you will all be enjoying your tea in different locations

**Keep Learning** – What new things can you do while working from home? It is a new way of working and gives us the opportunity to develop our IT skills, or to take on some new responsibilities that fit better with this type of working? We can also use this as an opportunity to learn how to do things differently. It is very important for our physical and mental health and wellbeing that we keep learning, so, what is it that you can learn to do, to help you manage this new way of working?

**Be Active** – This is hugely important, while our sofas might be comfy and our houses nice and warm, we also need to remember to get up and stretch our legs. If you are fit and able to do so, go for a walk around the block at lunchtime, have a walk around the garden to get your blood and creative vibes flowing!

**Take Notice** – Working from home is a change of scenery and it allows us to see our homes in a new light. We can also try mindfulness to get to know ourselves better and if other members of our family are at home at the same time this is an opportunity to practice something new, like meditation and self-care with the people we care most about.

**Give** – During this period of uncertainty and heightened anxiety, it is even more important than usual that we do our best to look out for each other, and in doing so, look out for ourselves. During your breaks and over lunchtime, consider if it is possible to check in on a neighbour? Maybe someone in your street has just had a baby and needs something? Maybe an older couple would love some help? These are amazing ways to also take notice, to learn, to be active, as well as to give.



# First Aider and Fire Warden TBT

**Tool Box Talk**

<b>Title:</b>	Covid 19 - First Aid Provisions
<b>Date: (M/Y)</b>	April 2020
<b>Aims and Objectives:</b>	This guidance is for first responders who may be required to provide first aid assistance to someone during the Covid-19 outbreak

**All staff are expected to adhere to all of the roles and guidance provided in this document**

- Providing assistance:**
  - Take the person in a place away from others if you can do so safely. If you are unable to take someone to a separate room, ask others who are not involved in providing assistance to stay at least 2 metres away from the individual. If barriers or screens are available, these may be used.  
**Remember to report all first aid incidents to the ESH Team as soon as possible!**
- Personal Protective Equipment (PPE)**
  - Use and dispose of all PPE according to the instructions and training provided
  - The use of disposable gloves and a fluid repellent surgical face mask is recommended and, if available, disposable plastic apron and disposable eye protection (such as face visor or goggles) should be worn.
  - Wash your hands thoroughly with soap and water before putting on and after taking off PPE.
- Cardiopulmonary resuscitation**
  - It is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. If a decision is made to perform mouth-to-mouth ventilation use a resuscitation face shield.
  - Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999.

**Should you have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days. Should you develop such symptoms you should follow the advice on what to do on the [NHS website](#).**
- Hand hygiene**
  - After contact with the individual, wash your hands thoroughly with soap and water for 20 seconds at the earliest opportunity.
  - Avoid touching your mouth, eyes and/or nose
  - There are no additional precautions to be taken in relation to cleaning your clothing/uniform other than what is usual practice, unless they have been contaminated with blood or other fluids
- Cleaning the area where assistance was provided**
  - Please inform the ESH and Facilities team as soon as possible so a thorough clean can be carried out
  - The area should be cordoned off and not used until this cleaning has been completed
- First Aid Equipment**

Published by ESHNI | [eshni@st.sensata.com](mailto:eshni@st.sensata.com) | Rev Date: 07/04/2020

**7. What to do if you become unwell following contact with someone who may be at risk of COVID-19**

- If you develop symptoms of coronavirus infection (COVID-19), however mild, you will need to stay at home for 7 days - refer to the advice on the [NHS website](#) and the [Stay at home guidance](#).

**For further guidance:** <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

**DO NOT attend work if:**

- you think you might have coronavirus
- in the last 14 days you've been to a country or area with a high risk of coronavirus – see [NHS coronavirus advice for travellers](#)
- you've been in close contact with someone with coronavirus

**Contact your Manager, HRBP or ESH team via phone**

We have reviewed all previous or ongoing efforts, and any continual improvement we make with the HSENI who are satisfied with our efforts. All ideas and suggestions for are encouraged and should be submitted to ESH

Published by ESHNI | [eshni@st.sensata.com](mailto:eshni@st.sensata.com) | Rev Date: 07/04/2020

**Tool Box Talk**

<b>Title:</b>	Covid 19 – Fire Warden Provisions
<b>Date: (M/Y)</b>	April 2020
<b>Aims and Objectives:</b>	This guidance is for Fire Wardens who may be required to act if the fire alarm is activated or to provide assistance to someone during the Covid-19 outbreak

**All staff are expected to adhere to all of the roles and guidance provided in this document**

- General Responsibilities:**
  - During normal working situations ensure escape routes and emergency doors are available for use – report any blocked emergency doors or firefighting equipment immediately
  - In the event of an emergency evacuation, follow all normal protocols and make your way to the fire hut/muster point as soon as possible
  - Carry out all sweeps in pairs, but make sure to adhere to the 2m social distancing rule
  - Check all rooms and offices as you pass through each zone
  - Report all issues back to the evacuation manager immediately
- Social distancing**
  - When conducting the sweep of the building ensure that you and your partner remain at least 2 meters apart
  - Only two members of staff are allowed into the fire hut at one time as space is restricted – all other members of the fire team should remain outside
- Personal Protective Equipment (PPE)**
  - High vis coats and vests are available in the fire hut/cabinets
  - At this time, no additional PPE is required in correspondence with the Governments current guidelines. Should this change we will advise accordingly
- Rescuing injured parties**
  - Should you be faced with assisting or rescuing unconscious or injured parties, common sense should prevail. Only carry out rescue actions if there is no additional risk to you or the injured party
  - Inform the evacuation manager immediately of the situation so a first aider can be called for
  - All actions taken should be relayed to the emergency services if/when they arrive onsite
- Hygiene**
  - When the evacuation is complete and staff can enter the building, wash your hands thoroughly with soap and water for at least 20 seconds at the earliest opportunity
  - Avoid touching your mouth, eyes and/or nose
  - There are no additional precautions to be taken in relation to cleaning your clothing/uniform other than what is usual practice, unless they have been contaminated with blood or other fluids

Published by ESHNI | [eshni@st.sensata.com](mailto:eshni@st.sensata.com) | Rev Date: 08/10/18

- Cleaning of the fire hut/muster points and equipment**
  - In the event of a full fire evacuation inform the ESH and Facilities team as soon as possible so a thorough clean of the fire hut, radios, torches and coats can be completed
  - The areas should be cordoned off and not used until this cleaning has been completed
- What to do if you become unwell following contact with someone who may be at risk of COVID-19**
  - If you develop symptoms of coronavirus infection (COVID-19), however mild, you will need to stay at home for 7 days - refer to the advice on the [NHS website](#) and the [Stay at home guidance](#).

**DO NOT attend work if:**

- you think you might have coronavirus
- in the last 14 days you've been to a country or area with a high risk of coronavirus – see [NHS coronavirus advice for travellers](#)
- you've been in close contact with someone with coronavirus

**Contact your Manager, HRBP or ESH team via phone**

We have reviewed all previous or ongoing efforts, and any continual improvement we make with the HSENI who are satisfied with our efforts. All ideas and suggestions for are encouraged and should be submitted to ESH

Published by ESHNI | [eshni@st.sensata.com](mailto:eshni@st.sensata.com) | Rev Date: 08/10/18

## From Covid-19 update emails

- **Please do not come onsite into work if you are feeling unwell and have symptoms such as an elevated temperature or a new persistent cough or have been in close contact with someone exhibiting the symptoms of Covid-19. Please contact your line manager in advance via telephone or email to discuss.**
- Remember: maintain your social distancing and wash your hand regularly with soap and water for at least 20 seconds.
- Further information is available on the micro site and attached including information on mental health management.
- Stay safe and well and thank-you for all your efforts.

# Email Communications

COVID-19 RESPONSE ACTION GUIDELINES	
<b>Preventing the Spread of COVID</b>	
<i>Prevention Tips</i>	 Circumstances Tips.docx
<i>Proactive Disinfection Cleaning</i>	 Cleaning Guidelines - SA...
<i>Working at Home</i>	 Safety Guidelines for Working ...  SCL - safe home working and sit...
<i>Employees Returning from Business Trips or Vacations</i>	 Travel Restrictions Notice - C...
<b>How To Respond to Staff Who Were Exposed or Infected</b>	
<i>Response Actions for Staff indicating Potential Exposure</i>	 COVID-19 Response Actio...
<i>Response Actions for Staff who are COVID Infected</i>	 Response Actions for COVID Inf...
<b>Workplace Measures</b>	
<i>Visitor Entry Requirements</i>	 Guidelines for Visitors to Work...
<i>Questionnaire for Visitors</i>	 Questionnaire for Visitors.docx...

<i>Ventilation Systems</i>	 RE: mass help and standards con...
<i>Handling Packages and Materials</i>	 Product Handling and Circumst...
<i>Social Distancing Measures</i>	 Social Distancing and Safe Pra...
<i>Temperature Screening/Entry Requirements</i>	 Temperature Screening Guide...
<i>Use of Masks</i>	 Face Mask Use Guidance - April...
<b>Return to Work/Re-Opening of Operations</b>	
<i>Infected Staff Return to Work Requirements</i>	 Guidance on Return to Work f...
<i>More Guidelines to come!</i>	
<b>Useful Links &amp; Numbers</b>	

# Posters and TBT's



<b>Title:</b>	Covid-19 – Update – Use of Masks
<b>Date: (M/Y)</b>	April 2020
<b>Aims and Objectives:</b>	To highlight best practice guidance in regard to the use of RPE (Respiratory Protective Equipment - Masks). Staff are also notified on the measures put in place by the company

**All staff are expected to adhere to all of the roles and guidance provided in this document**

Facemasks must be worn correctly, changed frequently, removed properly, disposed of safely and used in combination with good universal hygiene behaviour for them to be effective!

Correct Procedure:

- Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.
- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
- Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
- Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.
- To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water

HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

**Before putting on a mask, clean hands with alcohol-based hand rub or soap and water**

HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

**Cover mouth and nose with mask and make sure there are no gaps between your face and the mask**

HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

**Replace the mask with a new one as soon as it is damp and do not re-use single-use masks**

HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

**To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water**

**DO NOT attend work if:**

- you think you might have coronavirus
- in the last 14 days you've been to a country or area with a high risk of coronavirus – see [NHS coronavirus advice for travellers](#)
- you've been in close contact with someone with coronavirus

**Contact your Manager, HRBP or ESH team via phone**

We have reviewed all previous or ongoing efforts, and any continual improvement we make with the HSENI who are satisfied with our efforts. All ideas and suggestions for are encouraged and should be submitted to ESH

# Tool Box Talks




**Tool Box Talk**

<b>Title:</b>	Coronavirus Prevention – cleaning & hygiene
<b>Date: (M/Y)</b>	March 2020
<b>Aims and Objectives:</b>	The purpose of this Tool Box training is to take steps to protect yourself and co-workers in the workplace from the Corona Virus.

Where possible, sanitize work stations and tools with IPA Based wipes before the start of your shift. Ensure that the correct PPE is worn when using any chemicals. If in doubt ask your team leader or a member of the ESH team



All used wipes must be treated as Cleaning Waste.

**Prevention Methods**

1. Avoid Contact with people who are sick
2. Avoid touching your eyes, nose and mouth
3. Stay home when you are sick
4. Cover your cough or sneeze with tissue, then throw the tissue in the bin.
5. Clean and disinfect frequently touched objects and surfaces using a regular alcohol-based cleaning wipes or spray
6. Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing.
7. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
8. Always wash hands with soap and water if hands are visibly dirty

Please see overleaf the advised methods for effective handwashing. You are advised to spend at least 20seconds doing this each time you wash your hands.

For further information around effective handwashing please see the NHS Website  
<https://www.nhs.uk/conditions/coronavirus-covid-19/>





## COVID-19 (Coronavirus) Prevention

### Hand Washing Tips

FES&H



“Wash your hands like you’ve been chopping onions/chilli peppers and you need to change your contacts.”




# New/coming soon - Site Specific NI Guidance Leaflet/pdf



**RETURN TO THE WORKPLACE**

Northern Ireland Guidance

**DO THE RIGHT THING, EVEN WHEN NO-ONE IS WATCHING**

**“**

**”**



If you require further information on measures being implemented to reduce the potential spread of the Covid-19 virus, please contact your Manager or a representative from HR or ESHNI.  
Contact email address; ESHNI@ist.sensata.com

As we return to the workplace, we are asking all employees to implement the simple actions detailed below.

In implementing these actions regularly and consistently, we can minimize the spread of the COVID-19 virus and create a safe working environment for all.

After the 18th May 2020, the organisation is planning to begin a programme of phased return to normal business and working practices. This will not occur straight away and will be phased over the coming weeks and months.

This strategy of returned working will prioritise the safety of our employees in the workplace and will be tailored to meet local government regulations and business needs.

### PRODUCTION GUIDANCE

- Employees should leave the building as soon as possible when their shift ends.
- Employees should not come into the building until 7.45am / 7.45pm or later to allow the previous shift to leave.
- Employees should be following the one-way systems put in place, following the signage/arrows and using the appropriate doors.
- Employees are now approved to carry personal bags onto the production floor to avoid accessing personal lockers.
- There is no requirement to change ESD shoes onsite so shoes can be worn to/from work.

### PERSONAL HYGIENE

- Hand sanitising points at all official entrances/exits of the make site building.
- Personal hand sanitisers issued out to staff onsite.
- Please ensure liquid is evaporated after use and that you use moisturiser regularly.

### SIGNAGE

- Various distancing displays have been implemented.
- Signage is now visible in key areas.
- Please ensure that you follow all signage provided.

### PERSONAL PROTECTIVE EQUIPMENT (PPE)

Consideration has been given to the provision of PPE in line with the Governments guidelines. At this time, they are not recommending any PPE, except to frontline employees, and where 2 metres is being actively implemented, however we have offered masks to anyone who wants one or alternative face coverings for example face barrier or screen.

### EMPLOYEE HEALTH

- Do not attend work if you think you may have the COVID-19 virus or if you have been in close contact with someone with the COVID-19 virus. Please follow Absence Policy guidance.
- Temperature Scanners may be placed at dedicated entrance route and are automated.

### CLEANING PROTOCOL

- There is an increased in cleaning of communal areas and touch points.
- Cleaning products have been changed to increase

### SOCIAL DISTANCING

- Reduction in all non-essential works and maintenance activities.
- Workstation mapping of production and office space has been completed to show which stations/desks can be used whilst adhering to the 2 metre social distancing requirement.

### WORKPLACE DESIGN

- Changes to clock in/clock out times to reduce congestion at the clock machines.
- Changes to layout of chairs & tables in the canteen to allow for social distancing.
- Allowing those who can work from home to do so.
- Internal & external turnstiles deactivated Internal doors wedged open to reduce touch points.
- One way walkway systems are now in place across production halls and units.

### ACCESS CONTROL

All non-essential visits on site have been prohibited. Please contact your ESHNI advisor for further information. There will be one designated entry point for each building. Where possible, there will be a separate designated exit point for each building. To ensure social distancing, only those employees who work in a building will have access to that building. All other access will need to be requested.

### ENGAGEMENT

Tool box talks are provided to inform all employees regarding general behaviours, cleaning, hygiene, effective hand washings advice. Please ensure you have completed these tool box talks. Please contact your line manager or a member of ESHNI for further information.



# Building Entry: Visitor and contractors protocols

# Visitors and Contractors

- Early guidance and controls were implemented for all visitors and contractors
- Those travelling for work were asked to repatriate
- Geographic trends were monitored daily and controls tightened as required.
- Local procedures and survey were implemented for example normal circumstances contractors would complete RAMS risk assessment and method statement) and provide insurance. Then come on site for permits.
- This changed to remote reviews and permit as far as reasonably practicable and new visitor entry protocols

Requirements/Guidelines for Visitors to Sensata Facilities/Operations

Sensata has required its employee and contractors that have traveled to/from certain very high risk countries; exhibit symptoms of infection with COVID-19; or who have been in close contact with infected individuals to remain in quarantine for 14 days, and to obtain confirmatory medical examination by a qualified medical establishment before they can return to a Sensata Facility.

Consistent with this management approach, all Sensata operations should take care to monitor and be aware of visitors to your locations and where they may have recently traveled.

Accordingly, the following Guidelines are recommended for Visitors to Sensata Facilities and Operations:

- Each Sensata location must consider and follow local and national governmental restrictions and requirements with respect to individuals having or suspected of having been exposed to COVID-19 and how that may affect allowing Visitors into Sensata's operations.
- All Sensata locations should consider installation of signs at key entry points indicating Sensata's restriction to access by anyone having traveled to China, or transited via an airport in China, or exhibiting signs of illness within the prior 14 days to their arrival onsite.
- All Visitors, including Sales, Customer, and Supply-Chain Vendor Representatives that are planning to visit your location should be asked to disclose the following circumstances in advance of their arrival:
  - If they have recently been in Mainland China or other areas in Asia that are determined to be at a **Very High-Risk** (listed below) by the World Health Organization (WHO) within 14 days prior to their arrival;
  - They have transited via an airport in China within 14 days prior to their visit;
  - They are exhibiting symptoms of COVID-19; and/or
  - They have reason to believe that they have been exposed to a person or persons infected with COVID-19 within 14 days of their arrival.

Potential visitors who meet these criteria should be asked to not enter Sensata Facilities or meet with Sensata employees or contractors in person, until they can demonstrate they have not been in China or transited via an airport in China, or otherwise exhibit signs of infection with COVID-19 within the prior 14 days.

Visitors may provide any of the following items as proof of their whereabouts and medical status:

- Passports with dated stamps of entry;
- Travel itineraries along with original copies of their airline tickets;
- Medical examination record from a qualified medical establishment;

Each site should determine who would inform potential visitors of Sensata's guidelines and who visitors should provide documentation to. The site's General Manager, HR and ESH/Security teams (if present) can assist in evaluation of each visitor's request and documentation. The site should try to inform visitors of these requirements as far ahead of their visits as possible.

Areas Determined to be of High Risk by WHO (as of February 23, 2020)

# Visitors and contractors - Remote permits if practicable

1	Permit Holder (Contractor Company Name)		Permit Number		
2	Location of Works (inc Dept.)				
3	Permit Valid:				
	Date		Time		
	Start:	Finish:	Start:	Finish:	
4	References – to other permits or isolation requests / Safe Systems of Work (SSW) attached or known				
5	Description of Works: (i.e. Hot work, WAH, Confined Spaces, Excavations etc)				
6	Specific Hazards/ Risks covered in RAMS: (Risk Assessment and Method Statement) (Circle any relevant hazards)				
	Access	Chemicals	Traffic	Fire	
	Motive Power	Compressed Air	Height	Dust	
	Hydraulic Pressure	Steam	Water/ Effluent	Electricity	
	Welding, Cutting, Grinding etc.		Adjacent Moving Machinery		
7	RAMS/Insurances provided and reviewed by ESH representative? If not contact ESH prior to work commences.		Yes	No	
8	Persons covered by Permit (PRINT)	<b>Acceptance</b> – I have read the detail on this Permit and also any associated additional permits/RAMS where applicable and understand the precautions to be taken and any specific responsibilities. I agree to carry out the tasks as outlined. <b>(Sign)</b>	Date	Site induction completed By:	
9	<b>Authorisation</b>	Name	Signature	Job Title	Date
	Works point of contact				
	Permit approved/issued by:				
10	<b>Permit Close Out</b> (confirmation that work has been completed and area left safe)	Name	Signature	Job Title	Date
	Main Contractor				
	Sensata Site Contact				

# Visitors and contractors - New Self Screening

The safety of our employees, customers and visitors, remains the company's primary concern.

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

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees 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 the building.

Thank you for your time and co-operation.

	Employee from another site	Contractor	Visitor
--	----------------------------	------------	---------

**Completed by an Employee from Another Site:**

Information:	
Name:	
Contact number:	
Email Address:	
Site:	
AID	

**Completed by a Contractor or Visitor**

or/Visitor Name:	
or/Visitor Company:	
Works Point of Contact/Host	

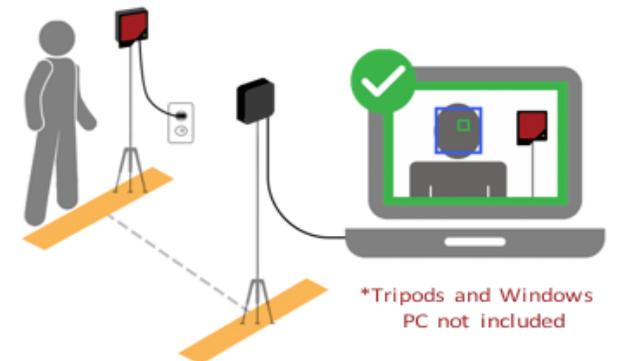
Questions	Circle the appropriate answer for each question below	
<b>1. Are you showing any signs of one or more of the following symptoms?</b> Temperature >38°C (100.4 °F) or higher, cough, shortness of breath, difficulty breathing, tiredness?	<b>Yes</b>	<b>No</b>
	<i>If your answer yes to this question, access to the facility will be denied</i>	
<b>1. Have you or a member of your household with anyone who has shown any of the following symptoms?</b> Temperature >38°C (100.4 °F) or higher, cough, shortness of breath, difficulty breathing, tiredness?	<b>Yes</b>	<b>No</b>
	<i>If your answer yes to this question, access to the facility may be denied, but will be referred to the ESH Department for review</i>	
<b>1. Have you travelled outside of the UK within the last 14 days?</b>	<b>Yes</b>	<b>No</b>
	<i>If your answer yes to this question, access to the facility may be denied, but will be referred to the ESH Department for review</i>	
<b>1. Is the information you provided on this form true and correct to the best of your knowledge?</b>	<b>Yes</b>	<b>No</b>



# Building Entry: Screening

## Daily Self-Screening Protocol Requirements

- Plans are under way to introduce self-screening temperature checks. Administration controls and communications are being finalized including site wide email, NI leaflet, tool box talk and site specific monitoring procedures
- Target audience - Employees, Approved Contractor and Visitors including mandate for new Self-Screening Form
- Continuous reminders on personal health and hygiene occur.

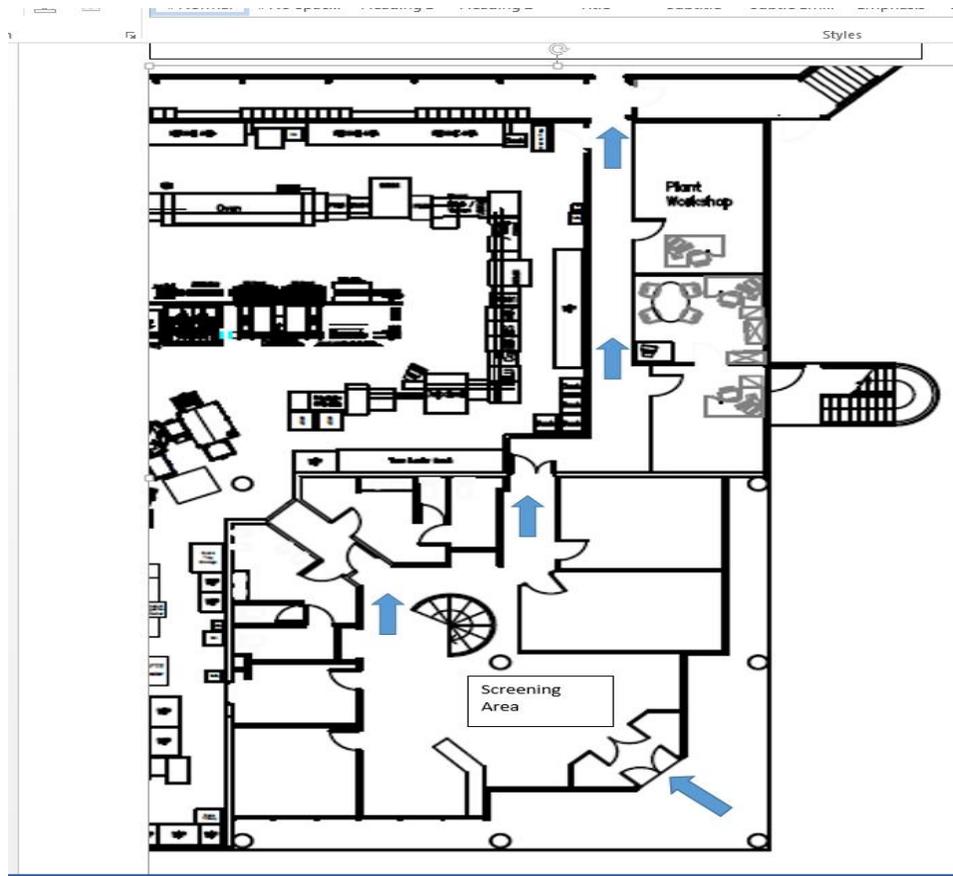


## Screening Entrance Locations and Setup

- Screening will take place in the reception area (other units as required).
- All other entrances will be restricted until each employee, visitor or contractor conducts and passes the screening process. Access control badges will only be activated after a pass.
- Floor markings indicating social distancing (6ft / 2m) for people in line for screening will be in place at the screening area. Temporary barriers will be installed as required.
- Screening areas will be staffed during normal business hours and shift change overs (with social distancing). Staff in the screening area will be at the reception desk behind a screen.
- Future plans: Non contact Thermal Cameras will be used to screen employees, visitors or contractors. There is no need to disinfect between each use. No information will be recorded.
- Site specific temperature scanning guide has been developed
- Future plans: Communication Covid-19 site wide email with arrangements, leaflets and tool box talks and a welcome pack are planned.

## Temperature screening

- All Employees, Contractors and Visitors must enter through the Reception area. Once temperature has been checked they can proceed into the facility via the one way system



**A new temperature checks guidance leaflet is currently being produced covering a how to guide and why we have decided to conduct screening. Further to this it includes GDPR, what happens if it's a high temp, calibration and equipment data, tolerances et al**



# Product Handling

# Guidance was provided to staff on handling packages

## Product Shipment and Handling Guidelines

Several inquiries have been made as to the safety of handling products made at our facilities in China and shipped to our testing laboratories in other countries. These should be safe to handle according to the Centers for Disease Control (CDC).

The CDC has stated that “there is no evidence to support transmission of 2019-nCoV associated with imported goods and there have not been any cases of 2019-nCoV in the United States associated with imported goods”.

The CDC further notes that “because of poor survivability of these coronaviruses on surfaces, there is likely very low risk of spread from products or packaging that are shipped over a period of days or weeks at ambient temperatures”.

The CDC’s full statement on products is available at: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>.

Additional information on the novel coronavirus (2019-nCoV) can be found at: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

As new information becomes available we will provide additional updates.

### Warehouse/Package handling Health and Safety Practices

Please note normal warehouse health and safety rules should be followed please see a reminder of good warehouse health, safety and hygiene practices.

### Handling post, packages or food from affected areas

Employees should continue to follow existing risk assessments and safe systems of work. There is no perceived increase in risk for handling post or freight from specified areas. (Source: UK Gov 3<sup>rd</sup> March 2020)

### Hygiene Practices for warehouse staff

#### Eating & Drinking

Eating and Drinking is strictly prohibited on the shop floor/warehouse. No food or drink is allowed. Water fountains are in place at various locations should refreshments be needed. Fridges & cupboards are provided in the canteen for storage of food items.

## Procedure to washing your hands properly

- Wet your hands
- Rub your hands and wrists with soap
- Lather the soap
- Wash hands for 20’s
- Rinse thoroughly
- Dry with paper towels or a hot air dryer (remember that wet hands can carry and transfer more germs than dry ones)
- Turn of the taps with your elbows (if possible) if there are no sensor taps in place or use a paper towel to do so.

## Gloves

Gloves should only be used if deemed necessary (skin issues, open cuts, allergies to soap/sanitizer etc.) or stipulated in the relevant risk assessment. Gloves can be ideal for helping you to minimize bare hand contact. They are there to protect the worker (i.e. they can be used to cover damaged skin or protect hands from risk of developing skin conditions).

Gloves must not be regarded as a “second skin”. They can become contaminated with bacteria in exactly the same way that hands can. They are not a substitute for good personal hygiene and hand washing.

- Replace gloves regularly.
- Wash and dry hands thoroughly before putting on any gloves
- Always use single use fresh gloves.
- Throw away plastic gloves after one use.

## Change gloves:

- At least regularly.
- If they become contaminated.
- If they tear.
- When changing tasks.





PPE

# PPE Distribution and Instructions for Use

- Face masks/visors available from Shift Manager, ESHNI or Security
- Kept in PPE store and sent to other units on request. Stock control maintained
- PPE is sourced locally and in partnership with global PPE sourcing team
- PPE Tool Box Talks, Posters et al are used
- Risk using PPE such as dehydration are covered and potable water readily available in numerous locations.
- Risk from hand sanitizer published
- guidance on the use and requirements for PPE is updated in line with Government/Expert advice or in line with local or corporate guidance.



<b>Title:</b>	Covid-19 – Update – Use of Masks
<b>Date: (M/Y)</b>	April 2020
<b>Aims and Objectives:</b>	To highlight best practice guidance in regard to the use of RPE (Respiratory Protective Equipment - Masks). Staff are also notified on the measures put in place by the company

**All staff are expected to adhere to all of the roles and guidance provided in this document**

Facemasks must be worn correctly, changed frequently, removed properly, disposed of safely and used in combination with good universal hygiene behaviour for them to be effective!

Correct Procedure:

- Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.
- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
- Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
- Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.
- To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water

**HOW TO PUT ON A MASK: WASH YOUR HANDS WITH ALCOHOL-BASED HAND RUB OR SOAP AND WATER**

**HOW TO FIT A MASK: COVER YOUR MOUTH AND NOSE WITH MASK AND MAKE SURE THERE ARE NO GAPS BETWEEN YOUR FACE AND THE MASK**

**HOW TO REPLACE A MASK: REPLACE THE MASK WITH A NEW ONE AS SOON AS IT IS DAMP AND DO NOT RE-USE SINGLE-USE MASKS**

**HOW TO REMOVE A MASK: REMOVE IT FROM BEHIND (DO NOT TOUCH THE FRONT OF MASK); DISCARD IMMEDIATELY IN A CLOSED BIN; CLEAN HANDS WITH ALCOHOL-BASED HAND RUB OR SOAP AND WATER**

**DO NOT attend work if:**

- you think you might have coronavirus
- in the last 14 days you've been to a country or area with a high risk of coronavirus – see [NHS coronavirus advice for travellers](#)
- you've been in close contact with someone with coronavirus

**Contact your Manager, HRBP or ESH team via phone**

We have reviewed all previous or ongoing efforts, and any continual improvement we make with the HSENI who are satisfied with our efforts. All ideas and suggestions for are encouraged and should be submitted to ESH

## Enhanced PPE Requirements for General Site Personnel

- In addition to normal PPE that may be required at the site for general work safety, Face Masks/shield/visors will also be available for all staff at all times in the workplace,
- Before and after handling face masks et al, employees will either wash their hands with soap and water or use hand sanitizer.



## PPE Supplies

- Ongoing management of PPE stocks
- This includes the correct PPE for the stage and activity
- Sourcing locally and working with the global procurement teams
- Welcome packs are in development with face visors/splash protection, masks, personal hand sanitisers, leaflets et al



# Cleaning Guidelines

# Site Cleaning Procedures

- Local site enhanced cleaning protocols are in place (meeting corporate guidance)
- Canteen & Toilets have full clean twice per day & maintenance clean twice per day.
- Approved cleaning materials are used for all hard surfaces / touch points used with disposable paper towel roll & bleach used for floors cleaning.
- A tracker is in place in each area for cleaner to sign when completed.
- Personal cleaning materials have also been provided as required
- Chemical safety training/ tool box talks have been completed.
- New electrostatic cleaning has also been introduced into production

## Tool Box Talk

<b>Topic:</b>	Coronavirus Prevention
<b>Date: (M/Y)</b>	March 2020
<b>Reason and Objectives:</b>	The purpose of this Tool Box training is to take steps to protect yourself and co-workers in the workplace from the Corona Virus.

There is currently no vaccine to prevent Coronavirus (COVID-19). The best way to prevent illness is to avoid being exposed to the virus. The following Guidance is provided to help reduce the potential for employee exposure to Coronavirus.

Watch for signs and symptoms:

The following symptoms may appear **2-14 days after exposure.**

- Fever
- Cough
- Shortness of breath



What to do if you develop symptoms:

Inform a healthcare professional immediately and H.R /Manager/ESH if you develop a fever and symptoms of respiratory illness, such as cough or difficulty breathing.

- If you are in contact with a coronavirus person, quarantine yourself & **do not come to work**. Inform your site EHS/your manager/team leader
- If you have family members who are affected with coronavirus...**do not come to work**, contact your ESH/manager and seek medical treatment
- If you have fever/sore throat/flu symptom, go seek medical treatment and **do not come to work**. Make sure you do not have the coronavirus and have recovered before reporting to work.

**Disinfect work stations and tools with IPA Based wipes before the start of your shift. Ensure Nitrile gloves worn when using IPA wipes. All touch points to be cleaned.**



Used wipes must be treated as Hazardous Waste.

### Prevention and Treatment

- Avoid Contact with people who are sick
- Avoid touching your eyes, nose and mouth
- Stay home when you are sick
- Cover your cough or sneeze with tissue, then throw the tissue in the bin.
- Clean and disinfect frequently touched objects and surfaces using a regular alcohol-based cleaning wipes or spray

## Site Cleaning – Deep Cleaning Procedure

- If an employee is identified as suspected or is confirmed as Covid-19 positive the area/Unit they work in will immediately be closed. Tracing will begin to identify areas where the person visited and people they have come in contact with. These areas will also be closed and those people they came in contact with will be asked to self quarantine.
- All areas will be sanitized and only opened once this is completed.
- Organizations have been identified and used on a number of occasions out of an abundance of caution in NI sites.



**Cleaning Guidelines for  
Coronavirus (COVID-19)  
March 4, 2020**

# Introduction

The Following Guidance is provided to help Sensata facilities reduce the potential for Employee, Contractor, and Visitor exposure to Coronavirus particles (referred to as SARS-CoV-2) on commonly encountered building surfaces. COVID-19 is the term for the disease obtained from these particles.

***NOTE OF CAUTION:*** *While steps can be taken to reduce the potential for virus to be present in high concentrations of certain building surfaces, it is not possible to ensure that all surfaces, at all times, that could be touched has been “disinfected”.*

## Scope of Procedures

- These procedures should be followed in order to minimize the occurrence and spread of viruses.
- Cleaning should be performed 2x/day for sites with 24 hour operations and 1x/day otherwise.
- Should the site have a case of COVID-19 or a person who may have been exposed to someone with the virus, then these procedures should be immediately used and followed for site or area cleaning in response to that infection or possible infection.

# Daily Maintenance

- At all locations, the following interior building surfaces will be cleaned daily by maintenance staff, using a disinfectant solution (described in following slides) for the purposes of addressing surface contamination with pathogens:
  - Door-knobs/ push plates (both in and out)
  - Lighting switch plates
  - Hand Railings in Stairwells, Hallways and Elevators
  - Entry Doors
  - Security Desk
  - Electronic Security Plates ( i.e. - Lenel system)
  - Entry turnstiles
  - Rest Room counters, stall Doors, Toilets (including flush handles)
  - Common area tables (Conference Room Tables, work tables, coffee cables, food service tables)
  - Refrigerator, freezer & microwave handle doors
  - Food Vending machines
  - Food Preparation Counters, Cabinet doors and handles
  - Tops of closed trash bins (swing tops)
  - Telephones (keyboard and phone)
  - Copy machines & Mail Stations
  - Employee locker doors
  - Computer keyboards for computers that are in use by multiple parties
  - Elevator panels
  - Lockers
  - Any other location specific surface that is (i) easily accessible ( 3-5 feet off the floor); (ii) located in a commonly used area; and (iii) determined to be frequently touched.

## Daily Maintenance

- **Additional Touch Points if Present**

- » Café

- Café tables, chairs, kitchen, surfaces and handrails, floors.

- » Sites Transportation bus, interior, seats handrails, etc.

- » Water Fountains procedures to use and clean up.

- » Use paper cups in the dispensers.

- » Water dispenser , use new cup (clean) every time is used .

# Daily Cleaning Procedure

- **Cleaning of these building surfaces will consist of the sprayed application of an “Approved Cleaning Solution,” waiting 2 minutes, and then wiping down with clean paper towels or cleaning rags. Non-recycled rags and paper towels should be contained in a plastic bag.**
  - » Visibly soiled surfaces should first be cleaned with a soap and water solution (non-ammonia based soap).
- See attached summary of **Approved Cleaning Solutions (next slide)**.
- Plastic Bags, when full, should be tied shut and labeled “Surface Cleaning Waste”. Check with your local ESH team for proper disposal methods as some locations may have to classify these materials as Biohazard Red Bag Waste.
- Daily Cleaning of these rooms should be documented by the maintenance staff or contractors by signing a log or some other means. Posting a sticker in restrooms to indicate time last cleaned is an alternative.

# Approved Cleaning Solutions

- **Four (4) approved solutions for cleaning are listed below:**
  - » 0.1% sodium hypochlorite (commonly referred to as bleach);
  - » 0.5% hydrogen peroxide;
  - » 70% isopropyl alcohol (IPA) or
  - » 62%-71% ethanol.
- **The following solutions should not be used for cleaning of surfaces to reduce presence of Coronavirus (SARS-CoV-2) as they have been shown to not be effective:**
  - » 0.05%-0.2% benzalkonium chloride or
  - » 0.02% chlorhexidine digluconate.

# Cleaning Procedure – Selection of Cleaning Solutions

- **The selection of the Approved Disinfectant Solution for building surfaces should consider the following:**
  - » Electronic device surfaces and items that could be damaged by the application of a bleach and water solution should utilize Ethanol or IPA, and for....
  - » All other surfaces a 0.1% Bleach Solution or 0.5% Hydrogen Peroxide should be used.

# Health & Safety Reminders

- All appropriate and required health and safety management requirements must be followed:
  - If a new cleaning product is to be used it must be reviewed/risk assessed by a member of the local ESH Team (such as the UK COSHH assessment for UK sites)
  - Any required PPE must be used
  - Any local health, safety and environmental rules regarding storage, use and disposal of the cleaning products and materials should be adhered to
  - All staff or contractors involved in the cleaning should be reminded of safe removal of gloves and effective hand washing techniques.
  - For any further specific information on H&S please contact:
    - X
    - X

## Enhanced Prevention Procedures have been implemented

- Keeping a core Facilities staff has proved invaluable to maintain critical functions such as Legionella prevention controls, HAVS systems et al

Examples of work include but not limited to:

- Full air conditioning system maintenance carried out with filters replaced or cleaned as appropriate.
- Main production area air handlers have been checked to have minimum 10% fresh air although this is usually significantly more as they use free cooling at 100% fresh air.
- Free cooling systems checked to ensure that they are operational.
- Both production halls have significant LEV systems in operation meaning that the building is under negative pressure drawing in fresh air from outdoors
- All units vented as required and maintained regularly
- All water systems are being fully maintained and managed

*Full programs are in place for all of these and other critical facilities*



# COVID-19 RESPONSE ACTION GUIDELINES



# COVID-19 RESPONSE ACTION GUIDELINES

## Response Actions for Infected/Potentially Infected Staff Scenarios

March 4, 2020

# Introduction

- Exposure to COVID-19 is a health and safety concern to all employees, contractors, and visitors at Sensata Facilities.
- The trend in the number of cases of COVID-19 worldwide increases the potential for one or more of Sensata’s employees/contractors to become infected or to be exposed to someone who is infected.
- These Guidelines provide steps to be taken when infection or exposure occurs.
- These Guidelines are based on **the Sensata Coronavirus (COVID-19) Health & Travel Advisory of February 18, 2020 “ GUIDELINES FOR ADDRESSING EMPLOYEES OR CONTRACTORS WHO ARE OR MAY BE INFECTED WITH THE CORONAVIRUS (Now known as COVID-19)”**
- NOTE – these guidelines are subject to change at any time as new information and data become available. Please check to make sure you have the most up to date version posted at: .....
- Questions on these Guidelines should be addressed to:
  - X
  - X

## Response Actions – Informing Managers

- Sensata requires that its employees/contractors immediately report the following health conditions to their Supervisor/ Manager:
  - » Infection with COVID-19;
  - » Potential exposure to a person who is infected with COVID-19 within the last 14 days; or
  - » Believed to be infected or exposed to persons suspected of COVID-19 within the last 14 days
- Employees/contractors should report these conditions “prior” to coming into the office.
- Employees/contractors with any of these conditions should not be allowed to enter any Sensata operation until fully recovered and cleared by a Qualified Medical Establishment.

## Response Actions - Reporting

- Managers/Supervisors informed by an employee of an infection or possible infection should **immediately** inform the Site's Response Teams <sup>(1)</sup>.
- Site Response Teams should understand local reporting requirements for individuals who become infected or suspected of infection and inform local officials as required.
- Site Response Teams should also immediately inform their Corporate counterparts.

***(1) Site Response Teams in this situation would include staff from any of the following areas: Site Leadership, ESH, Facilities, Security, and HR.***

## Response Actions – Initial Actions

- The affected individual(s) should be informed that they need to seek local medical examination and/or treatment<sup>(1)</sup> and could require isolation (quarantine) for up to 14 days until cleared by a Qualified Medical Establishment before they can return to work.
- Quarantine should be from the date of their initial medical examination or date of last possible exposure. Site Response Teams should select the date that they feel is most protective for all parties involved.
- Unless directed otherwise by the local authorities, quarantine can be home-based.
- Potentially infected individuals should only be allowed to return to work once they finished their quarantine period without developing COVID-19 symptoms and are cleared by a Qualified Medical Establishment.

(1) Note that local labor laws may stipulate requirements related to initial medical examinations.

Health Condition Scenarios	Affected Staff* Response Measures			Other Facility Response Measures			
	Medical Exam for COVID-19	Quarantine	Post Quarantine Medical Exam	Inform Onsite Staff of Possible Exposure	Medical Exams of Other Onsite Staff	Quarantine Other Onsite Staff	Facility Cleaning
<b>Staff Confirmed Infected with COVID-19</b>	Yes	Yes – Indefinite Period - Until Recovered	Yes - cleared by Medical Establishment	Yes	Yes	Yes – 14 Days Minimum	Yes
<b>Staff Exposed to a Person Confirmed with COVID-19</b>	Yes	Yes – 14 Days Minimum	Yes - cleared by Medical Establishment	Yes	Yes	Yes – 14 Days or Until Potentially Infected Individual is cleared by a Qualified Medical Establishment	Yes
<b>Staff Suspects being Infected or Exposed to Someone Suspected of COVID-19</b>	Yes	Yes – 14 Days or until Cleared by a Qualified Medical Establishment, whichever is less	Yes - cleared by Medical Establishment	Yes	Yes	Yes – 14 Days or Until Potentially Infected Individual is cleared by a Qualified Medical Establishment	Yes
<b>Staff believes Exposed to Symptomatic (but not Confirmed Infected) Person(s) but they themselves are Asymptomatic</b>	Yes	Yes – 14 Days or until Cleared by a Qualified Medical Establishment, whichever is less	Not required if Initial Exam Clears	Yes	Not Strictly Required	Yes – 14 Days or Until Potentially Infected Individual is cleared by a Qualified Medical Establishment	Yes
<b>NOTES: * Staff means Employees and Contractors</b>							

## Response Actions – Determination of Onsite Impacts

- Site Response Teams should determine the following:
  - » Determine who the affected individual(s) may have come into contact with at the facility within the last 14 days prior to their likely date of infection or medical examination; and
  - » Determine all areas at the facility that the affected individual(s) came in contact with or was within for the 3 days prior to the Site being informed of the individual's infection/potential infection.
    - The 3 day period is based on the likelihood of the COVID-19 virus particles to survive on surfaces as based on current research on coronavirus survivability\*.

\*Kampf, G. 2020. Potential role of inanimate surfaces for the spread of coronaviruses and their inactivation with disinfectant agents. Infection Prevention in Practice, Volume 2, Issue 2, June 2020

## Response Actions – Communication

- Based on the nature of the impacted individual(s), the Site Response Team issue a site-wide communication to inform the local organization of the situation **as soon as possible**.
- Meet with all other employees/contractors who have been determined as potentially exposed to the infected/potentially infected employee/ contractor to inform them of that potential exposure and required actions they may have to follow.
- The Site Response Teams should prepare for a large number of follow-up questions from concerned onsite employees and have answers to possible questions prepared.

## Response Actions – Onsite Staff Potentially Impacted

- Employees/contractors who have been determined by the Site Response Team to be potentially exposed to the infected/potentially infected employee/contractor should:
  - » Be directed to seek medical examination by a Qualified Medical Establishment to determine their health condition; and
  - » Directed to maintain isolation (quarantine) for 14 days from the date the infected or potentially infected individual was last at the site or until the impacted individual is determined by a Qualified Medical Establishment to not be infected, whichever is less. Unless directed otherwise by the local authorities, confinement can be home-based.

## Response Actions – Site Cleaning

- All areas at the facility that the affected individual(s) came in contact with or was within, shall be thoroughly cleaned with approved disinfectants (such as a bleach and water solution) before allowing any other individuals back into that area.
- The cleaning procedure should follow directions provided by Corporate Facilities and ESH in separate communications.
- Individuals performing the cleaning should be protected with appropriate personal protective equipment and informed of the possible presence of the virus.
- Each Site should immediately determine if their onsite cleaning contractors/crew have the capabilities and willingness to perform this cleaning or immediately secure the services of another local cleaning contractor with the capabilities to perform cleaning of potentially Coronavirus infected surfaces.

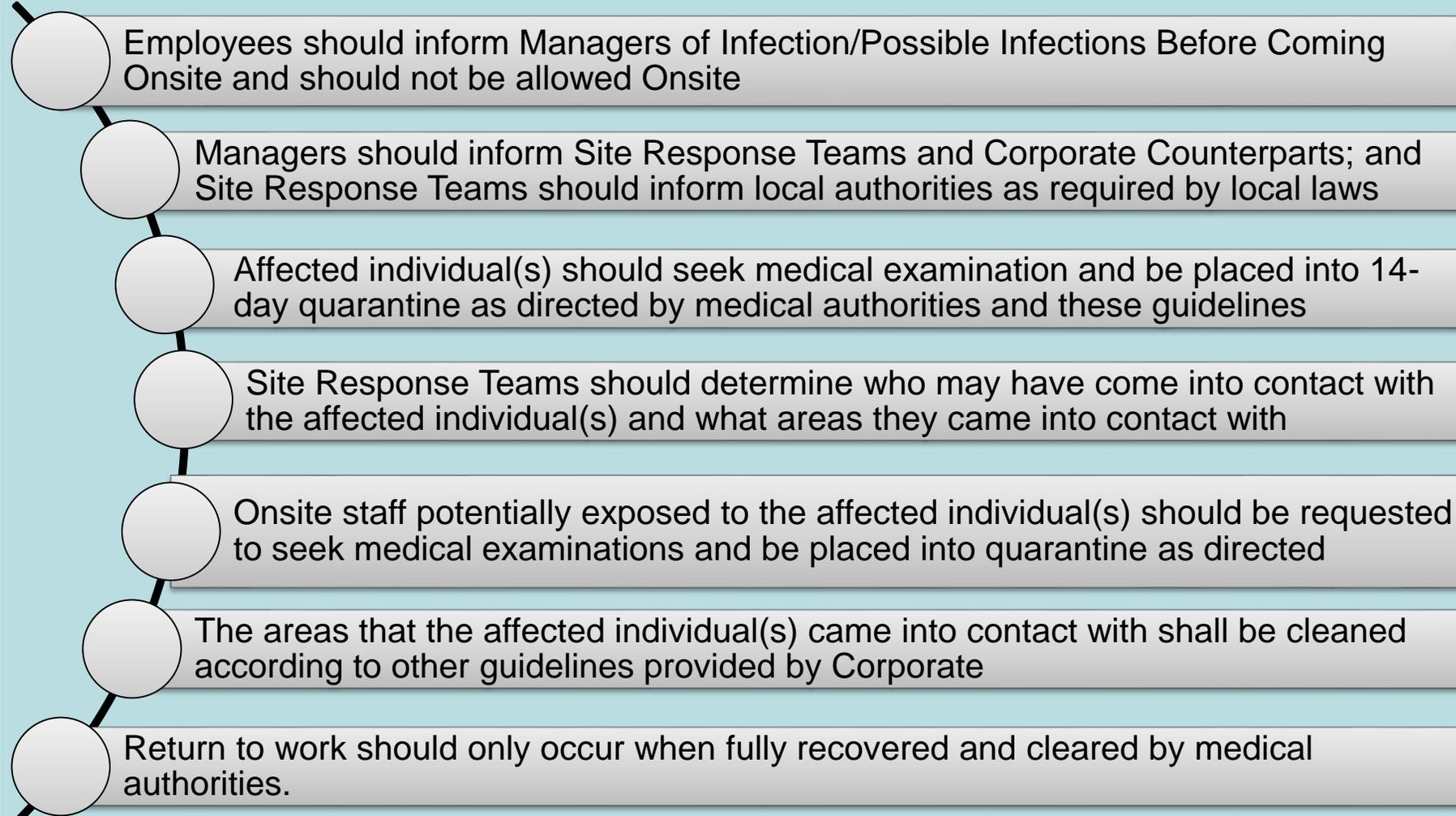
## Response Actions – Return to Work

- Affected individual(s) and any onsite staff potentially exposed to them may return to work under the following conditions:
  - » Verified to be recovered from the infection and cleared by a Qualified Medical Establishment; or
  - » Complete 14-day quarantine without development of symptoms was subsequently cleared by a Qualified Medical Establishment at the end of the quarantine period.
  - » Shorter periods of time should only be allowed when determined by a Qualified Medical Establishment that the individual(s) are not infected.
  - » The Affected individuals should have a follow-up review with their local manager, HR and ESH.

## Site Preparatory Actions

- Site ESH and Facility teams should immediately:
  - » Determine and secure site cleaning crews/contractors with the capabilities for coronavirus site cleaning
  - » Secure and stock up on necessary cleaning supplies such as bleach or other cleaning solutions; rags and paper towels, etc.,
  - » Secure and stock up on protective gear for preventative health measures such as gloves, masks, sanitizers, etc.

## Summary of Guidelines

- 
- Employees should inform Managers of Infection/Possible Infections Before Coming Onsite and should not be allowed Onsite
  - Managers should inform Site Response Teams and Corporate Counterparts; and Site Response Teams should inform local authorities as required by local laws
  - Affected individual(s) should seek medical examination and be placed into 14-day quarantine as directed by medical authorities and these guidelines
  - Site Response Teams should determine who may have come into contact with the affected individual(s) and what areas they came into contact with
  - Onsite staff potentially exposed to the affected individual(s) should be requested to seek medical examinations and be placed into quarantine as directed
  - The areas that the affected individual(s) came into contact with shall be cleaned according to other guidelines provided by Corporate
  - Return to work should only occur when fully recovered and cleared by medical authorities.



# Response Actions for “Infected” Staff Scenario

March 4, 2020 (updated March 23, 2020)

This Guidance may be updated from time to time; please ensure that you are reviewing the latest information and guidance

# Introduction

- Exposure to COVID-19 is a health and safety concern to all employees, contractors, and visitors at Sensata Facilities.
- The trend in the number of cases of COVID-19 worldwide increases the potential for one or more of Sensata’s employees/contractors to become infected or to be exposed to someone who is infected.
- These Guidelines provide steps to be taken when infection occurs.
- These Guidelines are based on **the Sensata Coronavirus (COVID-19) Health & Travel Advisory of February 18, 2020 “ GUIDELINES FOR ADDRESSING EMPLOYEES OR CONTRACTORS WHO ARE OR MAY BE INFECTED WITH THE CORONAVIRUS (Now known as COVID-19)”**
- NOTE – these guidelines are subject to change at any time as new information and data become available. Please check to make sure you have the most up to date version posted at: Sensata Covid-19 micro site.
- Questions on these Guidelines should be addressed to:
  - X
  - x

## Response Actions – Informing Managers

- Sensata requires that its employees/contractors immediately report the following health conditions to their Supervisor/ Manager:
  - » **Infection with COVID-19;**
  - » Potential exposure to a person who is infected with COVID-19 within the last 14 days; or
  - » Believed to be infected or exposed to persons suspected of COVID-19 within the last 14 days
- **Employees/contractors should report these conditions “prior” to coming into the office.**
- **Employees/contractors with any of these conditions should not be allowed to enter any Sensata operation until fully recovered and cleared by a Qualified Medical Establishment.**

## Response Actions - Reporting

- **Managers/Supervisors informed by an employee of an infection or possible infection should immediately inform the Site's Response Teams <sup>(1)</sup>.**
- **Site Response Teams should understand local reporting requirements for individuals who become infected or suspected of infection and inform local officials as required.**
- **Site Response Teams should also immediately inform their Corporate counterparts.**

*(1) Site Response Teams in this situation would include staff from any of the following areas: Site Leadership, ESH, Facilities, Security, and HR.*

## Response Actions – Initial Actions

- The affected individual(s) should be informed that they need to seek local medical examination and/or treatment<sup>(1)</sup> if they have not already done so.
- If they have been tested and confirmed as positive for COVID-19, request that they provide information on their doctor's treatment plans including isolation times (which could be 14 days or longer). Privacy or other HIPPA rules may apply here.
- Generally accepted practice is that recovery is not confirmed until the person receives two successive negative tests results on two successive days after they have been treated.
- A doctor's clearance is required before they can return to work indicating that they have recovered from COVID-19 and the basis of that determination.

(1) Note that local labor laws may stipulate requirements related to initial medical examinations.

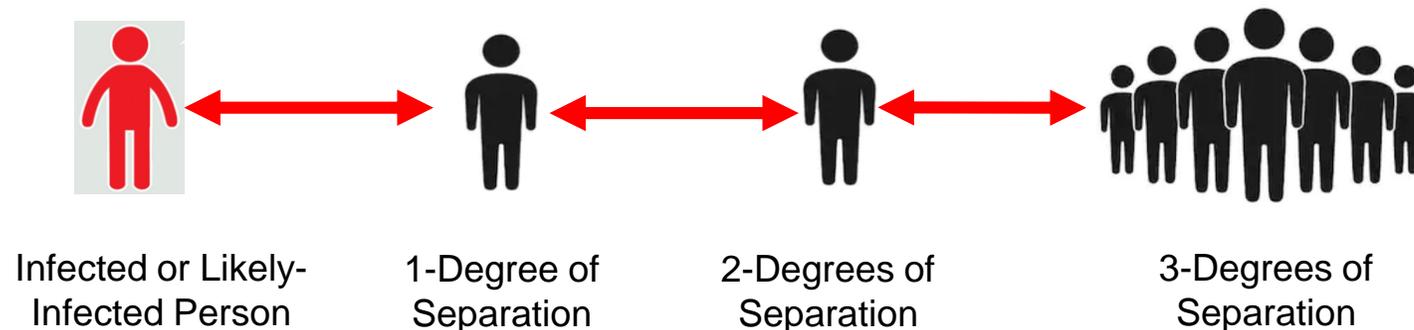
## Response Actions – Determination of Onsite Impacts

- **Site Response Teams should determine the following:**
  - » Determine who has had direct contact with the infected individual (1<sup>st</sup> Degree of Separation) and who they have had direct contact with (2<sup>nd</sup> Degree of Separation).
    - » Degrees of Separation are presented on the following slide.
  - » Determine those direct contacts at the facility within the last 14 days prior to the infected person's likely date of infection or medical examination that determined they were infected; and
  - » Determine all areas at the facility that the affected individual(s) came in contact with or was within for the 3 days prior to the Site being informed of the individual's infection.
    - » The 3 day period is based on the likelihood of the COVID-19 virus particles to survive on surfaces as based on current research on coronavirus survivability\*.

\*Kampf, G. 2020. Potential role of inanimate surfaces for the spread of coronaviruses and their inactivation with disinfectant agents. Infection Prevention in Practice, Volume 2, Issue 2, June 2020

## Degree of Separation from an Infected Person

- A person who is infected (or likely infected) is “Person 0”.
- Those they come in direct or close contact with them are considered to be 1 degree of separation away.
- Those who came into possible contact with a person who came into contact with an infected or likely-infected person are 2 degrees of separation away; and so on.
- Family members in the same household are combined as one unit for this purpose.
- See diagram below:



## What is Direct Contact?

- Examples are (but not limited to):
  - Hand shakes
  - Hugging
  - Kissing
  - Talking with a person up close (within 3 feet or 1 meter)
  - They coughed or sneezed in front of someone (up to 6 feet or 2 meters)
  - Had lunch with them
  - Attended a meeting with them in a small conference room and were within 6 feet of them for longer than a few minutes
  - Touched something that the infected person likely touched within 3 days of them having touched it

## Response Actions – Communication

- Based on the nature of the impacted individual(s), the Site Response Team issue a site-wide communication to inform the local organization of the situation **as soon as possible**.
- Meet with all other employees/contractors who have been determined as potentially exposed to the infected employee/contractor to inform them of that potential exposure and required actions they may have to follow.
- The Site Response Teams should prepare for a large number of follow-up questions from concerned onsite employees and have answers to possible questions prepared.

## Response Actions – Onsite Staff Potentially Impacted

- Employees/contractors who have been determined by the Site Response Team to be potentially exposed to the infected employee/contractor(both 1<sup>st</sup> and 2<sup>nd</sup> Degrees of Separation should:
  - » Be directed to seek medical examination by a Qualified Medical Establishment to determine their health condition; and
  - » Directed to maintain isolation (quarantine) for 14 days from the date the infected or potentially infected individual was last at the site or until the impacted individual is determined by a Qualified Medical Establishment to not be infected, whichever is less. Unless directed otherwise by the local authorities, confinement can be home-based.
  - » Those at 1-Degree of separation should consider getting tested.

## Response Actions – Site Cleaning

- All areas at the facility that the affected individual(s) came in contact with or was within, shall be thoroughly cleaned with approved disinfectants (such as a bleach and water solution) before allowing any other individuals back into that area.
- The cleaning procedure should follow directions provided by Corporate Facilities and ESH in separate communications.
- Individuals performing the cleaning of areas that the Infected Person had contact (or likely contact) with should treat this cleaning as with any bloodborne pathogen situation and should be qualified and trained in such disinfection/decontamination.
- Onsite cleaning contractors/crew may not have the capabilities and willingness to perform this cleaning; in which case each Site should immediately secure the services of another local cleaning contractor with the capabilities to perform cleaning of potentially Coronavirus-infected surfaces.

## Response Actions – Return to Work

- Affected individual(s) and any onsite staff potentially exposed to them may return to work under the following conditions:
  - » Verified to be recovered from the infection and cleared by a Qualified Medical Establishment<sup>(1)</sup>; or only in the case of 1<sup>st</sup> and 2<sup>nd</sup> degree contacts:
    - » Complete 14-day quarantine without development of symptoms and subsequently cleared by a Qualified Medical Establishment at the end of the quarantine period.
    - » Shorter periods of time should only be allowed when determined by a Qualified Medical Establishment that the individual(s) are not infected.
    - » The Affected individuals should have a follow-up review with their local manager, HR and ESH.

(1) Generally accepted practice is that recovery is not confirmed until the person receives two successive negative tests results on two successive days after they have been treated.

## Site Preparatory Actions

- Site ESH and Facility teams should immediately:
  - » Determine and secure site cleaning crews/contractors with the capabilities for coronavirus site cleaning
  - » Secure and stock up on necessary cleaning supplies such as bleach or other cleaning solutions; rags and paper towels, etc.,
  - » Secure and stock up on protective gear for preventative health measures such as gloves, masks, sanitizers, etc.

## Keep in Touch

- XX will continue to provide round the clock remote service to all sites and we can be contact via email or phone.
  - X cell phone: +
  - X cell phone: +
- Also the Coronavirus Webpage provides all of the guidance provided to date.
  - » [Coronavirus Information - Home](#)



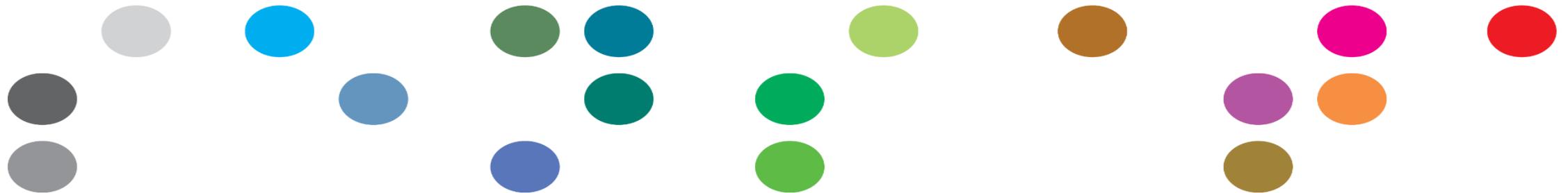
# GUIDELINES FOR RETURN TO WORK

APRIL 30, 2020 V.2

As a global company with more than 22K employees, our priority is to ensure the safety and well-being of our team, while continuing to serve our customers.

Employees are encouraged to work from home if they are able to, and leverage video and teleconferencing capabilities to avoid non-essential travel. Our Health & Safety teams are working around the clock to ensure a safe working environment at our global production sites.

As a Company that has navigated many challenges throughout our 100+ year history, we remain committed to our people, communities, customers and investors and will continue to stay true to what has always made Sensata great – designing and manufacturing sensor and sensor-rich solutions to help our customers solve their most difficult challenges.



## Global Approach to Return to Work

- Sites will move towards the restoration of normal operations as the situation permits.
- Each site's transition will be guided by local governmental requirements, site specific health and safety risk assessments, and the input of both Corporate and Facility Level Managers and ESH Staff, and will be implemented by the local staff as assigned.
- Updated risk assessment guidance, policies and procedures have been prepared and will be continuously updated to support the business' Return to Work efforts.
- Each site will prepare a written Site-Specific Return to Work Plan using a standard template, which will be provided by Global ESH.
- All site measures will follow COVID-19 Corporate Guidelines (Sensata Covid-19 micro site)
- Deviations from Corporate Guidelines by Facilities will be subject to prior approval of Global ESH, HR and Legal and others as necessary.

# Phased Approach to Business Return To Work

CURRENT CONDITIONS	PHASE 1 - INITIAL	PHASE 2 – EXPANDED	PHASE 3 - FULL
	Start Date – May 15 selected locations	TBD	TBD
<b>Guidelines To Initiate Phase/Gating Events</b>			
Must Follow all Govt. Restrictions and Guidance	Govt. Restrictions Eased Evidence of Decline in New Cases in vicinity of Facility	Govt. Restrictions Remain Eased Continued Case Decline	Metric to be developed
<b>Authorized Staff</b> ( <i>some form of Risk Assessment to Document Allowances</i> )			
<ul style="list-style-type: none"> <li>• Production/Mfg</li> <li>• Labs/R&amp;D</li> <li>• Critical Roles</li> <li>• Anyone, as long as meeting entry &amp; social distancing requirements, &lt;~10% of Workforce</li> </ul>	<ul style="list-style-type: none"> <li>• Anyone, not to exceed ~50% of Non-Production Work-force</li> <li>• WFH Allowed for Anyone who can or wants to</li> <li>• Training Prior to Return</li> </ul>	<ul style="list-style-type: none"> <li>• ~100% of Non-Prod. Work-force may return</li> <li>• WFH Allowed for Anyone who can or wants to</li> <li>• Training Prior to Return</li> </ul>	<ul style="list-style-type: none"> <li>• Full return of operations</li> </ul>
<b>Required Site Controls</b>			
<ul style="list-style-type: none"> <li>• Entry &amp; PPE Controls</li> <li>• Personal Hygiene Controls</li> <li>• Social Distancing</li> <li>• Site Disinfection</li> <li>• Case Isolation &amp; Tracing</li> </ul>	<ul style="list-style-type: none"> <li>• Entry &amp; PPE Controls</li> <li>• Personal Hygiene Controls</li> <li>• Social Distancing</li> <li>• Site Disinfection</li> <li>• Enhanced Ventilation</li> <li>• Case Isolation &amp; Tracing</li> </ul>	<ul style="list-style-type: none"> <li>• Entry &amp; PPE Controls</li> <li>• Personal Hygiene Controls</li> <li>• Social Distancing</li> <li>• Site Disinfection</li> <li>• Enhanced Ventilation</li> <li>• Case Isolation &amp; Tracing</li> </ul>	TBD

## ESH Framework for Return to Work of Sensata Operations

- Pandemic Response Team
- Conduct Site Risk Assessments
- Building Entry Requirements
- PPE Requirements
- Personal Hygiene Controls
- Social Distancing Measures
- Limits on Meetings/Gatherings
- Site Cleaning Requirements
- Inbound Materials Management
- Enhanced Building Ventilation
- Transportation Management
- Case Isolation and Tracing
- Travel Restrictions
- Training
- Verification and Documentation

## Limitations

- This Guidance and the referenced Procedures and Guidelines may change at any time given the fluid nature of the current situation and may be revised. It is the responsibility of the reader to verify that they obtain and review the most recently updated version of each Procedure and Guideline.
- The guidelines and procedures described in this document are based on available scientific information and governmental directives and are intended to reduce the exposure to Corona Virus at facilities that are operated and managed by Sensata. However, Sensata cannot guarantee that there will be no exposure to the virus at Sensata facilities, or that employees, contractors, or visitors who work or visit its facilities will not contract COVID-19.



# Site-Specific Pandemic Response Team

## Pandemic Response Team Formation

- Each Site will establish a Pandemic Response Team under the direction of the Site Leader/Plant Manager/GM
- The Team shall consist of:
  - Security/Access control lead (Security or Facilities Team member)
  - Virus prevention/protocol lead (ESH Team Member)
  - Cleaning & Disinfection lead (Facilities Team Member)
  - Communication & Training lead (HR or L&D Team Member)
  - PPE Lead (ESH Team Member)
  - Risk Assessment Lead (ESH Team Member or Global ESH/Safety)
  - Isolation Coordinator (Member of Occupational Health/ESH/HR/Supervisor)
  - Global Covid-19 Team Member (Member of the Covid-19 Global Response Team to join to guide and support local sites – a nominated person will be allocated to your site)

Note: One person may act as a lead in more than one category.



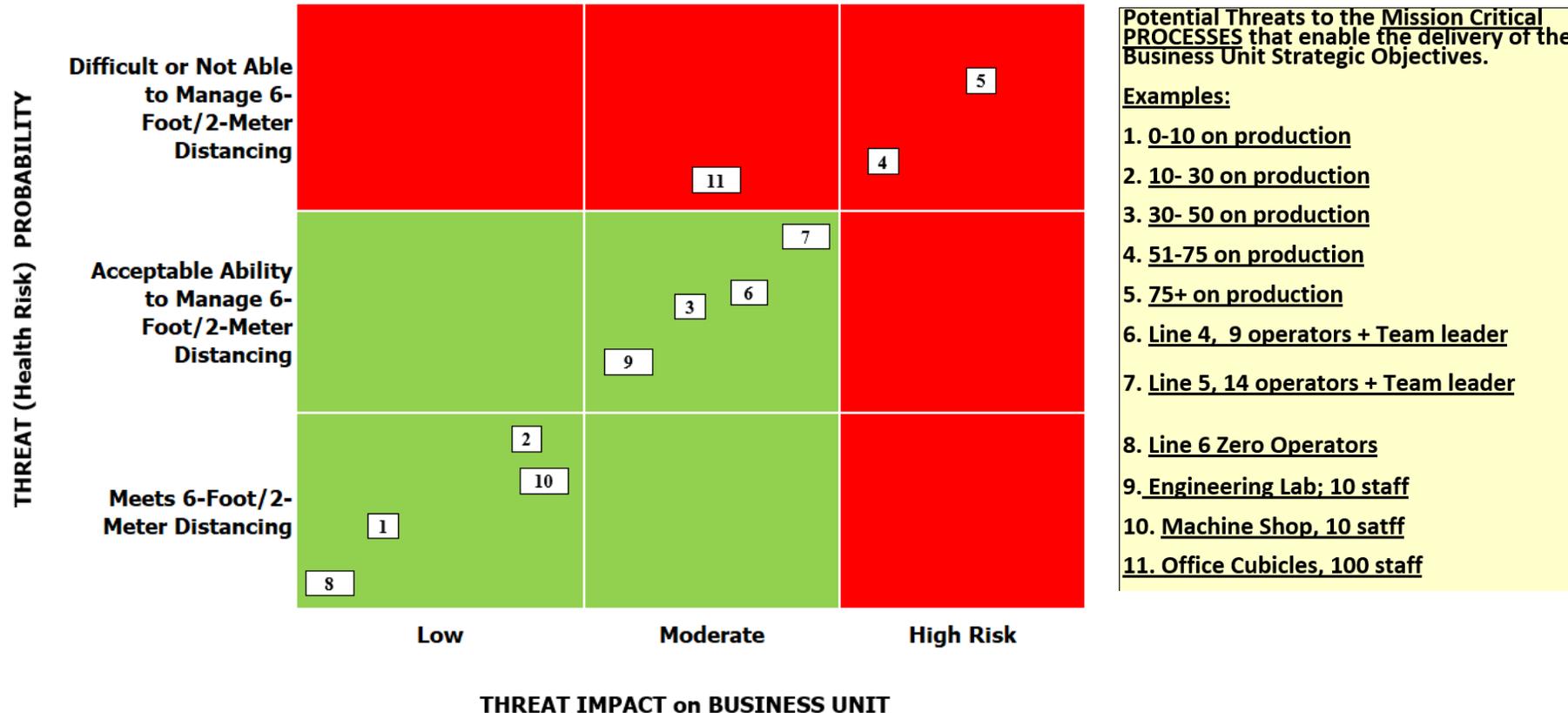
# Site Risk Assessment and Phased Return to Work Considerations

## Site Risk Assessment

- Following a Pandemic-based closure or reduction in work at a Site, the Site shall conduct a Risk Assessment prior to the restoration of business activities at that location.
- The Risk Assessment should consider current COVID-19 risk levels in the area surrounding the facility from which personnel commute from and the number of employees that can be accommodated to allow social distancing, taking into account:
  - Production spacing and machine locations
  - Protective guarding between machines
  - Available washrooms facilities (this may have been reduced to allow social distancing)
  - Break room/canteen space (this may have been reduced to allow social distancing/staggered breaks)
  - Office space availability and closed offices (due to size/spacing)
  - Entrance/Access/Egress policy for employees including screening
  - PPE and sanitation requirements
  - Visitors policy
  - Local government rules

# Risk Assessment Template

- Break each area of the facility up and plot onto the graph
- Those activities/areas in red, reassess for additional control measures and then re-rank.



## Site Risk Assessment Considerations

- The main purpose of the Risk Assessment is to help develop an understanding of staff levels onsite for various types of possible activities to guide teams on the possible need for additional safety measures and controls.
- The Risk shall compare an activity's ability to be conducted under the 6-foot/ 2-meter distancing goal versus the perceived risk a lack of social distancing would create.
- Examples:
  - » Office setup where staff are already at or exceed the acceptable social distances would be: **Easy to Meet Distance Requirement & Low Risk**
  - » Production area where current setup has 80 staff within 3 feet (1 meter) of each other would be rated as: **Not Meeting Distance Requirements & High Risk**
    - » The high risk is due to increased chances of exposure to a large number of staff

## Site Risk Assessment Considerations

- Areas to be assessed can be grouped by similar types of areas and activities:
  - » Production Areas of similar work activities by differing staff levels
  - » By Production Lines
  - » By Machine Shops
  - » By Laboratory or Engineering testing areas/rooms
  - » Enclosed Office Spaces
  - » Open Office/Cubicle Areas
  - » Meeting/Conference Rooms
  - » Etc.

## Phased return options

- **Rethink density to prioritize physical distancing.** For critical departments and workers who remain in the office or are soon heading back, consider utilization of the entire workplace being used to accommodate physical distancing. While maintaining the existing layout of desks and furniture, seating can be assigned to accommodate the latest recommendations for safe physical distancing.
- **Plan phased scenarios for returning to work.** With limited seating available and essential workers identified, organizations can plan for phased re-entry to the office based on role and vulnerability criteria. The time frame between each group phasing back in may be based on need and the continued health of employees.
- **Address needs of potentially vulnerable workers.** While many office workers have transitioned to working from home, some individuals cannot work remotely due to the nature of their role. Some of these individuals may still be going to the office or will be some of the first staff to phase back in. Understand that accommodations may need to be made.
- **Reconfigure flex spaces.** While using every other desk may cut your capacity in half or more, activating conference rooms, focus rooms, learning labs, and break out spaces as dedicated seating areas can increase the headcount of staff in the office while maintaining physical distancing. As workers return to the office, these spaces will again be used to enhance collaboration in a safe way. Clearly identifying which seats respect physical distancing and removing excess seating will help users follow guidelines.

## Phased return options

- **Reconsider the use of hot working areas.** Free address work spaces typically operate on a first come-first serve basis and offer fewer desks than people. The immediate concern with this type of work space is cleanliness and cross-contamination from multiple people sharing desks. These spaces may need to be used differently until the COVID-19 threat is over.
- To reduce spread of virus, plans to phase employees back into these environments may involve dedicating seats to individuals for a set period of time. If alternating the occupants assigned to each desk on different days or weeks, clearly communicating the plan with cleaning services will be paramount for instilling confidence in staff that desks have been sanitized.
- **Track who sits where.** With essential employees spread out across the office and temporarily sitting at a desk previously assigned to someone else, clear communication regarding the expected seat assignments can add transparency and clarity to all parties. Indicating the respective desks, break rooms, and bathrooms to be used can also help facilities teams prioritize cleaning plans for spaces being used. Knowing where employees are assigned and their likely circulation paths throughout the day can support a focused cleaning response if an employee does exhibit symptoms, and also indicate other employees assigned to the same vicinity.
- **Introduce shift work.** This approach allows for more individuals to use the workplace on a shift basis. With clearly assigned desks, physical distancing can be maintained for those on the same shift, while making the office accessible to a larger number of employees over time. It also allows for facilities to plan their cleaning schedule. Shifts may take place over daily or weekly timeframes, depending on the needs and goals of each organization.

## Phased return options

- **Plan and communicate cleaning regimens**. Plan, communicate, and enforce cleaning regimens to both support services and employees. Identifying which spaces are assigned to employees, and when, will help cleaning services prioritize their work.
- **Screen for admittance to the office**. To reduce the chance of bringing COVID-19 to the office, we are implementing mandatory screening protocols (where legally acceptable) for all employees every day before they enter the building(s). The results of the screen will indicate whether the individual may enter the workplace or remain home on each day. These include temperature scanning or simple questions/survey.



# Site/Building Entry Requirements

## Access Control and Site Entrance

- All Sites will control Entry to Sites to ensure that only those cleared are allowed to enter.
- Controls are intended to the extent possible prevent infected or ill individuals from entering and potentially exposing other individuals.
- Controls will include limited entry points, temperature screening as allowed and questionnaires.

### • **Employees**

- Employees should only enter a building through limited and controlled entry points to minimize congestion.
- Employees should exit each building through a separate exit point(s). (Emergency exit points must be maintained otherwise.)
- To ensure social distancing, only those employees who work in a building should have access to that building.

### • **Visitors**

- Only pre-authorized visitors will be given access to a site.
- Security/Reception staff on each site must be informed in advance that a visitor will be onsite.

## On-Site Health-Temperature Screening Protocol

- All individuals must have their temperature screened, if allowed by local regulations, and not exhibit an elevated temperature before being allowed entry into a Sensata building.
- Other requirements as outlined in the Corporate Temperature Screening Guidelines (Sensata Covid-19 micro site) must be followed for this process.

## Visitors and Contractors Self-Screening Protocol

- Visitors to a Sensata facility must be questioned on their travel and health for the 14 days prior to their arrival.
- Requirements for Screening Visitors for access are detailed in the Requirements/Guidelines for Visitors to Sensata Facilities/Operations as provided in Sensata Covid-19 micro site.



# Personal Protective Equipment Requirements

## PPE – Masks and Face Shields

- In addition to normal PPE that may be required at the site for general work safety, **Face Masks will also be worn by all staff at all times in the workplace**, unless local laws or government authorities stipulate or recommend they should only be used by health care professionals and pandemic response personnel at facilities.
- Face Masks will be provided by the facility. Employees may use masks brought from home.

### Masks

- Face masks are generally required PPE for a number of pandemic response and management personnel within each facility:
  - Medical and isolation team members
  - Shift health screeners
  - Disinfection team members
  - Those with broad exposure to other employees (e.g. cafeteria workers and security guards)
  - Those who are likely to come into close contact with other individuals, especially enclosed or confined spaces.

### Face Shields

- Face shields may be worn as a precautionary measure when employees working within 1 meter (3 feet) of other employees.

### PPE & Fatigue/Dehydration

- Please note any employees wearing additional or excess PPE may become more fatigued and/or dehydrated.
- Please make accommodation for adequate rest breaks
- Potable water supplies must always be available for any employees working at any site.

## PPE – Gloves

Based on CDC findings, the company does not require or recommend that our employees wear gloves except for:

- Isolation Team Members;
- Those performing disinfection of common surfaces per the cleaning rules; and
- Those undertaking tasks that normally required gloves as part of the PPE.

However, the Site should provide gloves if mandated by local laws.

➤ *Note: Gloves may put employees at higher risk of exposure and are not recommended by the CDC for general protective use 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 individuals wearing them; people 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, people are less inclined to wash their hands; this is counterproductive and puts others at higher risk; we want people to wash their hands because it is the number-one defence against any virus.
- Proper removal of gloves takes training; if contaminated gloves are not removed properly, our employees are exposed to greater risk.



# Personal Hygiene Requirements

## Personal Hygiene

- Everyone must practice good hygiene to protect against infection and prevent the virus spreading. This includes:
  - » *Wash your hands with soap and water several times a day, after using a restroom, before eating food, after touching various objects at work, etc.*
  - » *Use alcohol-based hand sanitizers when soap and water is not available*
  - » *Make sure to moisturize your hands regularly. Frequent washing and use of hand sanitizer can dry them out, particularly in the winter, which can cause small cuts that could more easily result in infection.*
  - » *Avoid touching your eyes, nose and mouth*
  - » *If you sneeze or cough, use a tissue. If none are available, use your elbow. Do not cough or sneeze into your hands; put used tissues straight into a trash bin*
  - » *Clean and disinfect frequently used surfaces such as benchtops, desks, and keyboards, and frequently used objects such as mobile phones, keys, wallets and work passes*
  - » *Avoid close contact with people who are ill, and if you are feeling ill, STAY HOME! This can help limit the number of people who are infected as well as help you get better faster.*
  - » *Avoid getting close to and touching anyone else. Stay 6 feet (2 meters) away from all other workers to the extent practical and feasible.*

## Personal Hygiene

- All Sites will provide adequate locations for hand washing with soap and water
- All Sites must provide access to hand sanitizer to all employees, either as individual bottles to each person or in locations reasonably and readily accessible to all employees.



# Social Distancing Requirements

## Social Distancing Guidelines

- Social distancing is a simple yet very effective mechanism to prevent potential infection.
- In practice this means:
  - » Employees will remain 2 meters (6 feet) apart from each other at all times when possible.
  - » Employees will avoid physical contact with others, such as handshakes, hugging or kissing.
  - » Employees should avoid to the extent practical touching surfaces.
  - » Two-way foot traffic is to be eliminated if 6 foot/2 meter distancing cannot be adequately achieved.
  - » Avoiding anyone who appears to be sick, or who is coughing or sneezing.
- The practice of social distancing includes but is not limited to production lines, cafeterias, common areas, entrance/exit areas of work locations, and offices.

## Social Distancing Requirements

- Social distancing will be applied to all areas of the operation including but not limited to the following areas:
  - » Work Stations/Manufacturing Areas/Labs
  - » Hallways/Stairwells (directional controls to minimize 2-way traffic)
  - » Elevators
  - » Common Areas
  - » Cafeterias
  - » Break Rooms/Kitchen
  - » Restrooms
  - » Conference Rooms
  - » Entrances/Exits
  - » Offices
  - » Storage Rooms
  - » Special Purpose Rooms

## Social Distancing in Manufacturing/Lab Areas

- Maintain a social distance of 2 meters (6 feet) throughout the manufacturing process and operations.
- Where a minimum distance cannot be maintained due to workplace design, one or more mitigation strategies need to be implemented including engineering, PPE and/or administrative controls, as appropriate.
- Deploy the Hierarchy of Control:
  - » Move equipment and work stations 2 meters (6 feet) apart
  - » When not possible, eliminate every other person on a line to maintain distances
  - » When not possible, add work shifts and reduce staff by half on each shift
  - » When not possible, install barriers between workers and add additional PPE (gloves, increased on the spot ventilation, etc.)

## Social Distancing in Manufacturing/Lab Areas

- Place Plexiglass shields between workers who cannot be separated by 6-foot (2 meters)



# Social Distancing in Manufacturing/Lab Areas

## Work Stations

- Whenever possible, work stations should be arranged to allow separation of 2 meters (6 feet).
- Clear signage about the desired position of the operators may be placed in each work station but is not required.
- Utilize production transfer aids (such as inclined shelves, push boards) to minimize the risk to social distance violations.
- Conveyor lines need to have operator boundaries clearly marked on the floor. Operators need to stay within their marked areas.
- Workers are strongly encouraged to disinfect their own work space multiple times during the shift, giving special attention to common surfaces.
- Employees must be reminded to avoid touching their face and must wash hands thoroughly with soap and water several times during the work hours to reduce risk and prevent person to person potential infections.

## ***What to do if the work stations are less than the recommended spacing?***

- Work designs should avoid face to face operations with less than the minimum requirement (2 meter or 6 feet), if this condition cannot be met, then employees should be provided with alternative measures to mitigate their exposure such as the following:
  - Face Masks
  - Face Shields
  - Body Orientation
  - Physical barriers may also be installed where practical; the barriers must be cleaned multiple times a shift
- Please note these are only alternative options if legally permissible by local government.

## Social Distancing During Shift Changes

- Shift changes must be managed thoughtfully to reduce infection risk and to leverage the opportunity they present to ensure optimal disinfection of the workplace.
- Start times must be staggered for plants and add a gap of time in between each designated time.

### **Shop Floor Information and/or Start-up Meetings**

- Safe meeting spaces could be painted on the floor to encourage the Social Distancing of 2 meters (6 feet).
- No more than 10 employees at any meeting; times for meetings may be staggered and larger groups must be divided to meet the 10 employee maximum.
- Several meeting spaces can be designated for one large area; for example, meetings may be held at the same time on different conveyor/assembly lines, in different manufacturing cells, meeting rooms, offices, etc.

## Social Distancing During Shift Changes

- Employees are to enter and exit at the Covid-19 designated entrances and exits – these locations will be easily identified and posted
- Sites should implement staggered start time and end of shift times
- **Helpful Tips to Communicate**
  - » Avoid gathering when entering and exiting the facility
  - » Remain in your car until your scheduled window of start time
  - » Ensure 2 meters (6 feet) of space between each person while you wait in line to enter
  - » Do not touch the time clock
  - » Do not touch your face before you have had a chance to wash your hands

## Social Distancing During Shift Changes

### Things to consider

- Waiting lines outside of plant in Inclement Weather
- Floor marking to designate 6 foot/ 2 meter distancing
- How and when to hand out PPE
- Do you have the ability to prop doors open at shift change to minimize door handle touching or to install toe kicks on the doors?
- Turnstiles, lead with elbow
- Time clocks must be wiped off each time it is touched by an employee
- Consider if it is practical and effective to do away with clocking in and out for a few weeks and pay employees an automatic hours and reconcile the time by the Team Leader or Supervisor.

## Social Distancing During Shift Changes

- Control distancing at locker room areas with floor tape



## Social Distancing in Hallways/Stairwells

- The main intent for social distancing in hallways and stairways or stairwells is to avoid the opportunity for individuals from getting close to one another.
- Key elements for control to the extent feasible are:
  - » Avoid Two-Way traffic in hallways and stairways to encourage social distancing and avoid bottlenecks various points
  - » Identify One-Way patterns in all hallways and stairs; mark floors if possible
  - » Consider placing markings on floors or walls indicating 6 feet (2 meter) spacings
  - » Add signs indicating direction of movement and social distancing



## Social Distancing in Elevators

- Elevators should be limited in use due to the difficulty of maintaining social distancing and control of airflow – Consider closing unless required for emergency and handicap use
- Depending on size, limit the use to single individuals; determine volume thresholds through risk assessment
- Add Signage to inform people to use elbows, etc. to call for elevators and select floors
- If an elevator is significantly large enough, place floor markings where individual can stand to maintain 6 foot (2 meter) distancing
- Individuals should face the walls of the elevator and not each other when more than one person is in a car



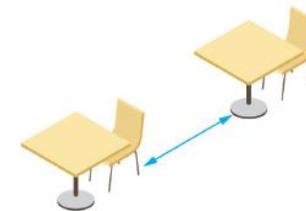
## Social Distancing in Common Areas

- To the extent practical all Common Areas should be closed off from use to prevent congregation of personnel
- Rope off or install temporary barrier pole and chain systems
- Use these controls to manage traffic flow; add signage to avoid crowding
- Remove chairs and tables as feasible from common areas to eliminate people from using them



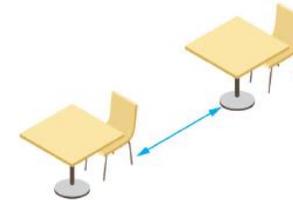
## Social Distancing in Cafeterias/ Food Deliveries

- Delay re-opening of cafeterias until restrictions on staff attendance has been lifted or increased from initial opening
- Do not allow any self-service in full cafeteria service
- Consider pre-packaged/pre-assembled meals
- Place a permanent mark on the floors to ensure proper distance anywhere where there is a line
- Consider pre-order and pre-payment systems for personnel to minimize the time individuals will stand in lines
- Reduce the number of chairs and tables in all break rooms and kitchen areas to enforce the 6 foot (2 meter) distancing rules.
- Consider placing tape on floors to remind personnel of where moveable chairs should remain to maintain these distances.
- Employees receive food outside of building.



## Social Distancing in Break Rooms/Kitchen Areas

- Consider closing off all break rooms and kitchen areas and require personnel to eat at their desks.
- Limit touch points with closure of all coffee stations, vending machines and refrigerators. Tape off equipment to cease use. Recommend employee's use coolers | lunch packs.
- Encourage personnel to eat alone as much as possible.
- Reduce the number of chairs and tables in all break rooms and kitchen areas to enforce the 6 foot (2 meter) distancing rules.
- Consider placing tape on floors to remind personnel of where moveable chairs should remain to maintain these distances.
- Stagger all lunch breaks and other work breaks to minimize the number of staff during such break times.
- Separate times by 10 minutes to have enough time to wipe tables, seats, all surfaces, refrigerator, vending machines and microwave ovens after each use.
- Place signage on tables to ensure proper social distancing in each seat – sign says yes or no to sit
- Post capacity of the break room

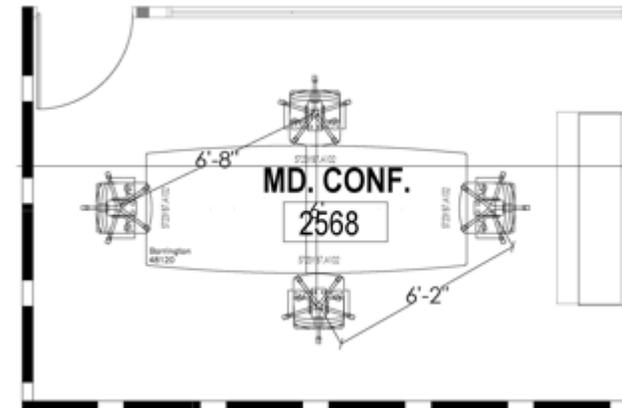


## Social Distancing in Restrooms

- Limit Access
- Tape off Men's Urinals to enforce 6 foot/2 meter distancing
- Tape off/shut off every other sink to enforce 6 foot/2 meter distancing

## Social Distancing in Conference Rooms

- During Phase 1 of the Re-Opening all meeting/conference rooms should be closed and not allowed for use.
- Encourage all meetings to be conducted by phone or video services.
- If face to face meetings are business critical then no more than 10 people are allowed to assemble and all must sit/stand at 6 feet/2 meters apart and should not last more than 30 minutes.
- Every meeting/conference room should be evaluated and if to be left open, remove excess chairs as needed and keep doors open during a meeting.

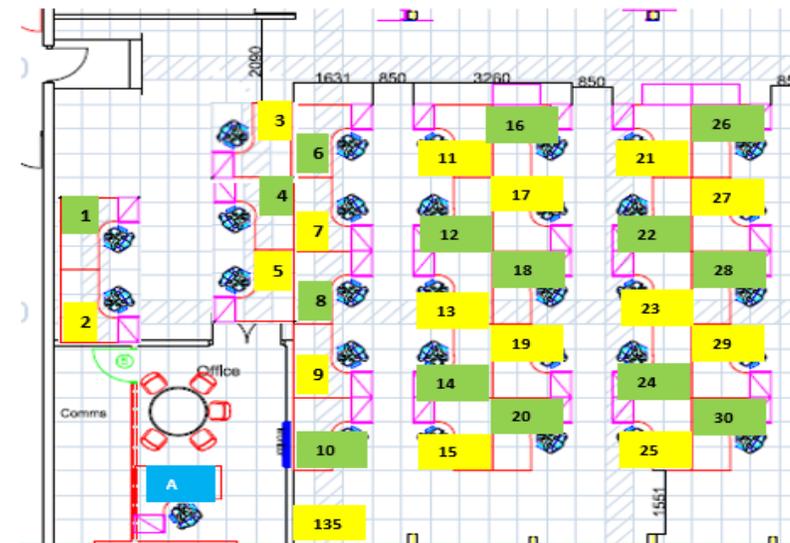


## Social Distancing in Entrance/Exits

- Each facility should limit access to its buildings to avoid two-way traffic from entering and exiting the facility in order to create proper social distancing.
- As practical, designate certain doorways for entrance only and others for exit only.
- When not possible, consider:
  - Installing 6-foot (2 meter) high solid partitions between entrance and exit pathways
  - Stagger entrance and exit times
  - Assign personnel to act as Traffic Stop-Light Monitor to control flow so that only people move in one direction at a time
  - Only allow one person at a time to enter or exit and train personnel to not walk through doorways when another person is using them

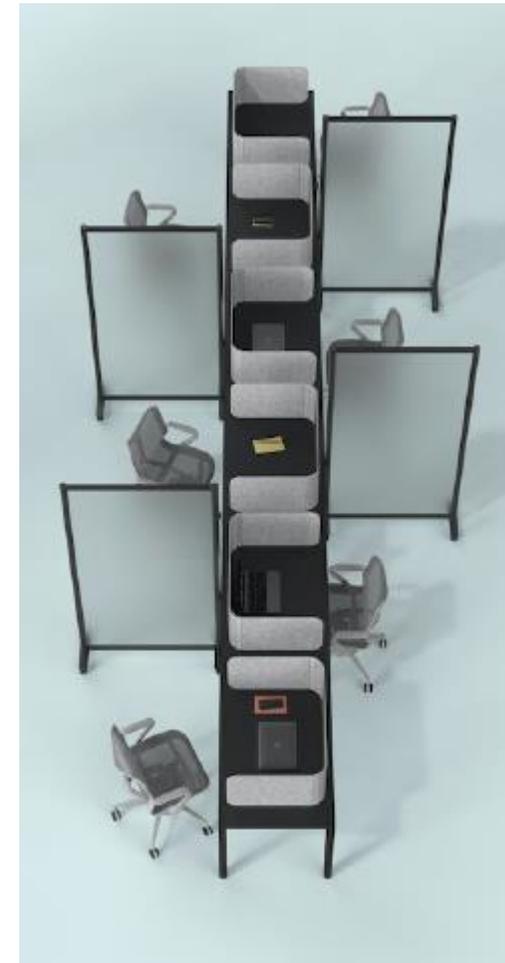
## Social Distancing in Offices

- Personnel should be spaced at 6 foot (2 meter) distances from one another
- Conduct a floor by floor assessment to ensure that distancing can be maintained
- Only have one person per enclosed office
- Keep doors open at all times to improve air flow
- Remove all visitor/guest chairs
- Remove cubicles or close off spaces if closer
- Alternate cubicle use so that team members are on site while others work from home





# Social Distancing in Offices – Guarding Options



## Social Distancing in Storage Rooms

- Consider temporarily closing off storage rooms from use
- Place signs on storage rooms to indicate only one person at a time may utilize or enter such rooms if they need to remain accessible

## Social Distancing in Special Purpose Rooms

- Evaluate all Special Purpose Rooms **for closure** during initial Phases of Re-Opening.
- These include:
  - » Mother's Rooms
  - » Worship Rooms
  - » Team/Huddle Rooms
  - » Fitness Rooms
  - » Shower rooms/stalls
  - » Collaboration Areas
- Conduct Site survey of floor plans to ensure that any small rooms are closed or sufficiently evaluated to maintain proper social distancing requirements.

# Other Recommended Signage Options





# Site Cleaning Requirements

## Cleaning and Use of Disinfectants

- Conduct enhanced cleaning of plant/work areas prior to the Re-Opening/Return to Work.
- Replace or clean/disinfect HVAC air filters.
- Implement the General Disinfection Measures; the cleaning steps outlined should be taken routinely, based on frequency determined by risk assessment.
- Reopening a site should include a thorough cleaning with disinfectants of work place surfaces, chairs, tables, etc.
- Full communication of enhanced cleaning and precautionary cleans completed at each site should be communicated to employees regularly and workplace representative kept as up to date as possible.
- The goal is to establish a sanitary baseline before the Site fully Re-Opens. The plant should be cleaned prior to anyone returning to work. If the site has remained open its important that any returning employees can do so with confidence.

## Corona Virus COVID-19 - Deep Cleaning

- COVID-19 “deep-cleaning” is triggered when an active employee is identified as being COVID-19 positive by testing, has been in close contact with someone who may be infected, or someone exhibiting the typical signs or symptoms. Sites may opt to have a deep cleaning performed for presumed cases, at their discretion.
- Deep cleaning should be performed as soon after the confirmation of a positive test/suspected case as practical.
- Deep cleaning will be performed on all accessible surfaces in areas where the affected or potentially-affected individuals was present within the last several days.
- Notwithstanding the above, if an active employee is confirmed to have a COVID-19 positive test, sites may in lieu of performing deep cleaning shut down the plant for a period for several days to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.
- Please refer all such cases to Global ESH for further guidance and support of deep clean protocols as provided in the Sensata Covid-19 micro site



# Inbound Materials Handling

## Inbound Materials Handling

- There is still a lot that is unknown about COVID-19 and how it spreads. Coronaviruses are thought to be spread most often by respiratory droplets. Although the virus can survive for a short period on some surfaces, it is unlikely to be spread from domestic or international mail, products or packaging.
- The CDC has stated that “there is no evidence to support transmission of 2019-nCoV associated with imported goods and there have not been any cases of 2019-nCoV in the United States associated with imported goods”.
- The CDC further notes that “because of poor survivability of these coronaviruses on surfaces, there is likely very low risk of spread from products or packaging that are shipped over a period of days or weeks at ambient temperatures”.
- If concerned, set-aside packages and materials for an additional 24 hours before touching, opening or using.
- If feasible, clean materials with disinfectant before touching or using.



# Enhanced Ventilation Requirements

## Enhance Ventilation

- Proper and enhanced ventilation is considered a mitigation measure for COVID-19 exposure in the workplace.
- CDCs [Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#) recommends that Employers of such populations increase air exchange in the building.
- **The following initial steps are recommended:**
  - » As a starting point, Sensata should (i) verify that the existing HVAC systems at its facilities meet the recommended ASHRAE Standards and applicable national, state and local building codes) for fresh air intake, and air exchange in occupied commercial spaces, and (ii) determine the feasibility of altering the settings of the HVAC systems at each facility to increase fresh air intake and to substantially reduce or eliminate recirculation of indoor air.
  - » If feasible, high risk areas (anywhere social distancing of at least 6 feet is infeasible or where there is a potential for periodic crowding) recirculation should be eliminated and replaced with complete fresh air intake and enhanced exhaust, and if possible, resulting in negative pressure in such areas.
  - » Following closures, run 100% outside air for 24 hours prior to the Re-Opening/Return to Work date.

## Ventilation/Air Movement After Re-Opening

### Summary of possible measures for building services operation:

- Ventilation of spaces with outdoor air
- Switch ventilation to nominal speed at least 2 hours before the building usage time and switch to lower speed 2 hours after the building usage time
- At nights and weekends, do not switch ventilation off, but keep systems running at lower speed
- Ensure regular airing with open windows (even in mechanically ventilated buildings)
- Keep toilet ventilation 24/7 in operation
- Avoid open windows in toilets to assure the right direction of ventilation
- Instruct building occupants to flush toilets with closed lid
- Switch air handling units with recirculation to 100% outdoor air
- Inspect heat recovery equipment to be sure that leakages are under control
- Switch fan coils either off or operate so that fans are continuously on
- Do not change heating, cooling and possible humidification set points
- Do not plan duct cleaning for this period
- Consider increasing the replacement schedule or “central outdoor air” and “extract air filters”
- Increase filter capacity



# Transportation Considerations

# Communal transportation

## Public Transport

Only use public transport if you have to. When travelling by public transport:

- avoid rush hours and busy times if you can
- cover your cough or sneeze with a tissue, then throw the tissue in the bin
- stay away from others as far as reasonably practicable
- wash your hands often with soap and water for at least 20 seconds
- if soap and water are not available, use an alcohol-based hand sanitiser

Do not use public transport if:

- you have symptoms of coronavirus – such as a new, continuous cough or a high temperature
- you or any of your household are self-isolating

## Company Transport/ Car Shares

- Company cars for single person/household use and only used by the same person/household may continue to be used.
- Car pools schemes should at this time be discouraged unless its members of the same household
- Test cars – company test vehicles should not be in use at this time. Contact Priscilla Woods for further discussions.
- Company funded or organised buses or cars that have remained operations must continue to use all hygiene and social distancing measures already implemented. Contact Priscilla Woods for further discussions.

## Buses (company-provided)

- Inform Transportation Contractors that they are responsible for their drivers being in good health.
  - » Note: Bus drivers are considered contractor/visitor and must follow the company's Visitors and Contractors Self-Screening Protocol.
- Bus drivers must wear a mask all the times while providing the service.
- Temperature check of drivers must be done before the start of the route and must be documented.
- Service provider must disinfect the buses multiple times following ESH requirements and as a minimum:
  - Right before starting a route to pick up employees
  - Right after employees arrived at facilities
- The mandatory use of mask is defined by local authorities for public transportation, the use of masks is encouraged for vulnerable people or pre-existing health conditions.
- Employees must not use buses if they suspect they are sick or if they have symptoms such fever, or difficulty to breath or have been in contact in the past 14 days with other people confirmed sick of any respiratory disease.

## Bus drivers

Bus drivers are considered contractors/visitors and must follow the company's Visitors and Contractors Self-Screening Protocol.

Service provider must disinfect the buses multiple times following the company's requirements and as a minimum disinfect:

- Right before starting a route to pick up company employees
- Right after the company's employees arrive at company facilities
- All surfaces, seats, dashboards, door handles, seatbelts, etc., must be washed down with a disinfectant solution in advance of transporting employees.
- Supply of antibacterial gel/hand sanitizer for employees to use upon boarding the busses.
- It is the supplier's responsibility to ensure drivers are in good health condition.
- Bus drivers must wear a mask all the time while providing the service.
- Temperature check of drivers must be done before the start of the route and must be documented.
- The mandatory use of mask is defined by local authorities for public transportation, the use of masks is encouraged for vulnerable people or pre-existing health conditions.
- Note: Bus drivers are considered contractor/visitor and must follow the company's **Visitors and Contractors Self-Screening Protocol** as provided in the Sensata Covid-19 micro site



# Case Isolation and Contact Tracing

## Response Actions for Infected/Potentially Affected Staff

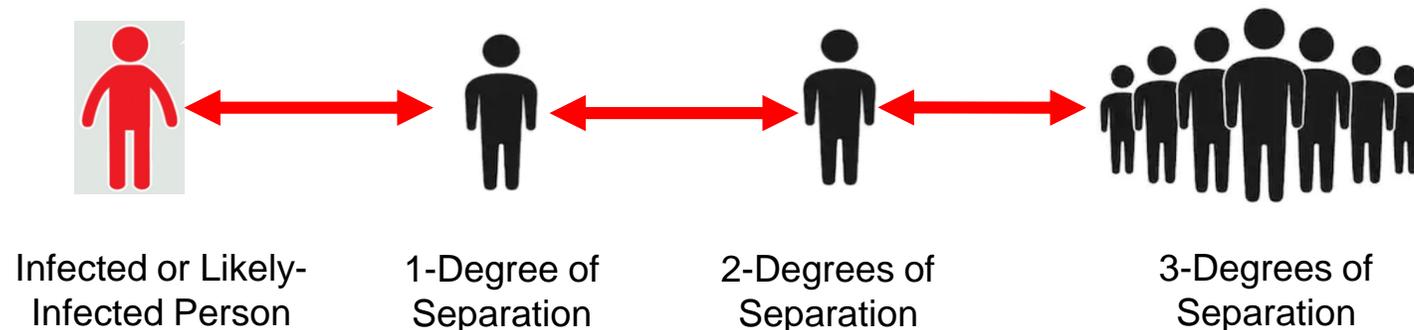
- Detailed procedures for handling how to respond to an individual who has identified themselves as being infected or known to come into contact with someone who is or may be infected are presented in the Sensata Covid-19 micro site and are only summarized here.
- All personnel should refrain from and be reminded to not come to work after they become aware of being infected or possibly infected or otherwise ill.
- Personnel should inform their immediate supervisor of such a situation or HR, Site Leader, or ESH as available.
- Once a person informs a site of their possible or known infection, the site Pandemic Response Team members who have been selected to conduct Case Assessment and Tracing should interview (remotely) the individual(s) of how they possible became infected or exposed, who they had direct contact with in the past 14 days, when they were last in the facility and what surfaces have they touched in the past 3-5 days.
- A complete set of questions is provided in the next slide that should be asked and recorded as allowed by HR and local labor laws and rules.

## Interview Questions

- Name of the Person (to be kept confidential)
- Relationship to Sensata (Employee, Contractor, Supplier, Visitor, etc.)
- How and when Sensata was informed by this person
- Facility, Department and area Person works in
- Date of Contract Tracing Interview & Name of Contract Tracing Interviewer(s)
- When did they believe that they were in direct contact with a person who is (or likely) ill with COVID-19?
- When did the Person first exhibit symptoms of COVID-19 if at all?
- Has the Person notified their doctor and if so have they been given any directions for care?
  - » If no, they should be directed to notify their doctor and seek medical attention
- Has the Person been tested for COVID-19?
  - » If no, encourage them to be tested as soon as possible to confirm infection;
  - » If yes, ask for copy of laboratory testing results.
- When was the last time they have been onsite, where and what activities performed during the last 14 calendar days? [Provide Floor Plan to person to prompt recollection?].
- When were they last in close contact with a Sensata [Employee, Contractor, Supplier, or Visitor] either onsite or offsite [non-work-related social event, conference, living arrangements]?
- Names of Sensata Employees, Contractors, Suppliers, or Visitors the Person was in close contact at a Sensata Facility, and /or at a non-facility Location within the prior 14 days.
- Inform the Person of Sensata's policies regarding Quarantine and return to work and refer them to the appropriate web page. [Follow up with written communication with Person]

## Degree of Separation from an Infected Person

- A person who is infected (or likely infected) is “Person 0”.
- Those they come in direct or close contact with them are considered to be 1 degree of separation away.
- Those who came into possible contact with a person who came into contact with an infected or likely-infected person are 2 degrees of separation away; and so on.
- Family members in the same household are combined as one unit for this purpose.
- See diagram below:



## What is Direct Contact?

- Examples are (but not limited to):
  - Hand shakes
  - Hugging
  - Kissing
  - Talking with a person up close (within 3 feet or 1 meter)
  - They coughed or sneezed in front of someone (up to 6 feet or 2 meters)
  - Had lunch with them
  - Attended a meeting with them in a small conference room and were within 6 feet of them for longer than a few minutes
  - Touched something that the infected person likely touched within 3 days of them having touched it

## Contact Tracing and Quarantining

- The purpose of interviewing Infected or Potentially Infected Personnel is to determine who they may have come in contact with.
- First determine what degree of separation they have with an infected or potentially infected person and then who they have been in contact with at the facility.
- Using the Degrees of Separation chart in the preceding slides, quarantine those individuals who are 0- (the infected person), 1- and 2-Degrees of Separation Contacts.
- Quarantine should last 14 days from the day of their potential contact, unless testing determines them not be infected or until the impacted individual is determined by a Qualified Medical Practitioner to not be infected.

## Returning to Work After Home Isolation

- See separate global ESH procedure and guidance as provided in the Sensata Covid-19 micro site.



# Travel Requirements

## NI - Business and personal travel – more guidance to follow

### **Business Travel – future phases**

- Currently no air travel is authorised
- Critical business - All trips must be pre approved and require to be included on the travel risk assessment
- Critical business travel to a facility outside of State or County lines (non air travel) must be preapproved by both Senior Director/VP and confirm authorization of entry protocols for the site attending including their permission to enter. This may include required PPE, isolations, health surveys and site specific entry rules.
- Critical business travel to a facility outside of State or County lines (air travel) must be preapproved by VP/SLT and authorization of entry protocols for the site attending including permission to enter. This may include required PPE, post arrival and return isolation periods, health surveys and site specific entry rules.

### **Personal Travel**

- All personal holidays that involve air travel or traveling to another country should be communicated to your local HRBP and line Manager.
- The HRBP will then work with local and/or Global ESH and line management to determine any return into the workplace protocols. This may include health surveys, isolations periods, enhanced PPE for set periods or other controls/restrictions.



# Re-Opening Training

## Training for Re-Opening

- All employees returning from a Work From Home arrangement and have not been onsite during the essential production and manufacturing activities, must complete a short training session on Return To Work safety protocols.
- This training is being developed in conjunction with HR and will be made available shortly.
- Intended topics include:
  - » Site entry requirements
  - » PPE requirements
  - » Importance of following Social Distancing requirements
  - » Personal hygiene reminders
  - » Other matters for safety during the COVID-19 Pandemic



# Verification and Documentation

## Verification of Implementation

- In order to ensure that sites implement a reasonable approach to re-opening that helps in protecting the safety of the personnel, each site will need to:
  - Document its specific implementation measures as outlined in accordance with this and other COVID-19 Guidance;
  - Describe any deviations from this and other published Guidance from Center-Led FESH/S;
  - Obtain review and approval by the local Site Leader/GM/ or Plant Manager and Global ESH; and
  - Conduct periodic documented inspections of implementation of the procedures at the site.



# “NAME OF FACILITY” BUSINESS RE-OPENING PROCEDURE

**DOC RTW-“Facility Name”-01  
Date Last Filled Out or Updated**

## Limitations/Disclaimer

- This Playbook and the referenced Procedures and Guidelines may change at any time given the fluid nature of the current situation and may be revised. It is the responsibility of the reader to verify that they obtain and review the most recently updated version of each Procedure and Guideline.
- The guidelines and procedures described in this document are based on available scientific information and governmental directives and are intended to reduce the exposure to Corona Virus at facilities that are operated and managed by Sensata. However, Sensata cannot guarantee that there will be no exposure to the virus at Sensata facilities, or that employees, contractors, or visitors who work or visit its facilities will not contract COVID-19.

## Overview/Purpose of Playbook

- This Playbook is intended to present the general elements of Pandemic Response Actions for addressing the safety of individuals entering and working at this facility in accordance with:
  - » Corporate Guidance and Procedures for Return to Work;
  - » Guidance and Procedures set forth in the Corporate Sensata Covid-19 micro site\_
  - » CDC and WHO Guidance; and
  - » Available scientific information and governmental directives that are intended to reduce the exposure to the Corona Virus.

## Framework for Return to Work – Table of Contents

- Re-Opening Return To Work Phases
- Pandemic Response Team
- Conduct Site Risk Assessments
- Building Entry Requirements
- PPE Requirements
- Personal Hygiene Controls
- Daily Self-Screening Considerations
- Social Distancing Measures
- Limits on Meetings/Gatherings
- Site Disinfection Measures
- Inbound Materials Management
- Enhanced Building Ventilation
- Transportation Management
- Case Isolation and Tracing
- Travel Restrictions
- Training
- Verification of Implementation
- Verification Checklist
- Document Retention
- Supporting Documentation
- Review and Approval of Plans

# Re-Opening Overview – Preliminary Proposed Schedule

CURRENT CONDITIONS	PHASE 1 - INITIAL	PHASE 2 – EXPANDED	PHASE 3 - FULL
	Start Date – May 18 <sup>th</sup> Selected Locations	TBD	TBD
<b>Guidelines To Initiate Phase/Gating Events</b>			
Must Follow all Govt. Restrictions and Guidance	Govt. Restrictions Eased Evidence of Decline in New Cases in vicinity of Facility	Govt. Restrictions Remain Eased Continued Case Decline	Metric to be developed
<b>Staff Allowances</b> ( <i>some form of Risk Assessment to Document Allowances</i> )			
<ul style="list-style-type: none"> <li>• Production/Mfg</li> <li>• Labs/R&amp;D</li> <li>• Critical Roles</li> <li>• Anyone, as long as meeting entry &amp; social distancing requirements, &lt;~10% of Workforce</li> </ul>	<ul style="list-style-type: none"> <li>• Anyone, not to exceed ~50% of Non-Production Work-force</li> <li>• WFH Allowed for Anyone who can or wants to</li> <li>• Training Prior to Return</li> </ul>	<ul style="list-style-type: none"> <li>• ~100% of Non-Prod. Work-force may return</li> <li>• WFH Allowed for Anyone who can or wants to</li> <li>• Training Prior to Return</li> </ul>	<ul style="list-style-type: none"> <li>• Full return of operations</li> </ul>
<b>Site Controls Required</b>			
<ul style="list-style-type: none"> <li>• Entry &amp; PPE Controls</li> <li>• Personal Hygiene Controls</li> <li>• Social Distancing</li> <li>• Site Disinfection</li> <li>• Case Isolation &amp; Tracing</li> </ul>	<ul style="list-style-type: none"> <li>• Entry &amp; PPE Controls</li> <li>• Personal Hygiene Controls</li> <li>• Social Distancing</li> <li>• Site Disinfection</li> <li>• Enhanced Ventilation</li> <li>• Case Isolation &amp; Tracing</li> </ul>	<ul style="list-style-type: none"> <li>• Entry &amp; PPE Controls</li> <li>• Personal Hygiene Controls</li> <li>• Social Distancing</li> <li>• Site Disinfection</li> <li>• Enhanced Ventilation</li> <li>• Case Isolation &amp; Tracing</li> </ul>	TBD

## Pandemic Response Team Requirements

- Site Leader/Plant Manager/GM will establish a site Covid-19 team
- Team will meet on a daily/weekly/as needed basis.
- The Team shall consist of:
  - Security/Access control lead (Security or Facilities Team member)
  - Virus prevention/protocol lead (ESH Team Member)
  - Cleaning & Disinfection lead (Facilities Team Member)
  - Communication & Training lead (HR or L&D Team Member)
  - PPE Lead (ESH Team Member)
  - Risk Assessment Lead (ESH Team Member or Global ESH/Safety)
  - Isolation Coordinator (Member of Occupational Health/ESH/HR/Supervisor)
  - Global Covid-19 Team Member (Member of the Covid-19 Global Response Team to join to guide and support local sites – a nominated person will be allocated to your site)

Note: One person may act as a lead in more than one category.

## Pandemic Response Team Setup

- Record how often the team meets and what is discussed at each meeting
- Names of employees on pandemic response team:

Area of Responsibility	Primary	Secondary (if needed)
Site Leader/GM/Plant Manager		
Security Lead		
Virus Protocol Lead		
Cleaning/Disinfection Lead		
Communication/Training		
PPE Lead		
Risk Assessment Lead		
Isolation/Contact Tracing Lead		
Global F/ESH/S Team Member		
Others as may be Assigned Locally		

## Site Risk Assessment

- Following a Pandemic-based closure or reduction in work at a Site, the Site shall conduct a Risk Assessment prior to the restoration of business activities at that location.
- The Risk Assessment should consider current COVID-19 risk levels in the area surrounding the facility from which personnel commute from and the number of employees that can be accommodated to allow social distancing, taking into account:
  - Production spacing and machine locations
  - Protective guarding between machines
  - Available washrooms facilities (this may have been reduced to allow social distancing)
  - Break room/canteen space (this may have been reduced to allow social distancing/staggered breaks)
  - Office space availability and closed offices (due to size/spacing)
  - Entrance/Access/Egress policy for employees including screening
  - PPE and sanitation requirements
  - Visitors policy
  - Local government rules

## Site Risk Assessment

- Complete the Risk Assessment as outlined in the Corporate Guidance and insert here.

## Entry Requirements

- All employees/visitors/contractors will be screened prior to entry
- Each person will have their temperature checked at entry
- Individuals should be given second or third measurements if elevated initially
  - » Use of a digital thermometer for 2<sup>nd</sup> or 3<sup>rd</sup> measurement for improved accuracy should be considered.
- No one is allowed to enter if displaying an elevated temperature (>99° F or >37.2° C)
  - » Temperatures may need to be adjusted to reflect the accuracy variance of scanner used.
- Each person must sign an Attestation that they are symptom free and not ill
- No one is allowed inside the facility unless they pass the screening every day
- Staff conducting the Temperature Screening shall wear appropriate PPE
- Social Distancing must be followed for personnel entering for Screening
- Requirements in the Corporate Temperature Screening Guidelines (Sensata Covid-19 micro site)

## Screening Entrance Locations and Setup

- Describe your facility's entrance screening locations
- Describe how you will control other entrance locations to prevent access
- Describe how you will establish social distancing (6ft / 2m) for people in line for screening
- Describe how the Screening area will be staffed; what hours and days
- Describe the PPE for the screeners
- Describe the screening equipment to be used and how it will be disinfected between each use
- Show photos of setup/any signs used
- Describe any other actions as part of the Entry Process

## Entry Requirements – Facility Signage Examples



## Enhanced PPE Requirements for General Site Personnel

- In addition to normal PPE that may be required at the site for general work safety, Face Masks will also be worn by all staff at all times in the workplace, unless local laws or government authorities stipulate or recommend they should only be used by health care professionals and pandemic response personnel at facilities.
- Face Masks can either be those provided by the facility or be brought from home.
- Before and after handling face masks, employees will either wash their hands with soap and water or use hand sanitizer.

## PPE Distribution and Instructions for Use

- Describe what PPE is required for what employees.
- Describe how PPE are distributed and at what frequency.
- Describe how PPE is sourced.
- Describe/show photos of how employees are instructed to use PPE.
- Describe measure to address fatigue or dehydration associated with wearing PPE.

## Personal Hygiene Requirements

- Employees will wash hands with soap and water frequently and/or use hand sanitizer when soap and water is not readily available.
- Employees will clean commonly touched surfaces in their work area at the end of their shift or after using equipment and tools before the next person will use it.
- Facilities will provide adequate supplies of soap, hand sanitizer, and cleaning supplies.
- Employees will observe the correct coughing/sneezing protocol.
- Employees will avoid sharing any equipment or other items with others.
- Employees will avoid touching their face.

## Personal Hygiene Supplies and Instruction

- Describe what supplies are provided to employees, at what locations, and with what frequency.
- Describe/show images of instructions given to employees.
- Show images of distribution stations.

## Personal Hygiene – Facility Signage Examples



## Daily Self-Screening Protocol Requirements

- A daily self-screening protocol should be distributed or communicated to all personnel.
- Personnel will perform a daily self-screening protocol before coming to work and report any symptoms (fever, cough, shortness of breath, difficulty breathing, fatigue, etc.) remotely to their direct supervisor.
- If during their time onsite, any personnel start feeling ill, they should report such conditions to their direct supervisor immediately.

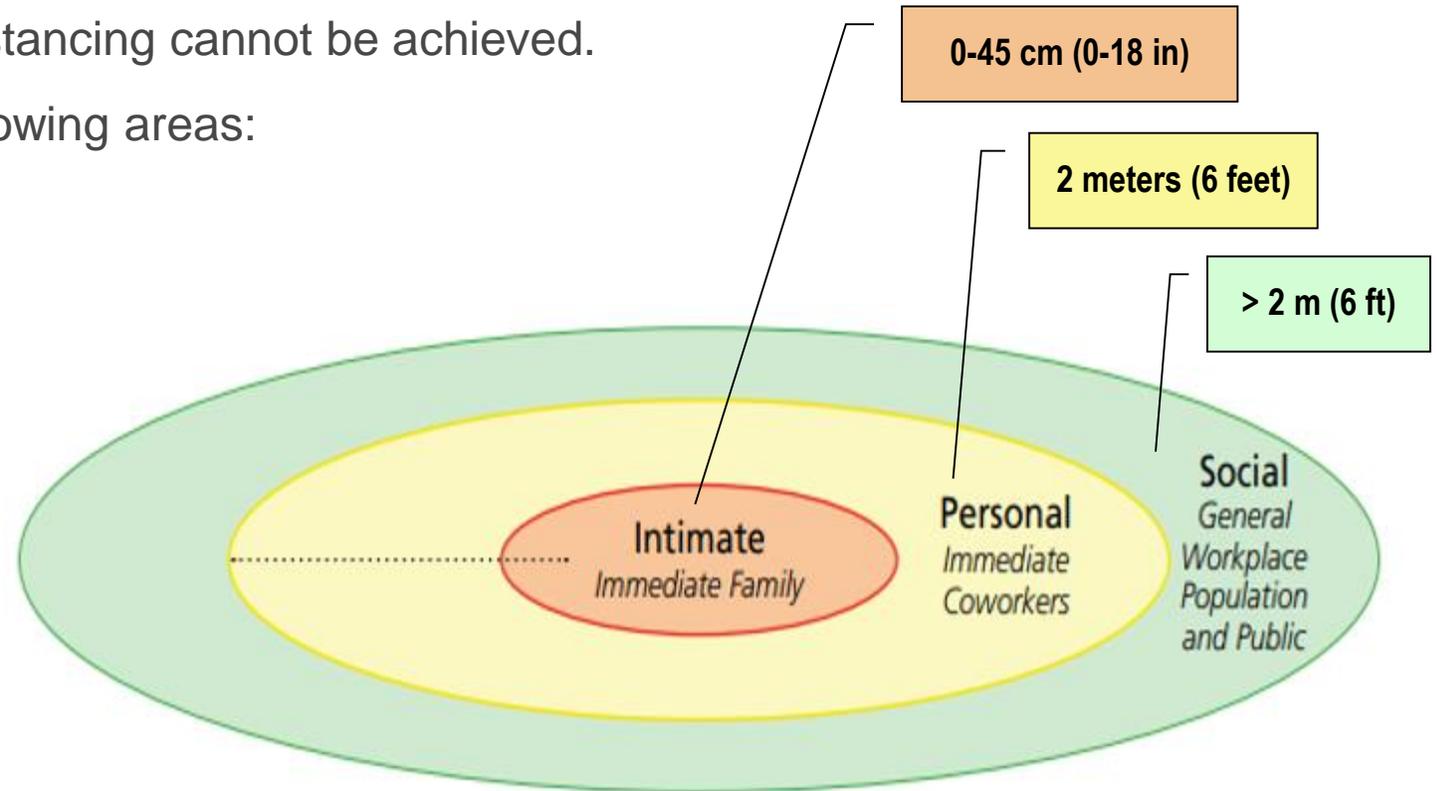
## Daily Self-Screening Protocol Instruction

- Describe instructions (or provide a copy of) given to personnel regarding daily self-screening.
- Describe the procedure for personnel to report symptoms.

# Social Distancing Requirements

- Employees will remain 2 meters (6 feet) apart from each other at all times when possible.
- Employees will avoid physical contact with others, such as handshakes, hugging or kissing.
- Employees should avoid to the extent practical touching surfaces.
- Two-way foot traffic is to be eliminated if distancing cannot be achieved.
- Social distancing will be enforced in the following areas:

- Work Stations/Manufacturing
- Hallways/Stairwells
- Elevators
- Common Areas
- Cafeteria
- Elevators
- Restrooms
- Conference Rooms
- Entrances/Exits
- Break Rooms/Kitchen
- Offices
- Storage Rooms
- Labs
- Special Purpose Rooms



## Social Distancing – Work Stations & Manufacturing Areas

- Describe what social distancing practices are in place for work stations.
- Describe any staggering/separation/maximum capacity policies.
- When 2 meter (6 foot) distancing cannot be implemented, document alternative strategies employed (physical barriers, etc.)
- Describe procedures involving shared equipment.
- Show pictures of setup as well as any signage.

## Social Distancing – Labs

- Describe what social distancing practices are in place for labs.
- Show pictures of setup as well as any signage.

## Social Distancing – Shift Changes

- Describe what social distancing practices are in place for shift changes.
- Describe any staggering/separation/maximum capacity policies
- Show pictures of setup as well as any signage.

## Social Distancing – Hallways/Stairwells

- Describe what social distancing practices are in place for hallways.
- Show pictures of setup as well as any signage.

## Social Distancing – Entrances/Exits

- Describe entrance and exit controls to avoid two way traffic exposures.
- Describe how foot traffic floor will be controlled onsite to eliminate or minimize two-way traffic
- Show pictures of setup as well as any signage.

## Social Distancing – Elevators

- Describe what social distancing practices are in place for elevators.
- Show pictures of setup as well as any signage.

## Social Distancing – Common Areas

- Describe what social distancing practices are in place for common areas.
- Show pictures of setup as well as any signage.

## Social Distancing – Cafeteria

- Describe what social distancing practices are in place for the cafeteria.
- Describe any staggering/separation/maximum capacity policies.
- Describe any barriers put in place.
- Show pictures of setup as well as any signage.

## Social Distancing – Break Rooms/Kitchens

- Describe what social distancing practices are in place for breakrooms/kitchens.
- Describe any staggering/separation/maximum capacity policies.
- Show pictures of setup as well as any signage.

## Social Distancing – Restrooms

- Describe what social distancing practices are in place for bathrooms.
- Describe any maximum capacity policy.
- Show pictures of setup as well as any signage.

## Social Distancing – Conference Rooms

- Describe what social distancing practices are in place for conference rooms.
- Describe any maximum capacity policy.
- Show pictures of setup as well as any signage.

## Social Distancing – Offices (Private and Open)

- Describe what social distancing practices are in place for offices.
- Show pictures of setup as well as any signage.

## Social Distancing – Storage Rooms

- Describe what social distancing practices are in place for storage rooms.
- Show pictures of setup as well as any signage.

## Social Distancing – Special Purpose Rooms

- Describe what social distancing practices are in place for special purpose rooms (worship rooms, Mother's rooms, etc.).
- Show pictures of setup as well as any signage.

## Social Distancing – Facility Signage Examples



## Site Cleaning Requirements

- Facilities will be cleaned either daily or with each shift change and will include commonly touched surfaces as outlined in the Corporate Cleaning Guidelines (Sensata Covid-19 micro site)
- Cleaning of the listed surfaces will consist of the sprayed application of an “Approved Cleaning Solution,” (0.1% sodium hypochlorite (bleach), 0.5% hydrogen peroxide, 70% isopropyl alcohol (IPA), 62%-71% ethanol) waiting 2 minutes, and then wiping down with clean paper towels or cleaning rag.
- Non recycled rags and paper towels will be contained in a plastic bag labeled “Surface Cleaning Waste.”
- Daily cleaning will be documented.

## Site Cleaning Procedures

- Describe the frequency and procedure for facility cleaning.
- Describe cleaning products used.
- Describe how the cleaning is documented.

## Site Cleaning – Deep Cleaning Requirements

- In the event that an employee is identified as being COVID-19 positive by testing or exhibiting the typical signs or symptoms, a deep-cleaning procedure will be triggered.
- The deep-cleaning will occur as soon as possible and will encompass either the entire facility or a specified area if deemed appropriate.

## Site Cleaning – Deep Cleaning Procedure

- Describe the procedure triggered after an employee is identified as COVID-19 positive.

## Inbound Parts/Materials/Packages Requirements

- Employees will wash hands with soap or use hand sanitizer after handling any inbound materials.
- Facilities will follow the procedures for handling inbound materials as described in the Corporate Product Handling and Coronavirus Guidelines (Sensata Covid-19 micro site)

## Inbound Parts/Materials/Packages Handling

- Describe what procedures are in place to handle any inbound materials.
- Show pictures of any signage.

## Enhanced Building Ventilation Requirements

- Facilities will (within the best of their ability):
  - Secure ventilation of spaces with outdoor air
  - Switch ventilation to nominal speed at least 2 hours before the building usage time and switch to lower speed 2 hours after the building usage time
  - At nights and weekends, do not switch ventilation off, but keep systems running at lower speed
  - Ensure regular airing with windows (even in mechanically ventilated buildings)
  - Keep toilet ventilation 24/7 in operation
  - Avoid open windows in toilets to assure the right direction of ventilation
  - Instruct building occupants to flush toilets with closed lid
  - Switch air handling units with recirculation to 100% outdoor air
  - Inspect heat recovery equipment to be sure that leakages are under control
  - Switch fan coils either off or operate so that fans are continuously on
  - Do not change heating, cooling and possible humidification set points
  - Do not plan duct cleaning for this period
  - Replace central outdoor air and extract air filters as usually, according to maintenance schedule
  - Regular filter replacement and maintenance works shall be performed with common protective measures including respiratory protection

## Enhanced Ventilation Procedure

- Describe what procedures are in place to create the best airflow within the facility.
- Show photos/provide documentation of any alterations made for better airflow.

## Transportation Requirements

- If employees take public transportation, they will do their utmost to practice social distancing.
- Car pools will be discouraged.
- Any company vehicles will be disinfected according to procedure.
- Any bus drivers will follow visitor/contractor protocols and will wear masks.

## Transportation Procedures

- Describe the cleaning procedure for any company vehicles.
- Describe instructions given to employees about transportation.

## Case Isolation and Tracing Requirements

- Detailed procedures for handling how to respond to an individual who has identified themselves as being infected or known to come into contact with someone who is or may be infected are presented in the Sensata Covid-19 micro site and are only summarized here.
- All personnel should refrain from and be reminded to not come to work after they become aware of being infected or possibly infected or otherwise ill.
- Personnel should inform their immediate supervisor of such a situation or HR, Site Leader, or ESH as available.
- Once a person informs a site of their possible or known infection, the site Pandemic Response Team members who have been selected to conduct Case Assessment and Tracing should interview (remotely) the individual(s) of how they possible became infected or exposed, who they had direct contact with in the past 14 days, when they were last in the facility and what surfaces have they touched in the past 3-5 days.
- A complete set of questions is provided in the next slide that should be asked and recorded as allowed by HR and local labor laws and rules.
- Individuals who are 0- (the infected person), 1- and 2-Degrees of Separation should be quarantined for 14 days from the day of their potential contact, unless testing determines them not be infected or until the impacted individual is determined by a Qualified Medical Practitioner to not be infected.

## Interview Questions

- Name of the Person (to be kept confidential)
- Relationship to Sensata (Employee, Contractor, Supplier, Visitor, etc.)
- How and when Sensata was informed by this person
- Facility, Department and area Person works in
- Date of Contract Tracing Interview & Name of Contract Tracing Interviewer(s)
- When did they believe that they were in direct contact with a person who is (or likely) ill with COVID-19?
- When did the Person first exhibit symptoms of COVID-19 if at all?
- Has the Person notified their doctor and if so have they been given any directions for care?
  - » If no, they should be directed to notify their doctor and seek medical attention
- Has the Person been tested for COVID-19?
  - » If no, encourage them to be tested as soon as possible to confirm infection;
  - » If yes, ask for copy of laboratory testing results.
- When was the last time they have been onsite, where and what activities performed during the last 14 calendar days? [Provide Floor Plan to person to prompt recollection?].
- When were they last in close contact with a Sensata [Employee, Contractor, Supplier, or Visitor] either onsite or offsite [non-work-related social event, conference, living arrangements]?
- Names of Sensata Employees, Contractors, Suppliers, or Visitors the Person was in close contact at a Sensata Facility, and /or at a non-facility Location within the prior 14 days.
- Inform the Person of Sensata's policies regarding Quarantine and return to work and refer them to the appropriate web page. [Follow up with written communication with Person]

## Case Isolation and Tracing Procedures

- Describe the procedure for isolation and removal of an individual from the facility who either has expressed illness and symptoms similar to COVID, or indicated they are infected or exposed to an infected or potentially-infected person while they are present onsite.
- Describe how the Site will manage individuals who call in that they are ill, infected or have been exposed.
- Describe the procedure to identify employees who had contact (contact tracing) with the individual and what will be required of them.
- Describe the deep-cleaning procedure to be followed for points of contact an infected or likely infected person may have touched.

## Training Requirements

- Employees will be informed of any requirements and procedures upon return to work and will be provided with any necessary training.

## Training Procedures

- Describe materials and/or training provided to employees upon return to work.
- Show photos of any additional signage used in the facility.

## Verification of Implementation Requirements

- Facilities will verify the implementation of all return to work requirements daily or once per shift.
- Verification will be documented.

## Verification of Implementation Procedures

- Describe how the implementation of procedures is verified.
- Provide documentation of the verification.

## Verification Checklist

- Use corporate provided or insert your own temporary checklist

## Document Retention/Storage

- Describe where this document will be maintained so that it can be accessed.

## Review and Approval of Playbook

Document Revision History		
Date	Nature of Review/Revision	Performed By

Document Approval History		
DATE	Approver	Dept/Area