ACERINOX

#StayStrong #StayHealthy

COVID-19

Employee
information
booklet.

01

General purpose

The health and safety of all who enter our workplace is our number one priority. The information contained in the Return to normality Playbook represents Acerinox's current practices regarding the recommended operation of its manufacturing and other facilities, where and when permitted by law, during this the unprecedented COVID-19 pandemic. Unless noted as a global policy, practices / protocols may vary by region, andby location.

Acerinox is providing a copy of its current Manufacturing Playbook to ensure that suppliers, business partners, and third parties are aware of Acerinox's health and safety practices when onsite at Acerinox facilities or interacting with Acerinox personnel.

It has been developed specifically for Acerinox and is subject to change over time as expert recommendations, regulatory guidance, and industry practices change.

Please Note: This playbook does not constitute legal advice, and you should not rely on the Playbook as best practices for your own workplace.

This Playbook is to be used as a Corporate and Recommended Practice Guideline and aligns with the Centers for Disease Control, Department of Health and Human Services pursuant to the Occupational Health Act and Safety, and World Health Organization recommendations to the greatest extent possible.

This is a working document and will be updated to reflect changes in directives and introduce new recommended practices as they become available. It is intended to support the responsible teams in each location and to provide information and instruction for all who enter Acerinox facilities to keep themselves and others safe.

The Return To Work Playbook provides general recommendations for use in all Acerinox facilities, but all facilities must comply with all applicable laws, meaning that if there is a conflict between the recommendations in the Return To Work Playbook and the applicable law, the facility must follow the applicable law.

Index

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What is COVID-19
coronavirus

COVID-19 is a respiratory illness that can spread from person to person.

COVID-19 is **spread in sneeze or cough droplets**. The virus is highly contagious.

>1.7M

The virus **can easily spread to other people and you remain infectious until all your symptoms are gone**. Avoid touching your eyes, mouth and nose.

EVIDENCE SO FAR SUGGESTS THAT

80% of cases: Patients experience mild illness and make a full recovery within a few weeks.

14% of cases: Patients experience more severe illness.

6% of cases: Patients experience critical illness.
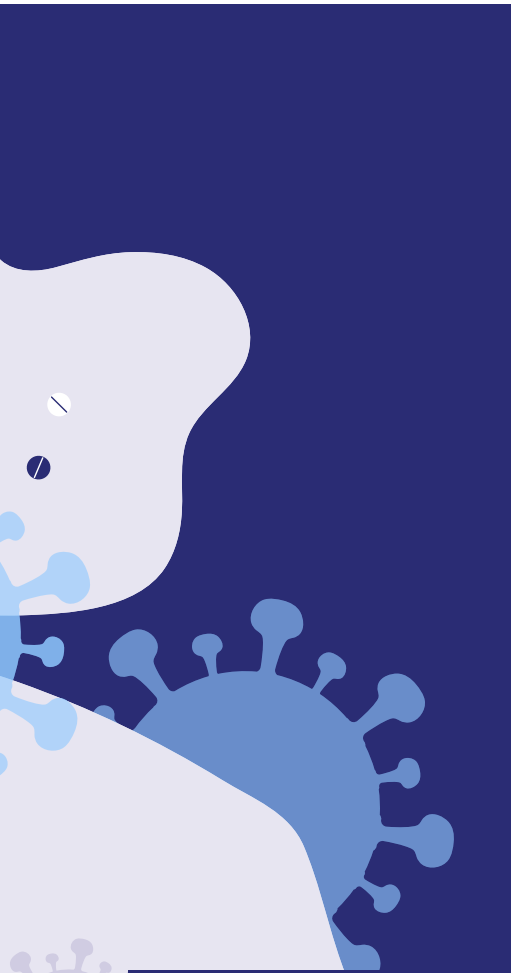
What are the symptoms of Covid-19?

Similarities:

Both COVID-19 and flu can have varying degrees of signs and symptoms, ranging from no symptoms (asymptomatic) to severe symptoms.

Common symptoms that COVID-19 and flu share include:

- **Fever** or feeling feverish/chills
- **Cough**

- **Shortness of breath** or difficulty breathing

- **Fatigue** (tiredness)

- **Sore throat**

- Runny or **stuffy nose**

- **Muscle pain** or body aches

- **Headache**

- Some people may have **vomiting and diarrhea**, though this is more common in children than adults

Symptoms comparison

	COVID-19	COLD	FLU
Fever	✔	Rare	✔
Fatigue	Sometimes	Sometimes	✔
Cough	Common (usually dry cough)	Mild	Common (usually dry cough)
Sneezing	✖	✔	✖
Body aches	Sometimes	✔	✔
Runny or stuffy nose	Rare	✔	Sometimes
Sore throat	Sometimes	✔	Sometimes
Diarrhea	Rare	✖	Sometimes (for children)
Headaches	Sometimes	Rare	✔
Shortness of breath	Sometimes	✖	✖

Who are the "at risk groups"

The risk of developing dangerous symptoms of COVID-19 may be increased in people who are **older and also in people of any age who have other serious health problems** — such as heart or lung conditions, weakened immune systems, severe obesity, or diabetes. **This is similar to what is seen with other respiratory illnesses, such as influenza**.

While each of these serious health problems increases the risk of severe COVID-19 symptoms, **people who have several of these underlying health problems are at even higher risk**.

• Dangerous symptoms increase with age, with those who are aged 85 and older at the highest risk of serious symptoms. Aproximately 80% of deaths from the disease have been in people aged 65 and older. Risks are even higher for older people when they have underlying health conditions.

• Lung Problems

• Heart Disease, Diabetes, Obesity

• Cancer and Certain Blood Disorders

• Weakened Immune System

• Chronic Kidney or Liver Disease

How can I protect me & my family from contracting the virus?

Wash your hands regularly with soap and warm water or with an alcohol-based hand sanitizer.

When coughing or sneezing **cover your mouth and nose with your bent elbow or with a tissue**. Put used tissues in a closed bin and wash your hands.

Clean and disinfect **frequently touched surfaces and objects**. Use household disinfectants or bleach diluted with water.

Do not shake hands or hug other people. Keep a personal distance of 1.7 meters between yourself and the next person.

Wear a face mask when you have to go shopping or have to use public transport like buses and taxis. It is a cardinal rule to wear a face mask where two or more people are present.

Get your flu vaccine to boost your immune system. Make sure you eat healthy food and get enough exercise.

03.

COVID-19
team

The COVID-19 site team within each facility is a cross-functional team that is led by the operations site leader.

The role of the COVID-19 site team is to ensure our facilities and workforce are a safe environment by following the corporate work protocols. Their communications, behaviors, and interactions with the workforce must reflect Acerinox´s commitment to safety and wellbeing.

CEO OR PLANT/OPERATIONS MANAGER

Overall responsibility for the site's pandemic preparedness & response plan, coordinating and aligning with global/regional Covid-19 Playbook. Ensure COVID-19 policies are communicated throughout the plant and are consistent with risk personnel definition from corporate HR. Ensure appropriate local personnel are deployed to support new policies and protocols.

HEALTH & SAFETY DEPARTMENT

Ensure all social distancing protocols are developed and compiled within the area. **Ensure the cleaning and disinfecting protocol is completed as defined**. In-house people flow mapping to outside of workstations and ingress/egress to optimize social distancing. Ensure all Visual Aids/Job Safety Analysis and appropriate material is posted in the area.

MEDICAL DEPARTMENT

Work to develop protocols to ensure the wellness of all employees, and the overall pandemic preparedness and response plan, ensuring alignment with Global Health & Safety and Covid-19 Playbook.

PURCHASING DEPARTMENT AND LOGISTICS MANAGER

Ensure PPE distribution methods are defined and monitor **usage and react accordingly to stock** issues. Ensure the Carrier and Dock social distancing protocol is adhered to.

HUMAN RESOURCES MANAGER

Manage all pandemic-related communications, in accordance with Labor Affairs, Internal Communications and the Covid-19 Playbook, and communicate any changes to protocol or amendments.

Daily process coach check-list

Process coaches must complete the COVID-19 process coach checklist at daily shift start-up and closeout:

A **checklist for process coaches has been developed** in order to ensure a safe start and closeout to each day.

This checklist details the actions that need to be taken by process coaches, team leaders, and production operators to ensure the health and safety of all employees.

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What is required?

The COVID-19 process **coach checklist must be completed** at daily shift start-ups/closeouts.

Signoff and date from process coach is required.

What is included within the checklist?

- **Necessary supplies/materials:** Identifies the necessary cleaning supplies station cleaning responsibilities, tool maintenance responsibilities.

- **Open assignments:** Allows comments regarding the handover condition of stations and tools.

- **Physical requirements:** Addresses social distancing requirements and possible exceptions.

- **Behavioral activities:** Advising/reminding employees of new guidelines for safe and healthy work conditions.

- **List of all abnormalities found:** Identification of all non-compliant conditions and activities discovered during the shift.

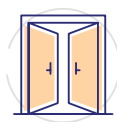- **Signatures:** Process coach and team leader signoff.

05.

Controlling people flow

Several measures have been prepared to control the flow of people entering, while inside, and exiting facilities to establish social distancing.
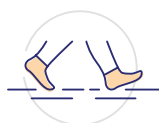
Designated work areas have been grouped and defined; specific entry/exit points have been established.

Employees will be **asked to enter and exit the facility** at specific gates and facility entrances.

Employees will be asked to park in **specific areas that are located close to their workstation**.
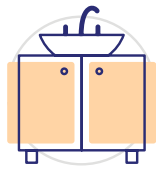
Avoid face to face **passing when walking**, if you see someone coming toward you, please step to the side.

Walking **routes inside** of the facility will be defined and identified.

Perimeters have been defined around departments to limit movement as much as possible.

Specific restrooms, break areas, etc. **will be defined for each department group to use** (this may differ from locations you previously used).

Within the **workstation, job rotations are limited to ergonomic, occupational and personal injuries** rotations. All other rotations will not be available at this time.

2 METERS
6 FEET
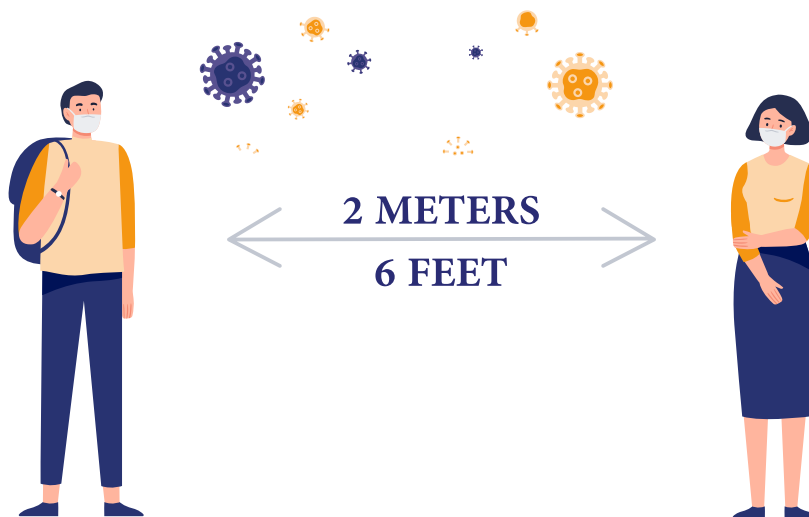
MAINTAINING SOCIAL DISTANCING WHILE NOT AT THE WORKSTATION IS CRITICAL- EMPLOYEES ARE TO ENTER ONLY THROUGH DESIGNATED ENTRANCES AND MOVE ONLY WITHIN THE DEPARTMENT.

Cleaning and disinfection protocol

Cleaning personnel should use detergents and surface cleaners. **Signage should be used to identify areas that have been cleaned / disinfected**.

KEY AREAS THAT SHOULD BE ADDRESSED INCLUDE:

- Turnstiles
- Stairs
- Cafes
- Locker rooms
- Conference rooms
- Trash bins
- Copy machines
- Elevators
- Microwaves
- Tables
- All Tools
- Ergo pads

- Entrances
- Handrails
- Mini-marts
- Doors / doorknobs
- Desks
- Recycle bins
- High traffic areas
- Prayer rooms
- Refrigerators
- Team rooms
- Workstations
- Hoses

- Vestibules
- Breakrooms
- Restrooms
- Counters
- Drinking fountains
- Shared office spaces
- Chairs
- Kitchenette areas
- Cabinets
- Lockers
- Work platforms

FOR IN-HOUSE CLEANING PERSONNEL OR CLEANING CONTRACTORS, IN CASE THERE IS A LACK OF COMMERCIAL CLEANING/DISINFECTANT PRODUCTS AVAILABLE, THE FOLLOWING COULD BE USED AS A REFERENCE:

Application instructions for diluted bleach solutions

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

• Use diluted bleach solutions within 7 days of mixing.

• Do not mix with ammonia or any other chemicals.

Work surfaces and equipment contact areas may be disinfected by wiping with 0,1% bleach solution.

Clean visibly **dirty surfaces** with soap and water.

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

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

DO NOT SPRAY ANY CLEANING SOLUTION IN PROXIMITY OF ELECTRONIC DEVICES OR METAL GANGING SURFACES TO ELIMINATE POSSIBILITY OF OVERSPRAY. **BLEACH SOLUTIONS WILL DAMAGE ELECTRONIC DEVICES** AND CORRODE METAL GANGING SURFACES.

Contents: 0.1% Bleach Solution.

This product contains no concentrated substances that are considered hazardous to health.

Cleaning metal surfaces to prevent corrosion

This cleaning solution will inactivate the COVID-19 virus when applied on metal surfaces- that easily corrodes.

THESE SURFACES MAY BE DISINFECTED BY WIPING WITH ONE OF THE FOLLOWING:

DENATURED ALCOHOL OR ISOPROPYL ALCOHOL

Never spray the metal surfaces directly with cleaning solution. Always apply cleaning solution to a cloth before application.

Bleach solutions will **damage metal surfaces**.

Read the warning **information provided** on the product container and **the safety data sheet**.

Wear **safety glasses** when dispensing.

Wear **impervious gloves** (for example rubber or vinyl).

The cleaning products are flammable. Please ensure safe work practices are followed including the storage of material and the proper disposal of soaked cloths.

Maximizing Fresh Air

KEEPING A POSITIVE AIR BALANCE

Heating and Ventilating (HV) units and Heating, Ventilating and Air Conditioning (HVAC) units supply outside air in the plant to maintain indoor air quality. **Exhaust fans are utilized to balance the building and exhaust local contaminates.**

Verify HV and HVAC units are operating, visibly clean and no biological growth is in the air stream. Verify any air filters utilized are clean and not inhibiting flow beyond design.

Hand Sanitizer Stations

Hand sanitizer stations should be placed in key indoor locations along with hand washing / hand sanitizer usage instructions.

The Centers for Disease Control state that cleaning hands at key times with soap and water or using hand sanitizer are two of the most important steps people can take to avoid getting sick and spreading germs to those around them.

FEW ADDITIONAL TIPS:

Avoid touching your eyes, nose or mouth with your hands, as germs are spread when a person has touched something that is contaminated.

Employees must practice **good respiratory hygiene** by coughing or sneezing into a tissue or the inside of their elbow, rather than their hand or directly into the air around them. **If using a disposable tissue, immediately dispose of these tissues** in a closed bin and wash or sanitize your hands thereafter.

Wash your hands regularly especially after touching something that someone else may have touched.

Either wash your hands with soap and water for **20 seconds or more** OR use an alcohol-based hand rub with at least **70% Ethyl Alcohol**.

Facilities should evaluate their layout and establish **hand sanitizer stations in areas where immediate access** to restrooms or sinks with soap and water are not available.

NOTE: **Hand sanitizers may not remove harmful chemicals**, such as pesticides and heavy metals like lead. Hand sanitizers may not be as effective when hands are visibly dirty or greasy. **Handwashing with soap and water** is recommended in such circumstances as hand washing reduces the amounts of all types of germs, pesticides and metals on hands.

PPE face masks
face shields

Face masks

Face masks are required to be worn by everyone, in all facilities, if 2 or more people are in the room. This measure of protection will remain in effect until the COVID-19 virus is no longer a critical risk.

Please contact human resources if you are concerned about your ability to wear the required Personal Protection Equipment for medical or other reasons.

What does/does not a face mask do for you?
• Reduces risk that an asymptomatic wearer will give the virus to someone else.

• Does not protect your eyes.

Who needs to wear a face mask?
• Face masks must be worn by ALL employees, agency workers, visitors, contractors and vendors.

Where are face masks required?
• Face masks will be provided upon entry and must be worn at all times, in all locations.

Face shields

Face shields can protect you and others from coughs and sneezes. Face shields function as a reminder to not touch your own face/eyes with your hands. Personal face shields help protect personal space and supplement social distancing efforts and are to be worn with a face mask.

What does a face shield do for you?

- Protects eyes, face and mouth from droplets.

- Protects others if you cough or sneeze by reducing the spread of droplets.

- Helps to reduce the frequency of face touching.

Who needs to wear a face shield?

- Face shields are to be worn by workers in close proximity to others where social distancing cannot be maintained.

- NOTE: Safety glasses with side shields and a face mask that covers your nose and mouth are an approved alternative to a face shield.

Disposable PPE should be treated as potentially infectious material and disposed of in accordance with national rules.

Preventive material inventory

DISINFECTANT SUPPLIES:

- Confirm facility has an adequate supply of soap, disinfection spray, hand sanitizer, paper towels and tissues.

- Confirm that facility and janitorial supplier has supply and backup of concentrated bleach and hand sanitizer.

- Portable disinfection stations are to be established for each line, except for restricted / sensitive areas due to manufacturing processes.

PPE:

- Confirm stock of face masks, face shields, gloves and safety glasses with side shields on-site and on-order with proper lead time.

- Facilities should keep a minimum quantity of 45-day supply of PPE.

07.
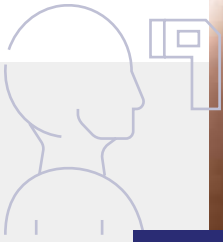
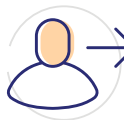**Temperature scanning employees**

Upon entering the building, everyone will receive a temperature scan.

Temperature scanning allows rapid identification of people who have an elevated body temperature (fever).

Temperature scanning will be performed through the use of a **Tripod Thermal Scanner or a Hand-held Scanner** (dependent by location).
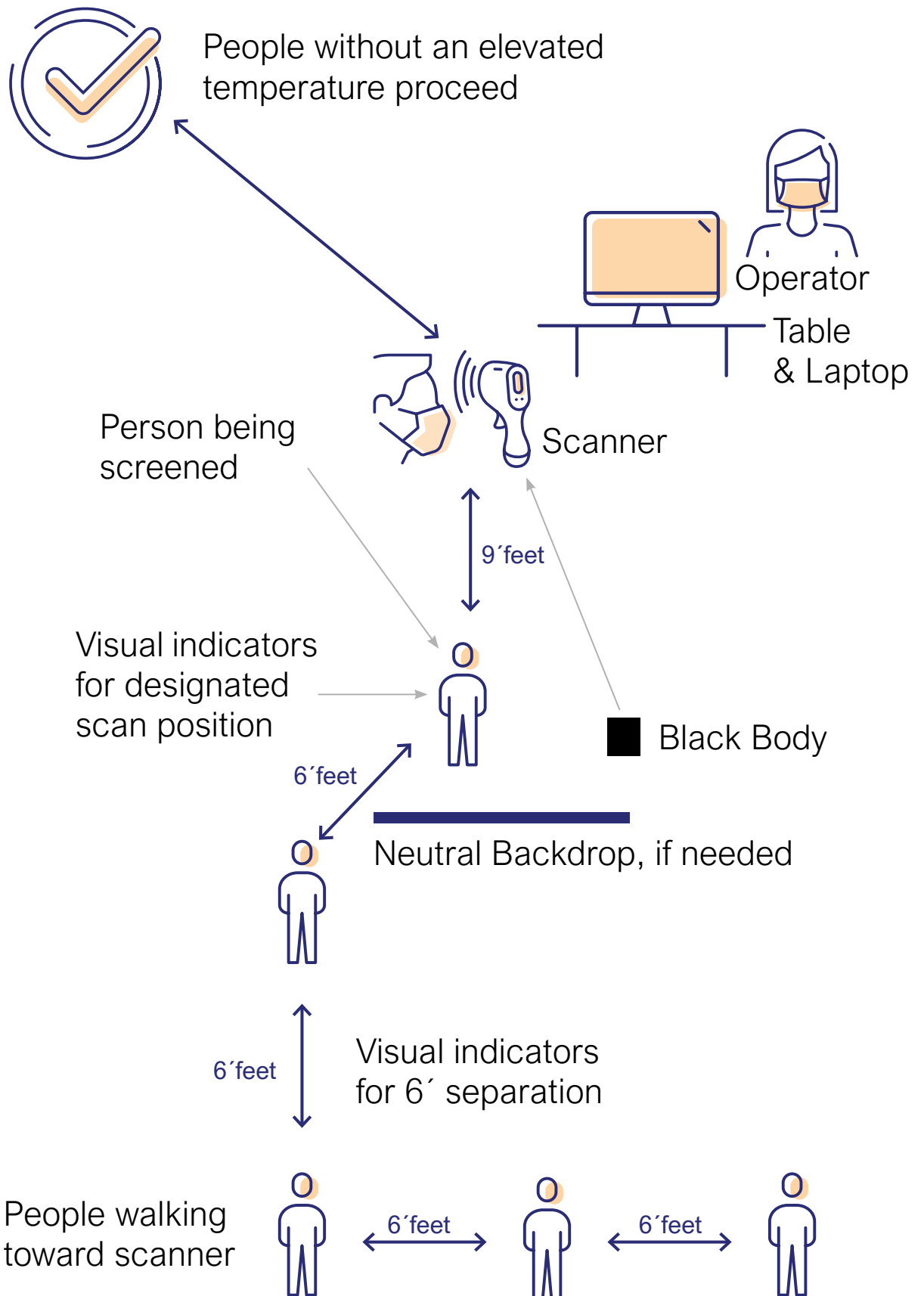
If the scanner's reading result is within the normal range of body temperature (equal to or less than 37.3°C/99.1ºF) **then it is considered safe to allow them access to the location**.

If a person's temperature is equal to or in excess of 37.4°C (99.3ºF), the person will **not be allowed to enter** the location to commence work.

Scanner setup

People without an elevated
temperature proceed

Operator

Table
& Laptop

Person being
screened

Scanner

9´feet

Visual indicators
for designated
scan position

Black Body

6´feet

Neutral Backdrop, if needed

6´feet

Visual indicators
for 6´ separation

People walking
toward scanner

6´feet

6´feet

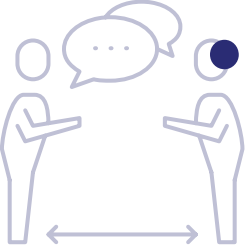# What happens if
you have an elevated temperature?

If your temperature scan is above normal, **you will be asked to return home**, monitor your symptoms, and consult with your personal healthcare provider.

Please do not return to the facility until have had no fever for at **least 72 hours** (that is three full days of no fever without using medicine that reduces fevers), any **other symptoms of COVID-19 have improved** (for example, cough or shortness of breath), and at least **7 days have passed since your symptoms/fever first appeared**.

You may also be required to get a release from your medical provider before returning to work.

In all cases, **follow the guidance of your healthcare provider** and local health department.
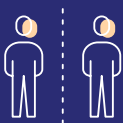
Social distancing

Social distancing is the practice of keeping space between yourself and other people outside of your home.

TO PRACTICE SOCIAL DISTANCING:

Stay at least **2 meters / 6 feet** from other people.

Avoid contact with others, such as handshakes or embracing friends, co-workers and visitors.

Avoid touching surfaces that have been touched by others, to the extent that this is feasible.

Do not gather in groups; stay away from crowded places and avoid mass gatherings.

Areas to practice social distancing

Social distancing includes (but is not limited to):

- Work areas
- Production areas
- In meetings
- During breaks / lunch
- In common areas
- In the office
- In elevators
- When taking transportation
- While at home
- When visiting customers and suppliers
- Stairwells / escalators
- Conference rooms

In Transport to and from work:

1 Employees are encouraged to **use their own transport wherever possible,** and it is recommended not to exceed 2 people per vehicle and masks must be worn if more than one person.

2 If the company provides collective transportation to and from work, each plant will develop their respective **procedures to regulate maximum capacity, schedules, etc.**

3 All employees **must wear face masks or face shields** before embarking, while on the bus, when dis-embarking and while standing in the queue to access the bus or gate.

4 Employees **must sanitize their hands** upon entering the bus or other transport.

During shift changes:

1 Enter and exit at the **designated entrances and exits** – these locations will be easily identified and posted.

2 **Primary cleaning responsibility** is to be performed by the production team, unless otherwise noted. Disinfection frequency is defined for each area within the lines´ cleaning protocol.

3 **Avoid gathering** when entering and exiting the facility.
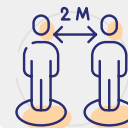
4 **Ensure 6 feet / 2 meters of space between** each person while you wait in line to enter the facility.

5 When you talk to someone in line, make sure you **do not point your head directly at them.**
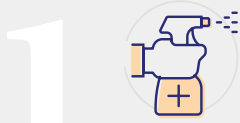
6 **Do not touch entry door handles** with an exposed finger(s) or hand.

7 **Do not touch your face** before you have had a chance to wash your hands.
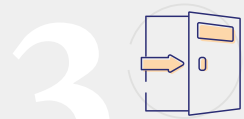
Change rooms / Lockers rooms:

1
The Change house will be **disinfected once per shift**.

2
A limitation on the number of employees on site must been implemented.

3
All doors must be kept open at all times, when possible, to prevent contact with door handles and to provide natural ventilation.
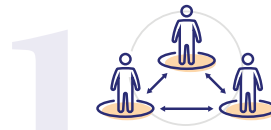
4
A social and physical distance of at least 2m must be maintained at all times.

5
Face masks/shields must be worn at all times except when in the shower.

Production and Work areas:

1
Whenever possible, **workstations should be arranged to allow separation of 6 feet** (2 meters) between individuals.

2
Face masks are mandatory for everyone, in all facilities, **when 2 or more people are in the room**.

3
Employees are strongly encouraged to **disinfect their own workspace multiple times during the shift**, giving special attention to common surfaces.

In meetings:

1
To ensure social distancing within each facility, **some conference rooms will be closed** and not available for meetings.

4 Employees must be reminded **to avoid touching their face and must wash their hands thoroughly with soap and water** several times during work hours to reduce the risk and prevent potencial person-to-person infections.

5 Practice social distancing **when traveling throughout the facility; including elevators, escalators, and stairways**.

6 In offices, **cubicles should have dividers when people are working within 6 feet** (2 meters) of one another. When considering office area modifications, avoid face-to-face desk layouts.

7 **Remote working may be assigned, when possible**, or when mandated by the government to keep the business operations efficient and communications flowing.

8 Employees are strongly encouraged to **disinfect their own workspace multiple times during the shift**, giving special attention to the most used surfaces such as keyboards, monitors, chair armrests, desks, cubicle dividers, etc.

2. **All meeting rooms should be set up so there is 6 feet/ 2 meters between all participants**. (Each location should analyze with the local ERT the maximum number of people that can meet, gather or work in a given environment and this will define the number of people that can meet in a room). In all cases, **if there are more than two people in a meeting room, all participants must wear masks**.

3 Utilize conference calls / GSuite app / Meet to conduct group meetings.

In Common Areas:

1

Doing our part to **stop the spread of COVID-19** requires closing some common areas.

2

Other common areas may be closed on a building-to-building and/or region-to-region basis.

During Breaks and Lunch Time:

Seating and Capacity

1

Count the number of **optimal allowable seats in the break room considering the social distancing guidelines of 6 feet** (two meters) and post maximum capacity of the break room.

2

Consider placing signage on **tables to ensure proper social distancing in each seat** – signs saying yes or no to sitting there.

3

Consider allowing employees to sit only on one side of a table.
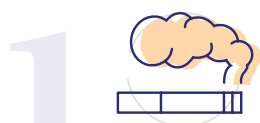
Breaks and Lunch

1

Remind employees **not to arrive early for break.**

2

Separate break times by 10 minutes to have enough time to wipe tables, seats, all surfaces, refrigerator, vending machines and microwave ovens after each use.

Smoking in designated areas (in those facilities where permitted):

1 In a designated smoking area **only one person may smoke at a time and face masks** or face shields are replaced between drags.

09.

Employee showing COVID-19 symptoms at work: Protocol

If an individual starts to show COVID-19 symptoms while at work, it is important to get the affected person the attention they need and ensure the health and safety of others within the area.

If an employee starts to show symptoms of covid-19, maintain social distancing (if possible) of 2 meters/ 6 feet from the individual and ask them to move away from other employees.

Symptoms of COVID-19

include (but are not limited to)

Cold or flu- like symptoms (fever, cough, difficulty breathing, sore throat, pressure in the chest, extreme fatigue, earache, persistent headache, diarrhea and persistent loss of smell or taste).

FOR LOCATIONS WITH AN ON- SITE MEDICAL DEPARTMENT

Ensure that the **individual is wearing a mask and maintains a 6-foot** distance from others.

Arrange for the **individual to be transported or walked to the medical department**; medical department evaluates the individual.

If the individual is in acute respiratory distress (shortness of breath, difficulty speaking, wheezing, gasping for air), **follow the local emergency medical process.**

If the individual is not in acute respiratory distress they are advised to go home, consult their personal healthcare provider, as needed.

FOR LOCATIONS WITHOUT AN ON -SITE MEDICAL DEPARTMENT

Ensure that the **individual is wearing a mask and maintains a 6-foot** distance from others.

If the individual is in acute respiratory distress (shortness of breath, difficulty speaking, wheezing, gasping for air), **follow the local emergency medical process.**
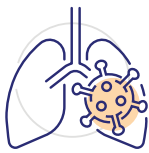
If the individual is not in acute respiratory distress, they are advised to go home, consult their personal healthcare provider, as needed.

If the individual is unable to drive home, escort the individual to an empty conference room (near an exit and away from the general population) to enable them to make transportation arrangements.

NOTE: All parties are expected to maintain strict confidentiality of medical information, including the identity of the affected individual.

Visit https://www.cdc.gov/coronavirus/2019-ncov/ symptoms-testing/symptoms.html for a list of current symptoms.

If a worker is sent home due to experiencing symptoms of COVID-19, they should not return to the facility until they meet ONE of the following pathways defined below:

Path 1

You have been evaluated by your healthcare provider and they have determined clinically that you do not have COVID-19 and you have the appropriate note from your healthcare provider to return to work or **you have been sent for a COVID-19 PCR test and the results are negative**.

Path 2

You can return to work after these three things have happened: You have had no fever for at least 72 hours (that is three full days of no fever without using of medicine that reduces fevers) **AND other symptoms have improved** (for example, when your cough or shortness of breath have improved) **AND at least 10 days have passed since your symptoms first appeared**.

In all cases, follow the guidance of your healthcare provider and local health department.
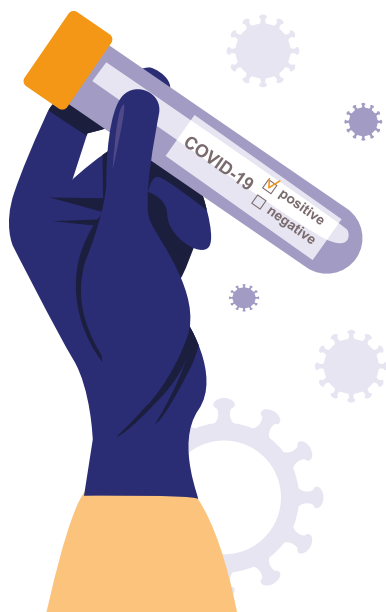
If a worker is determined to be a confirmed COVID-19 case, they should notify their plant facility immediately.

Confirmed COVID-19: protocol

10.

CONTACT TRACING

Human Resources to complete contact tracing and review with **corporate medical**.

Include all areas where the individual had been – job station, restrooms, break/ team room areas.

Human Resources to talk to close contacts to verify possible exposure while maintaining confidentiality of medical information, **including the identity of the infected employee**.

Close contacts should stay at home and monitor their symptoms for **14 days from the date of possible exposure**.

If close contacts are/ become symptomatic, Human Resources **must identify the close contacts of the close contact**.

NOTE: Corporate Medical provides the final determination on case resolution.

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CLEANING/ DISINFECTION

If a confirmed case is established, by testing or confirmed clinically by the employee´s healthcare professional **the following protocols must be initiated**.

Confirmed COVID-19 case reporting and action protocol.

Confirmed COVID-19 cleaning protocol.

Notify janitorial services to complete disinfection following the protocol of the areas the employee was in (workstation, break areas, restrooms, etc.)

WHAT IS A CLOSE CONTACT?

A close contact is defined as someone being within approximately six feet of a COVID-19 case for a prolonged period of time (15 minutes or more), **or having direct contact with infectious secretions of a COVID-19 case** (i.e. being coughed on).

Cleaning Protocol

Carry out all necessary actions defined in protocols to perform deep, enhanced or standard cleaning as a result of a confirmed employee COVID-19 case.

When a confirmed COVID-19 case is reported, the COVID-19 Emergency Response Team (ERT) (plant manager, human resources manager, medical service and H&S manager) **should meet to understand the case**, and **understand the close contacts** and **social paths of the employee**.

Notify janitorial services to **complete disinfection following the protocol** of the areas the employee was in (workstation, break areas, restrooms, etc.)

Cleaning protocol is governed by the time since the employee was last in the workplace

ONE DAY (UP TO 24HOURS) BETWEEN THE EMPLOYEE BEING LAST AT WORK TO CASE CONFIRMATION

Work area, equipment and team area cleaning along with employee Social Path – **deep or enhanced cleaning based on COVID-10 ERT direction**.

TWO TO THREE DAYS (24 TO 72 HOURS) BETWEEN THE EMPLOYEE BEING LAST AT WORK TO CASE CONFIRMATION

Work area, equipment and team area along with employee´s social path – **enhanced cleaning based on COVID-10 ERT direction.**

MORE THAN THREE DAYS BETWEEN THE EMPLOYEE BEING LAST AT WORK TO CASE CONFIRMATION

Maintain standard workstation and facility cleaning plans.

Cleaning protocol definitions

Deep clean
- Area impacted is closed to access (until cleaning is completed and verified)
- Danger tape used to identify the area in need of cleaning.
- Service professional performs work with specialized equipment and techniques (airborne disinfectant).
- Cleaning can be performed for the full or partial facility footprint (social habit/ path).
- Donning of personal protective equipment (i.e. hazmat suits and respirators).

Enhanced clean
- Area impacted is closed to access (until cleaning is completed and verified).
- Danger tape used to identify the area in need of cleaning.
- Janitorial team uses approved cleaning and sanitizing products.
- Cleaning includes detailing of all desks and surfaces in area of identified employee; all identified area of social habits and paths identified by the impacted employee are to be sanitized.
- All high tactile areas (listed in Standard Clean definition) continue to be cleaned twice per day.

Standard clean
- Building is open.
- Janitorial team uses approved cleaning and sanitizing products.
- All high tactile areas (including but not limited to door handles, hand rails, conference rooms, elevators, kitchenettes, turnstiles, restrooms) cleaned twice per day.

11.

Additional information

11.1 Contractors & visitors

11.2 Managing stress & anxiety

11.3 Local info sheets on COVID-19

11.4 External communications

11.5 COVID-19 stages (1-5)

Contractors & Visitors

Given the coronavirus outbreak's continued spread, and to protect the health of everyone at our facilities, **we should try to limit the visits to only those critical for the company´s operation.**

Visitors will be allowed on site but will be required to complete a health assessment form prior to entering the site. The person visiting the premises should complete a Survey and those visiting the plant for the first time may be required to complete an Induction module which includes Covid-19 compliance requirements.

The above mentioned **Survey** will have at least four key questions:

1 In the last 14 days, have you received a confirmed diagnosis for coronavirus (COVID-19) by a coronavirus (COVID-19) PCR test or from a diagnosis by a healthcare professional, or are you waiting for a pending COVID-19 PCR test result?

2 In the last 14 days, have you had close contact with or cared for someone diagnosed with COVID-19 or are you participating in a COVID-19 clinical study that includes being exposed to the virus?

3 Have you experienced any cold or flu-like symptoms in the last 14 days including fever, cough, shortness of breath or difficulty breathing, sore throat, pressure in the chest, extreme fatigue, earache, persistent headache, diarrhea, vomiting, muscle pain, chills, repeated shaking with chills, and persistent loss of smell or taste)?

NOTE: Answer "Yes" if the symptoms you have experienced in the last 14 days are of greater intensity or frequency than what you normally experience.

NOTE: Answer "No" if you have been evaluated by a healthcare provider and have been released to return to work or you have had a negative COVID-19 PCR test within 14 days after the onset of symptoms. You must provide either a return to work medical note from your healthcare provider and/or the results of the COVID-19 PCR test to your facility´s medical department.

They will also be required to get their temperature checked and wear a mask.

It is recommended that visitors **only come on site when it is absolutely necessary**.

Visitors traveling from overseas must also **have a COVID-19 test performed and receive negative** results prior to being allowed on site.

All persons must wear **Face Masks and/or Face Shields at all times**, follow the recommendations of the responsible safety manager and maintain a **safe distance of 2 meters** (6 feet).

Shipping & Receiving Trucks Protocol

All carriers were required to attest that they would be responsible for self-certifying that their drivers, prior to delivering to our facilities, **were not COVID-19 positive**. This shipping and receiving truck driver certification are consistent with the visitor self-certify protocol.
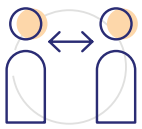
Driver waiting areas **will be closed**.

Drivers are required to bring their own **writing utensil and** also wear personal protective **equipment face protection**.

Process **details alternate actions that can be used on a limited** basis due to space, trailer jack or dock grade constraints.

Processes detail limited interaction between truck drivers, security and dock employees; **social distancing of 6 feet** (2 meters) should be followed for all person-to -person interactions.

Employees Visiting customers or suppliers

Consider the following before conducting a site visit:

Is a physical **site visit mandatory to be able to execute the task** you are planning for?

Has the customer or supplier had **any confirmed case of COVID-19 in the last 14 days**?

Have you received written permission from the **customer or supplier to proceed** with the site visit?

Have you discussed your **travel decision with your immediate supervisor** for alignment and final decision?

Some employees visit customers and / or suppliers as part of their job functions. Before conducting any in-person visits, you should verify the visit is business-critical and cannot be accomplished by a virtual visit.

Managing/coping with stress & anxiety

It is normal to feel sad, stressed, confused, scared or angry during a crisis. Talking to people you trust can help. Contact your friends and family.

Be aware that not everything you hear about the virus may be true. **Stay updated and use information from trusted sources**, like your health authority, World Health Organization (WHO) or your local Red Cross or Red Crescent.

Limit worrying and agitation by lessening the time you and your family spend watching or listening to media coverage that you perceive as upsetting.

Draw on skills you have used in the past that have helped you to manage previous adversities and use those skills to help you manage your emotions during this outbreak.

If you must stay at home, maintain a healthy lifestyle including proper diet, sleep, exercise and social contact with family and friends at home and remotely.

Deal with any emotions you may have in a healthy manner. If you feel overwhelmed, talk to a health worker or counselor, have a plan, where to go and how to seek help for physical and mental health needs if required.

Local info sheets on COVID-19

Each working center Task Force provides regular information on the known communication channels in the form of an information sheet on Coronavirus. The respective heads of department are responsible for the consistent implementation of the defined measures.

The Central Task Force leader at Head Office must be informed regularly by the division heads about the current situation, especially in case of suspicious cases.
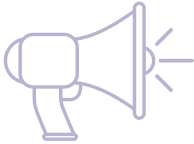
External communications

External parties e.g. press and/or customers and suppliers, **who have questions in connection with the Coronavirus incident**.

Each location should write letters/templates for communication with external parties or request help from the Communications Department.

If you receive any questions by e-mail or telephone from the media, please **always contact the Communications Department**.

acerinoxcommunications@acerinox.com

COVID-19 stages (1-5)

The following is a general reference guide of the **5 stages to consider in each working center.** The jump from one stage to another will depend on the number of cases reported locally and/or the number of cases reported at the working place. Nevertheless, **each facility could adapt to comply with country or local recommendations from Health Departments.**

	1 Level	2 Level	3 Level	4 Level	5 Level
Positive cases per 100k	< 222 / per 100k	< 444 / per 100k	< 666 / per 100k	< 888 / per 100k	>888 / per 100k
Use of hand sanitizer	✔	✔	✔	✔	✔
Use of disinfectant	✔	✔	✔	✔	✔
Temperature checks	✔	✔	✔	✔	✔
Facial protection	✔	✔	✔	✔	✔
Social distancing 2mtrs (6feet)	✔	✔	✔	✔	✔
Electronic documents	✔	✔	✔	✔	✔
Canteens	80%	50%	50%	20%	Closed
Tea rooms / break areas	80%	50%	50%	20%	Only 1 person
Conference rooms	80%	50%	50%	20%	✖
Meetings	✔	80%	50%	20%	✖
Visitors	80%	Essential Only	Essential Only	Essential Only	✖
Company buses	100%	80%	50%	50%	50%
Travel Local	✔	✔	Urgent	✖	✖
Travel International	✔	Essential Only	✖	✖	✖
Staggering working hours	✖	✖	✔	✔	✔
Office staff on shifts	✖	✖	✔	✔	✔

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