



ABC TECHNOLOGIES

INNOVATION IN PLASTICS & LIGHTWEIGHTING

The ABCs of Returning to Work ABC Technologies' COVID-19 Playbook 1.05.2021.







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ABC TECHNOLOGIES

INNOVATION IN PLASTICS & LIGHTWEIGHTING

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1. Our Commitment and Focus

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ABC's COMMITMENT STARTS AT THE TOP

CEO MESSAGE – IT'S OUR PEOPLE THAT MAKE US STRONG!

Dear ABC Technologies Team,

I know the past few months have created tremendous stress and uncertainty for you and your family. It is important to know that you are not alone during this global pandemic and that the ABC family is here to support you over the coming weeks and months as we transition back to a new normal.

Our priority as we begin to re-start our operations around the world is the health and safety of our employees, their families and the communities where we do business. During the past weeks of production shutdowns, our teams have been working together with multiple industry experts, health and safety providers and governments to assure that the policies and procedures we have put into place as we get back to work are benchmarks within our industry.

My commitment to you is to ensure we have strong two-way communication with all our team members on health and safety in all our workplaces, whether your work is in our plants, an office or labs. I want to make sure each of you understands the precautions and measures we have put in place to create a safe work environment and that we hear your feedback and concerns.

Together we will emerge from this crisis as a better company to face the challenges of the new world. I thank you for remaining strong and look forward to us building the next chapter of ABC.



Todd Sheppelman
President & CEO

AND OUR FOCUS IS ON **OUR PEOPLE**

Caring for the safety of our employees, partners, customers, contractors and suppliers is our top priority

Our commitment remains to...

Always **B**e **C**areful

As a unified company, we will overcome the challenges of today



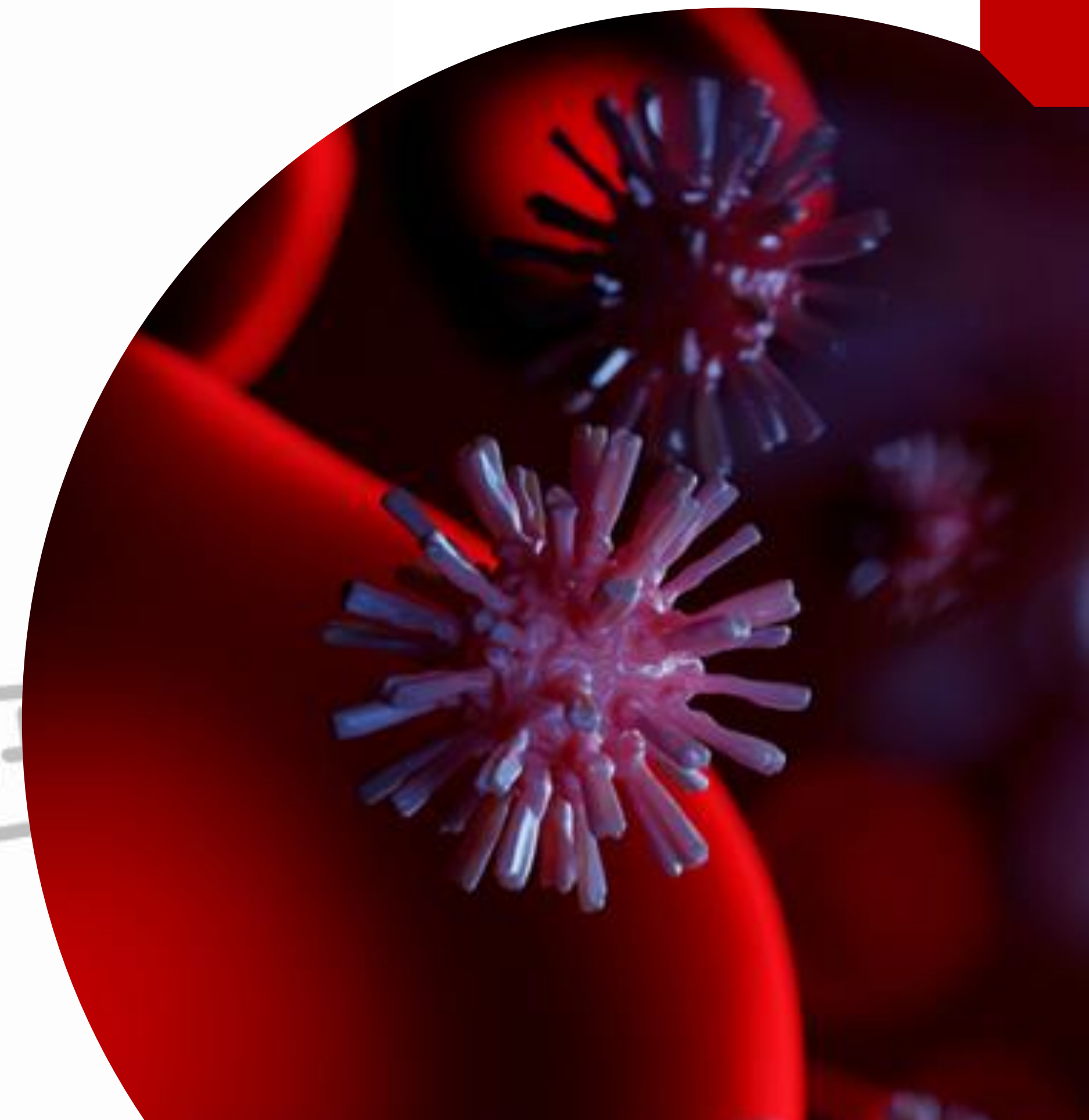
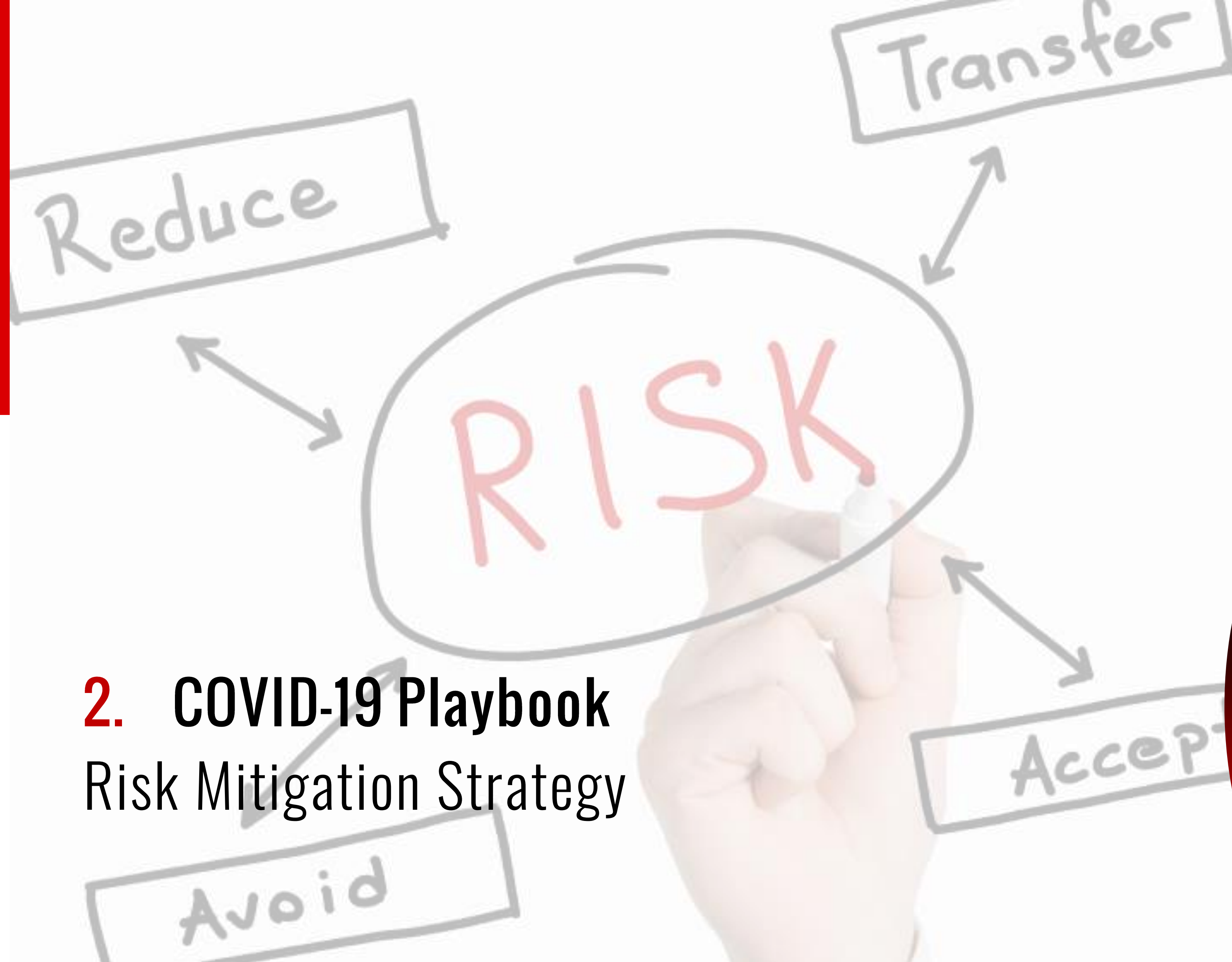


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2. COVID-19 Playbook

Risk Mitigation Strategy



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Overview – Risk Mitigation Strategy

As guided by leading medical organizations (CDC and World Health Organization), local legislation, and industry Health and Safety best practices; extensive Risk Mitigation Strategies have been designed with the intent to keep our people safe from the second they walk through our doors

The responsibility of maintaining a safe work environment is not taken lightly at ABC

ABC has been diligently developing engineering, administrative and PPE controls
Unfortunately, this hazard cannot be eliminated or substituted by any ABC act

Utilizing the methodology of Hierarchy of Control, ABC has developed the following Risk Mitigation Strategies to ensure the safety of our people when they return to work:



EMPLOYEE
OUTREACH AND
TRAINING



PRE-SCREENING
ENTRY
PROCESS



DISINFECTION
PROCEDURES



SAFETY
BEHAVIORS
AND PRACTICES



PROTECTIVE
EQUIPMENT
AND CONTROLS



GLOBAL
CONFORMANCE

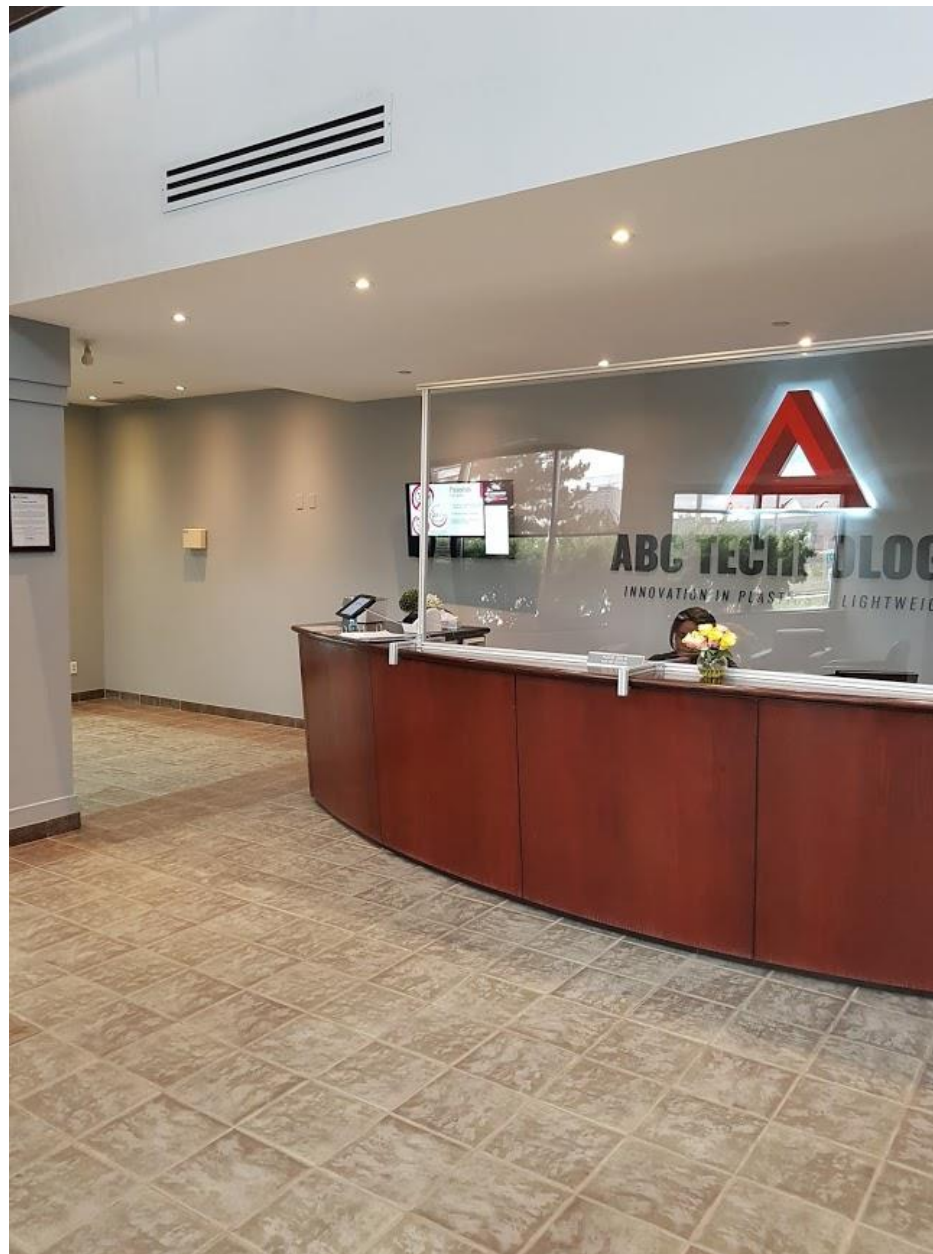
Overview – Risk Mitigation Strategy

ABC will track our global progress through a simple checklist format and solicit feedback on any challenges or required clarification during implementation

Each facility will have their own challenges and it's important to know where efforts and supplies need to be reallocated

Additionally global outreach shows a supportive matrix as a whole and helps diversify / reallocate supplies that one site may be able to provide to another
We will continue to find ways to solve problems in house, relieve pressure on overstressed global supply chains by building our own engineered controls and rely on the talent and creativity of our knowledgeable people

In times of crisis, we will succeed together as a global team



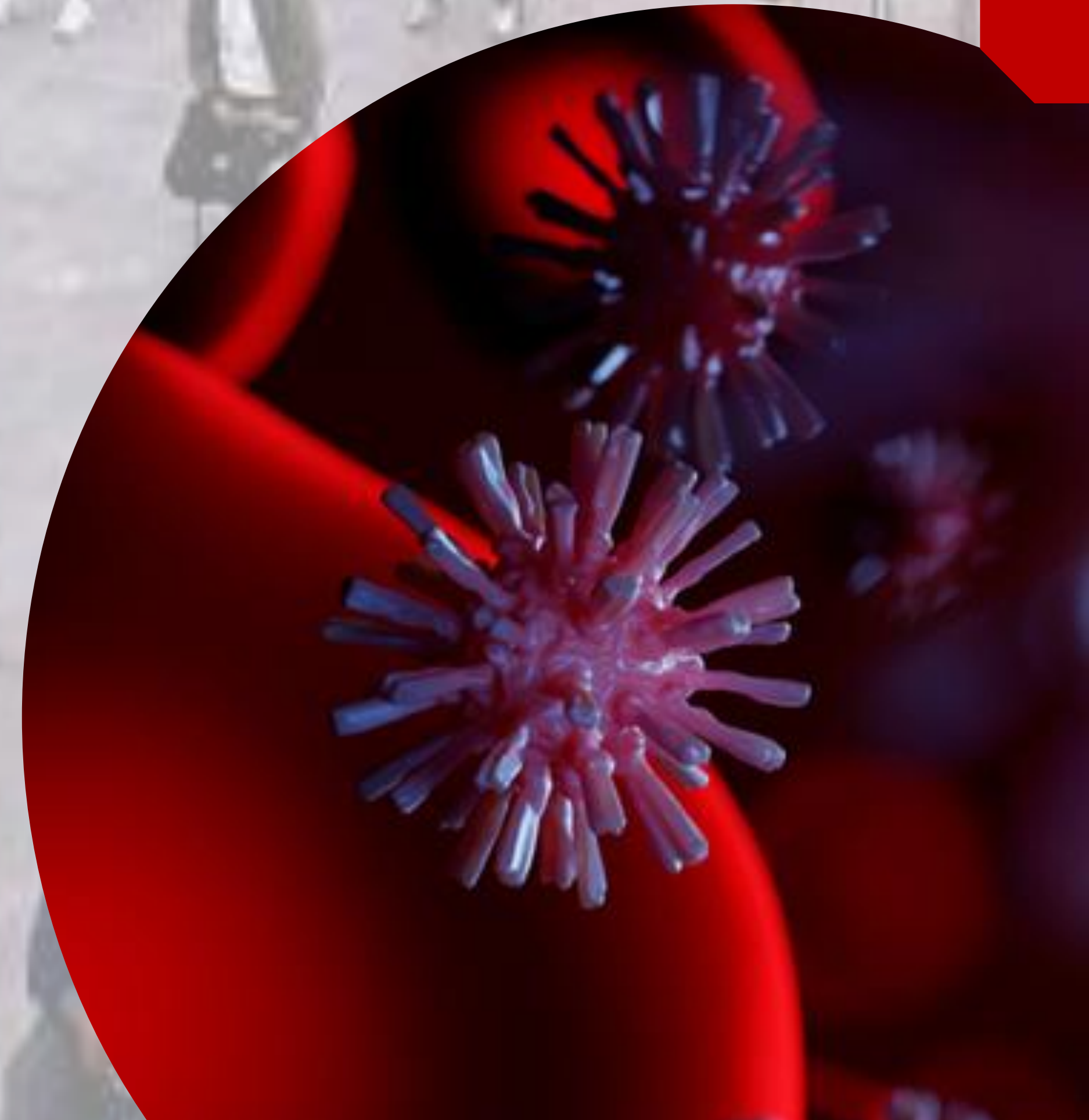


ABC TECHNOLOGIES

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3. COVID-19 Playbook

Employee Outreach and Training



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SAFER & STRONGER TOGETHER – Employee Outreach and Training

ABC has begun administering training for our employees to complete before returning to work

Training will also be administered to essential contractors to make our expectations clear

Management is offering training in multiple formats to ensure all employees can complete the training regardless of their location / technological limitations

General Awareness on returning to work is being administered remotely via computer or smart phone as much as possible to ensure social distancing and to prepare our people of the changes that they can expect when they arrive at our site

[Employee LMS Training E-Portal](#)



SAFER & STRONGER TOGETHER – Employee Outreach and Training

Training includes:

- 1) General Awareness for Return to Work ([80-COV-D-33](#)),
 - Encompassing applicable corporate standards & requirements
- 2) Mental Fitness Webinars ([80-COV-D-38](#)),
- 3) Preparedness and Response Plan ([80-COV-D-39](#)); and
- 4) COVID-19 Communication and Training Standard ([80-COV-D-40](#)).

WEBINARS, TRAINING
AND COURSES

COVID-19



SAFER & STRONGER TOGETHER – Employee Outreach and Training

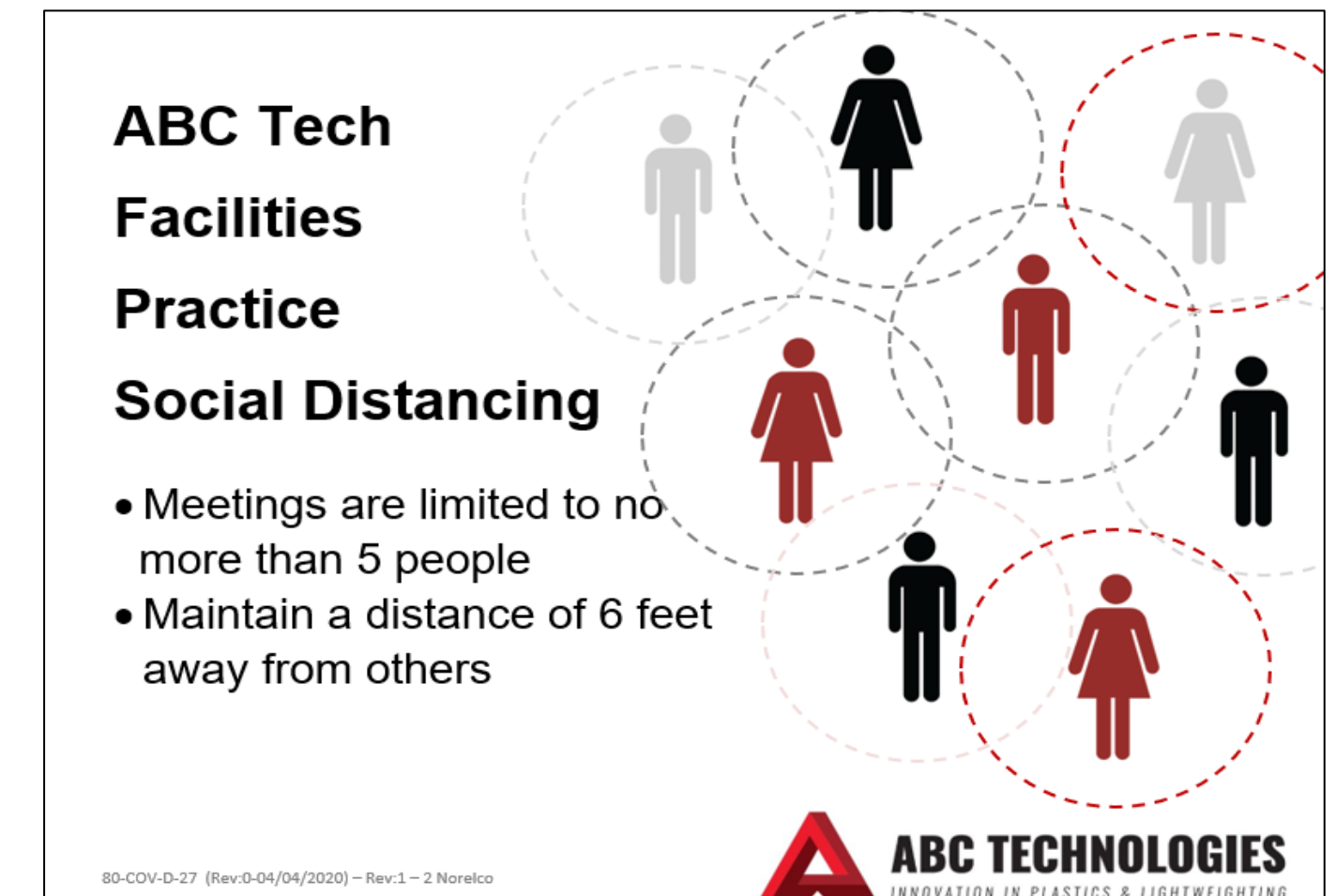
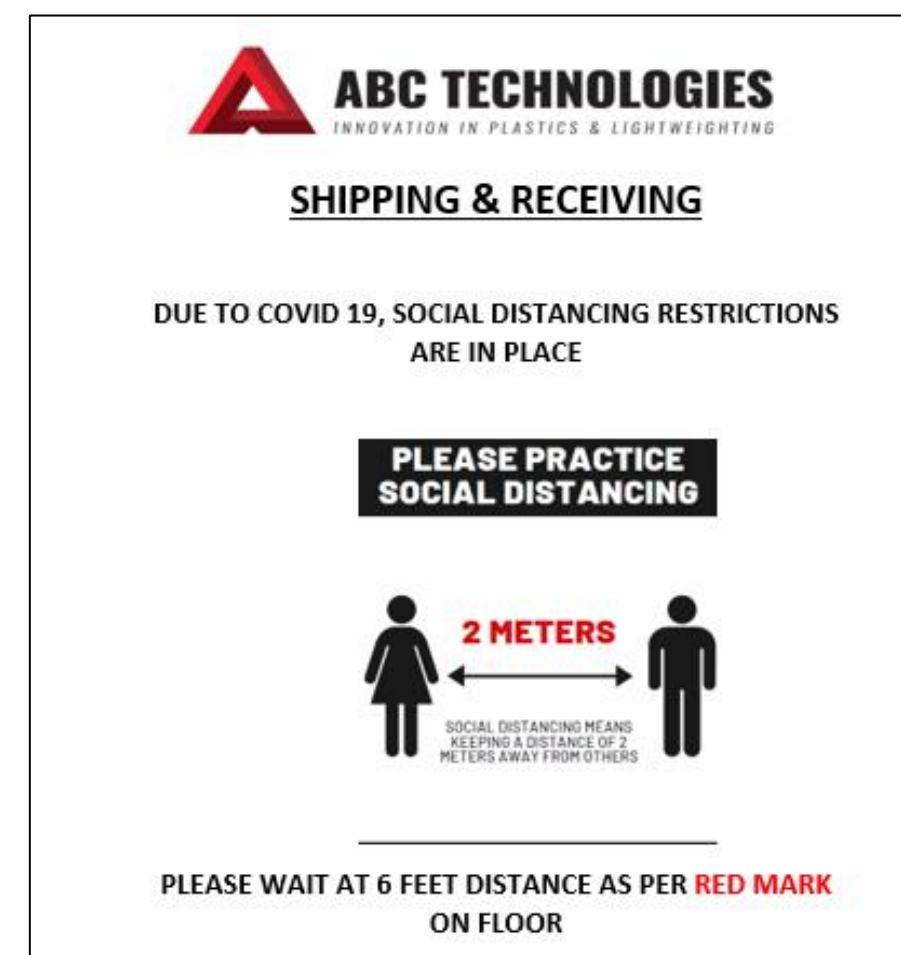
Essential communications have been posted throughout all locations

All corporate COVID-19 signage must be posted on all Employee & Health and Safety communication areas and major communal areas to maximize the amount of visual traffic

Emergency contact lists with all applicable members of the site specific task force have been included on each site's specific signage and HS information boards

This effort is to reinforce good behavior, fortify knowledge retention and provide important area / job specific reminders:

- [80-COV-D-21](#) - COVID-19 Sick sign
- [80-COV-D-22](#) - Shipping department sign for social distancing
- [80-COV-D-23](#) - 6 ft Distance
- [80-COV-D-24](#) - Time Clock or Attendance
- [80-COV-D-25](#) - Washroom Restriction
- [80-COV-D-26](#) - Lunchroom / Training room sitting restriction
- [80-COV-D-27](#) - Social distancing Sign
- [80-COV-D-29](#) - Mask Protocol Poster
- [80-COV-D-43](#) - IR Scanner Use Poster



SAFER & STRONGER TOGETHER— **Employee Outreach and Training**

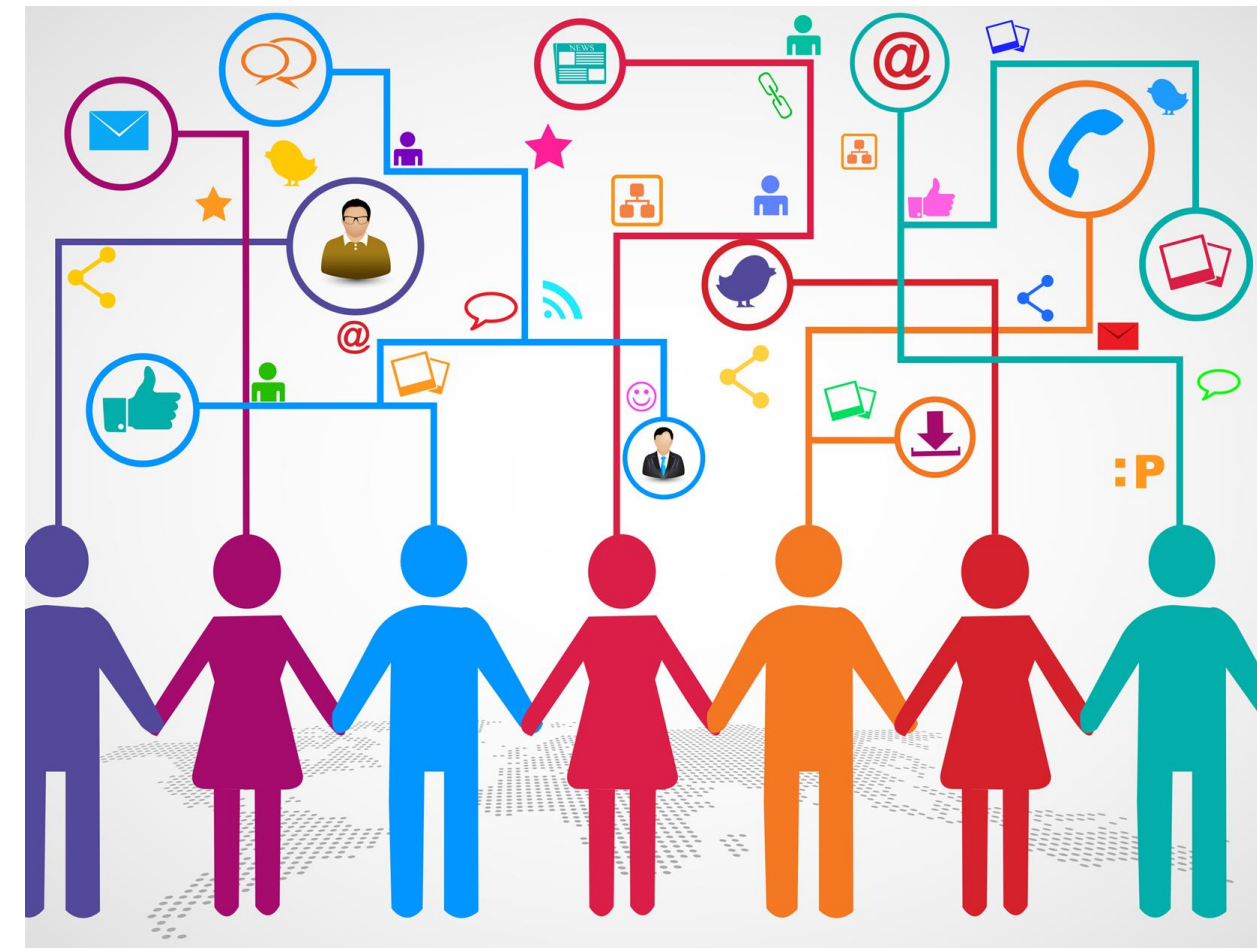
Mental Health & Fitness

Pandemics are stressful events for many individuals

Worries about safety, health, and financial security all provide extra anxiety and stress

ABC Technologies is committed to ensuring that our employees remain in a strong state of mental health

In association with the Canadian Society of Safety Engineering (CSSE) guidelines; ABC has developed a mental health & fitness communication for all employees, which is updated weekly.



80-COV-D-38 - Mental Health and Fitness Summary

We encourage our employees to reach out to the company for support during this difficult time

Our employee assistance program is available for all employees as needed



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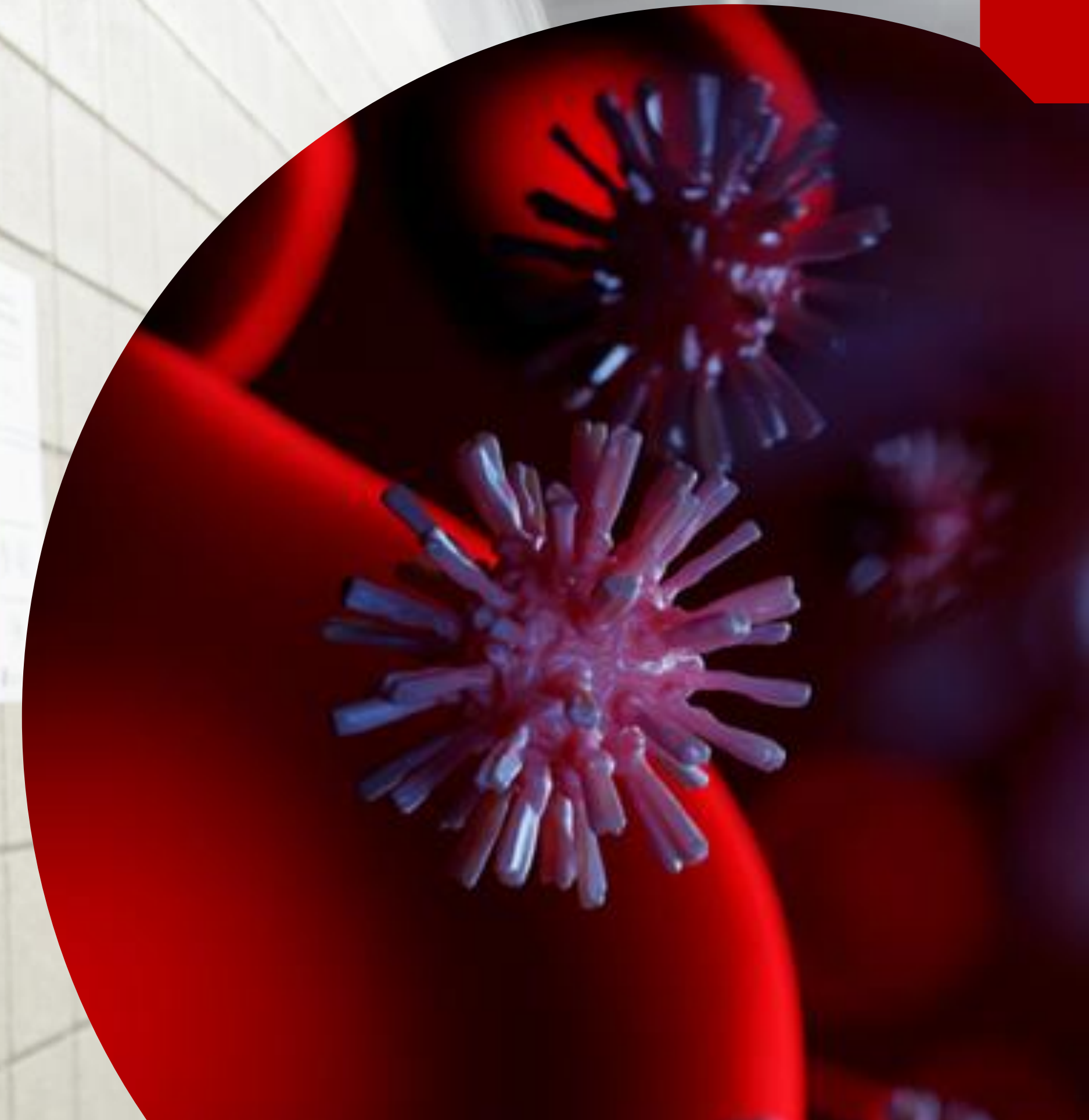
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TEMPERATURE
SCREENING
THIS
WAY



4. COVID-19 Playbook

Pre-screening Entry Process



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PREPAREDNESS – Pre-screening Entry Process

Pre-Entry – Before it Reaches our Doors

ABC has been and will continue to enforce / provide the following:



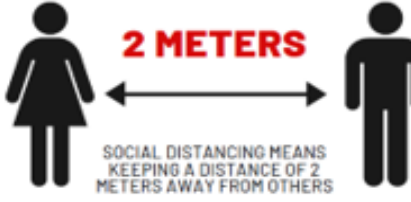
- 1. Providing a Work from Home Option:** For all individuals, especially those at higher risk and/or potentially infected individuals, working from home options are not only encouraged, but better facilitated as ABC continues to boost their remote accessibility
 - An added measure to reduce the number of returning employees while maintaining productivity; and
 - To better facilitate social distancing for the long-term
- 2. International travel restrictions continue:** Travel bans have been in place for several months now, with current regional / sector / task restrictions in place
- 3. Daily Symptom Check:** Designated trained individuals to assess employees for symptoms
Access to be denied for non-compliant conditions / answers

**ABC TECHNOLOGIES**
INNOVATION IN PLASTICS & LIGHTWEIGHTING

DUE TO COVID 19, SOCIAL DISTANCING RESTRICTIONS ARE IN PLACE FOR TIMECLOCKS / MANUAL ATTENDANCE AREAS

LIMIT THE USE OF TIMECLOCKS TO 1 PERSON AT ANY GIVEN TIME.

PLEASE PRACTICE SOCIAL DISTANCING



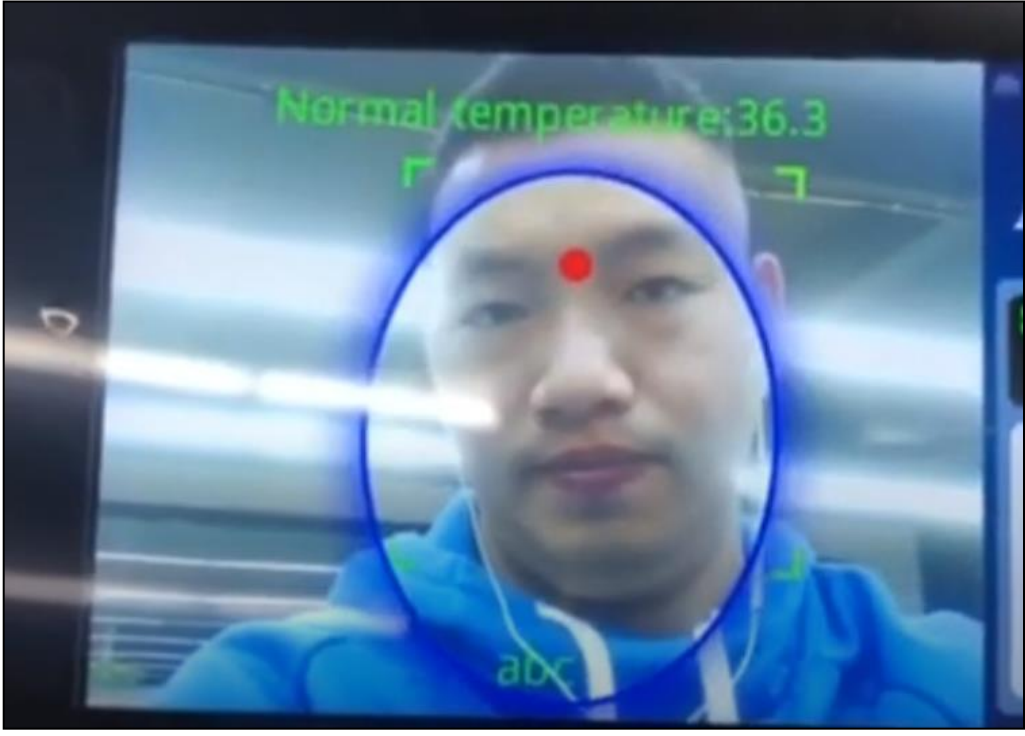
PLEASE WAIT AT 6 FEET DISTANCE FROM OTHERS.

FOLLOW RED FLOOR MARKINGS WHERE APPLICABLE UNTIL YOUR TURN COMES TO USE THE TIMECLOCK.

- 80-COV-D-17 Return to work sign-off
- 80-COV-D-18 Visitor's Requirements (COVID-19)
- 80-COV-F-27 Facilities Communal Checklist
- 80-COV-F-28 Site specific return to work checklist
- 80-COV-F-33 COVID-19 Emergency Drill Report Form

Daily Entry – At our Doors

The second you arrive at an ABC site:

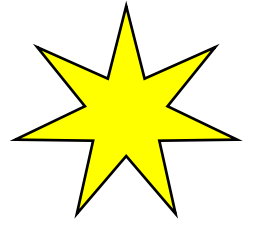


- 1. Employee Entrance Protocol:** High traffic areas and major gated entry ways have been identified for thorough cleaning; daily temperature scanning; symptom tracking upon return to work and daily checks; enforcing social distancing upon entry; and staggered start / break times to reduce traffic at all communal areas
- 2. Temperature Monitoring:** All employees without exemption and regardless of previous results are to be checked at the time of entry once a day (by an assigned attendant or on their own accord if an attendant is not available). If someone's temperature >38°C (100.4 F) the COVID Task Force Members need to be informed (with the poster contact information) and will immediately begin isolation protocols, kick start disinfecting and graduate response according to the corporate procedures
- 3. Shipping / Receiving:** New procedures and physical guarding to protect our employees at critical supply chain areas / vectors of transmission



PREPAREDNESS

– Pre-screening Entry Process



NEW* Daily COVID Screening Questionnaire Process

! It just got easier to confirm that you are fit for duty !

Effective immediately, all employees that enter our site at Head Office and BU's must complete the Daily COVID Screening Questionnaire each day that they enter an ABC site.

For your convenience, this form can now be completed on your computer or smart phone. It is easier to access through the following [link](#) - or by scanning the provided QR Code below:



This form must be completed prior to entry into any ABC Technologies site.

Please ensure that you:

- Do not show up to an ABC site if your direct Supervisor is not aware or in agreement to you being on site;
- Do not show up to an ABC site if you feel ill or have answered "yes" to any of the first 3 questions on the form.
 - Answering "yes" to any of the first 3 questions requires escalation to the ABC Biological Crisis Coordinator or HR Manager to determine if you can return to work;
- Select on the form, the ABC site that you intend to enter on that specific day; and
- Seek functional C-suite leader approval if there are any deviations to the above.

Before returning to work, and to ensure that ABC sites remain COVID free and healthy, the Screening Questions must be asked of every employee prior to re-entering an ABC site.

This process is in compliance with the Ministry of Labour and Toronto Public Health requirements and your full support and cooperation is greatly appreciated.

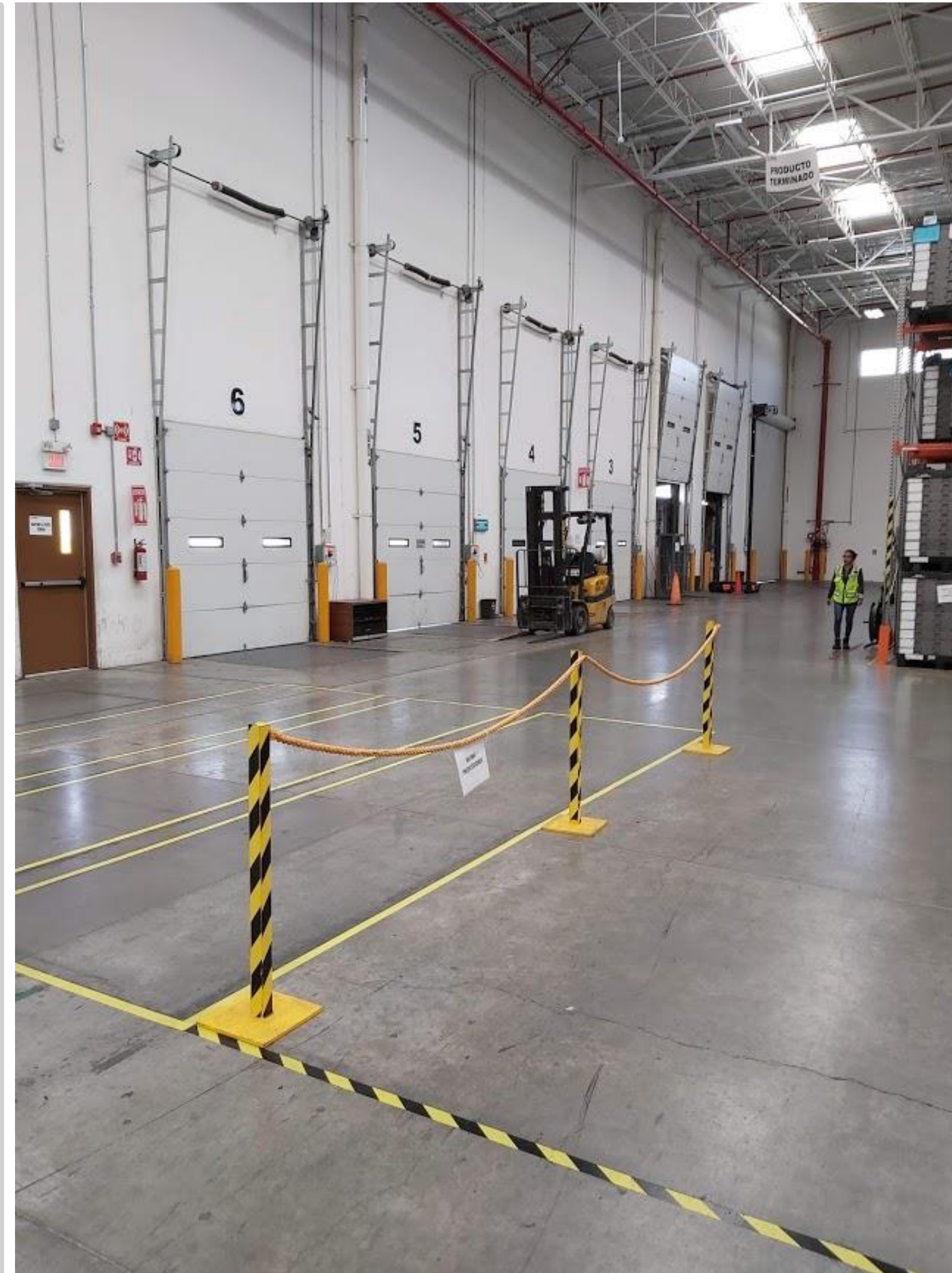


PREPAREDNESS – Pre-screening Entry Process

Visitors and Contractors

ABC has been and will continue to enforce / provide the following:

- 1. Restricting non-essential Visitors and Contractors:** to reduce any external vectors of transmission, visitors and contractors that are not critical will not be allowed within the site
- 2. Expectations on Essential Visitors and Contractors:** to make it clear to visitors and contractors that are needed at our sites to follow the general precautions and guide them to trainings / communications critical to understanding ABC's efforts before they arrive on site (including temperature / symptom pre-screening and respecting signage / precautions)
- 3. Clarity on PPE:** making it clear that PPE will not be provided by ABC for visitors and contractors and that they must ensure their own usage and supply for the time they spend on our sites



Shipping and Receiving

ABC has been and will continue to enforce / provide the following:

- 1. Reduced Contact Measures:** ensuring to respect shipping and receiving postings and maintain safe distance / utilizing any physical barriers within the applicable areas if they are required to enter the building or waiting areas
- 2. Expectations on Drivers / Carriers:** to make it clear that general precautions and signage be respected and wear PPE accordingly (based on the nature of the hand-off of supplies) along with procedures and physical guarding to protect our employees at critical supply chain areas / vectors of transmission (along with the Shipping Procedures that have remained in place before the pandemic)

[80-COV-D-12](#)

Jl for sanitizing in shipping

[80-COV-D-22](#)

Shipping department sign for social distancing

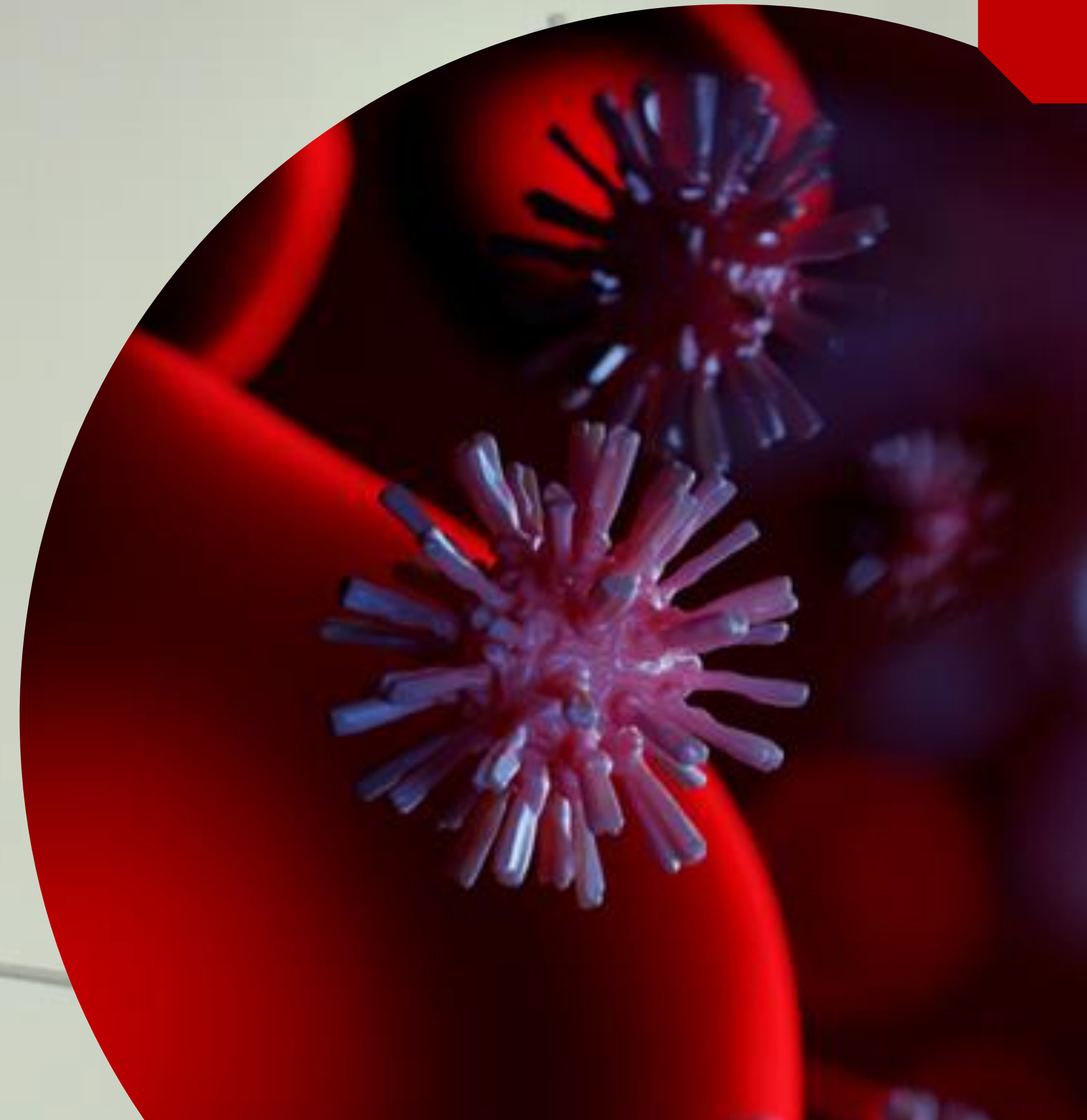




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5. COVID-19 Playbook Disinfection Procedures



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HYGIENE FIRST – Disinfection Procedures

EMPLOYEE LEVEL



- ✓ **Proper Hand Washing** will continue to be reinforced in all areas and supplied accordingly (hand sanitizers with a 70% minimum alcohol content, wipes, sprays, etc.)
- ✓ **Workstation Disinfection frequency** and making it clear when the worker must disinfect their equipment / spaces and where janitorial staff are responsible (**shared or personal spaces**)
- ✓ **Clarifying the Dangers of PPE Misuse**, i.e. lack of proper hygiene while using PPE will put the user at a higher level of risk



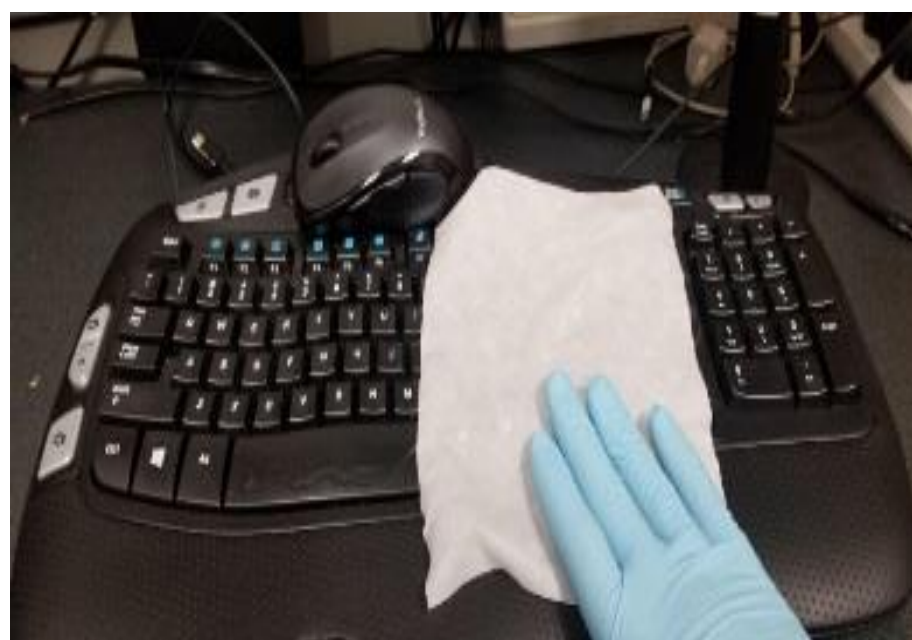
80-COV-D-02

JBS for sanitizing JL Work cell



80-COV-D-07

JBS For Sanitizing Office Equipment



80-COV-D-12

JBS for sanitizing in shipping



80-COV-D-13

JBS for sanitizing in forklift



HYGIENE FIRST – Disinfection Procedures

PLANTWIDE DISINFECTING



- ✓ EPA Approved / Medical grade disinfectants have been acquired and are being used in all communal areas every 4 hours and as needed / identified
- ✓ Selection criteria for disinfectant is a minimum of 70% alcohol
- ✓ Frequently used equipment & surfaces have been identified for daily cleaning (e.g. sinks, toilets, benches, railings etc.)

Due to the tremendous efforts of our janitorial staff, we can continue to provide a hygienic work environment for all



- 80-COV-D-03 JBS for sanitizing lockers
- 80-COV-D-04 JBS for sanitizing washrooms
- 80-COV-D-05 JBS for disinfection of pedestrian walkways - Railing Card Reader
- 80-COV-D-06 JBS for disinfection of pedestrian walkways - Railing Manual Attendance
- 80-COV-D-08 JBS For Sanitizing lockers toilets
- 80-COV-D-10 JBS for disinfecting entrance ways



HYGIENE FIRST – Disinfection Procedures

PLANTWIDE DISINFECTING




✓ Assurance of disinfection coverage



80-COV-F-27

Facilities Communal Checklist

 ABC TECHNOLOGIES <small>INNOVATION IN PLASTICS & LIGHTWEIGHTING</small>																		Form #: 30-CO Rev.: 0 - 27A								
Personal Work Station Cleaning Checklist																										
HR / EHS Department Members:																										
D - Day A - Afternoon		Monday					Tuesday					Wednesday					Thursday					Friday				
1 - Workstations / Production Floor Cells		D1	D2	A1	A2	Initials	D1	D2	A1	A2	Initials	D1	D2	A1	A2	Initials	D1	D2	A1	A2	Initials	D1	D2	A1	A2	Initials
Disinfect the following every 4 hours or as needed with the appropriate equipment																										
Shared Reusable PPE / Harnesses																										
Handheld shared tools																										
Machine buttons / handles / push bars																										
Work Station Countertops																										
Forklifts - operator touched surfaces (ex: wheels, levers, seats, buckles, buttons, etc.)																										
2 - Maintenance Department		D1	D2	A1	A2	Initials	D1	D2	A1	A2	Initials	D1	D2	A1	A2	Initials	D1	D2	A1	A2	Initials	D1	D2	A1	A2	Initials
Disinfect the following every 4 hours or as needed with the appropriate equipment																										
Hand tools																										
Countertops																										
Computer / Office station (keyboard, mouse and monitor)																										
Benches / Chairs																										
Door knobs / handles / push bars																										
Shared Key Chains																										
3 - Office Spaces		D1	D2	A1	A2	Initials	D1	D2	A1	A2	Initials	D1	D2	A1	A2	Initials	D1	D2	A1	A2	Initials	D1	D2	A1	A2	Initials
Disinfect the following every 4 hours or as needed with the appropriate equipment																										
Computer (keyboard, mouse and monitor)																										
Desktop / tabletops																										
Cellular and tabletop phone units																										
Door knobs / handles / push bars																										
Chairs and arm rests																										
4 - Shipping Office		D1	D2	A1	A2	Initials	D1	D2	A1	A2	Initials	D1	D2	A1	A2	Initials	D1	D2	A1	A2	Initials	D1	D2	A1	A2	Initials
Disinfect the following every 4 hours or as needed with the appropriate equipment																										
Buzzers / intercom buttons																										
Handheld shared tools																										
Pump truck / trolley - buttons / handles / push bars																										
Benches / Chairs																										
Door knobs / handles / push bars																										
Countertops																										

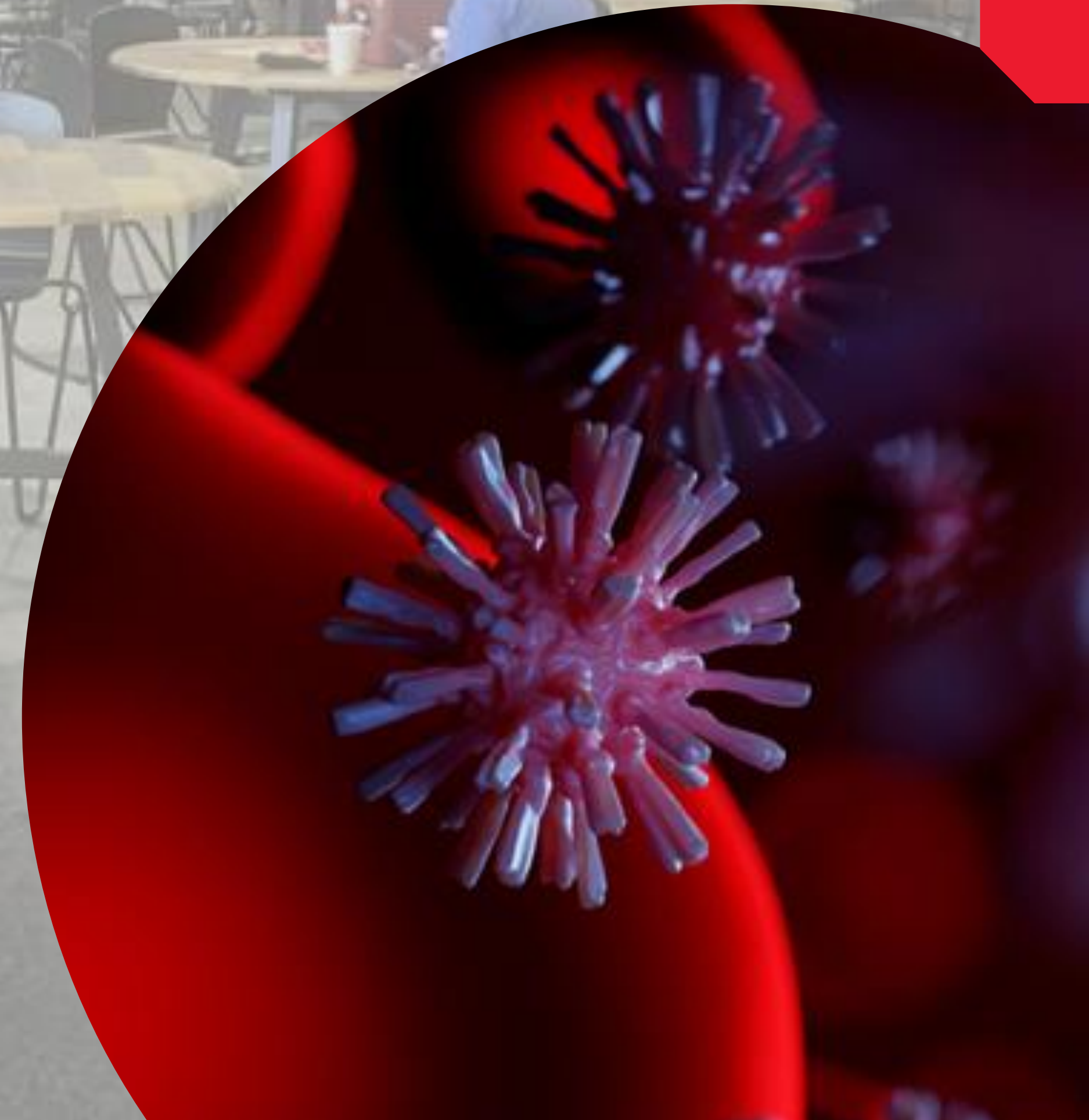




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6. COVID-19 Playbook Safety Behaviors and Practices



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ADOPTING NEW HABITS – Safety Behaviors and Practices

ABC TO TRAIN, ENFORCE AND IMPROVE ON THE FOLLOWING:



- ✓ Staggered Shift Groups upon entry and at break times
- ✓ Strategies to avoid sharing items where possible and allocating / purchasing more to reduce sharing
- ✓ Altered seating arrangements and signage to support social distancing in communal areas
- ✓ Reducing the number of occupants in communal areas
- ✓ Increased cafeteria measures to ensure safe serving practices are maintained
- ✓ Moving all meetings to a remote format where possible
- ✓ The expectations on wearing masks and disinfecting their hands before entering communal areas
- ✓ Maintain proper social distancing and hygiene in company-designated smoking areas
- ✓ Proper sneeze and greetings etiquette
- ✓ Personal items and outlining the expectation for these items to be kept off of communal surfaces
- ✓ Avoid carpooling or provide appropriate distancing for ABC employees buses
- ✓ Options for at risk / vulnerable employees to work from home
- ✓ Floor marking for queues to better control the flow of foot traffic
- ✓ Avoiding touching your face throughout the day
- ✓ Rerouting employees to the Pre-Screening gated entrances
- ✓ Proper PPE handling and disposal procedures
- ✓ Keeping COVID-19 isolation rooms secure
- ✓ Leaving site doors open, if possible, to decrease surface contact and improve ventilation
- ✓ Strategies and fixtures to reduce touching communal surfaces, ex: doorknobs / handles / push bar:
 - Use alternate protected parts of your body (if safe to do so),
 - Use hands-free opening devices (in house 3d printed or other),
 - Thoroughly disinfect yourself after use; and
 - Use disposable gloves (if possible).



ADOPTING NEW HABITS – Safety Behaviors and Practices

Clarity on – Self-Monitoring (checking symptoms and evaluating at home)

When to apply Self-Monitoring tactics for a minimum of 10 days:

- When an Employee:
 - Has no symptoms (asymptomatic) and has had possible / close contact / reason to believe they have been exposed to an individual exhibiting COVID-19 symptoms;
 - Has travelled via Air / other commercial commuter by themselves or a member of their household within the past 14 days has done so; and
 - Lives with elderly or vulnerable individuals.

Clarity on – Self-Isolation (stay away from non-essential public settings)

When to apply Self-Isolation tactics:

- When an Employee:
 - Has mild symptoms and has had possible / close contact / reason to believe they have been exposed to an individual exhibiting COVID-19 symptoms (Self-Isolation for 14 days);
 - A worker with COVID-19 symptoms should self-isolate for at least 10 days from when the symptoms started;
 - If a worker who has symptoms receives a negative COVID-19 test result, they may usually return to work before 10 days if they do not have a fever and their symptoms are getting better; and
 - Is directed by your workplace, local government orders and public health authorities (observe the required number of days).



ADOPTING NEW HABITS – Safety Behaviors and Practices

Clarity on – Full-Isolation (stay home a minimum of 10 days)

When to apply Full-Isolation tactics:

- When an Employee:
 - Has had close contact with someone known to have COVID-19 should self-isolate for 14 days.
 - If they do not develop symptoms, they may usually return to work and other activities 14 days after their last contact with the case.
 - Has symptoms (symptomatic)(Isolate for a minimum of 10 days);
 - Has symptoms (symptomatic) and has been diagnosed with COVID-19;
 - Available data indicates that persons with mild to moderate COVID-19 remain infectious no longer than 10 days after symptom onset.
 - Has no symptoms (asymptomatic) and has been diagnosed with COVID-19;
 - For persons who never develop symptoms, isolation and other precautions can be discontinued 10 days after the date of their first positive test;
 - *Is waiting for results to confirm they have contracted COVID-19 (is symptomatic or asymptomatic);* or
 - Has been advised by your workplace, local government orders and public health authorities (observe the required number of days).

All of the timelines include time spent waiting for COVID-19 test results.

Everyone has been trained on recognizing the symptoms of COVID-19 and has been clearly directed to immediately report any of these to HR and their Supervisor / Manager should they arise

Testing is recommended for individuals exhibiting these symptoms



ADOPTING NEW HABITS – Safety Behaviors and Practices

Plexi-Glass Barriers

Plexi-glass dividers are required in all areas where 2 meters (6 feet) of distance cannot be obtained (already widely in use for shipping and receiving areas)



Plastic Curtain Barriers

Where plexi-glass barriers are not feasible; plastic curtain barriers will be implemented to ensure separation between employees



ADOPTING NEW HABITS – Safety Behaviors and Practices

Fans and Ventilation – Added precautions

Fans & ventilation systems have the potential to contribute to increased biological agent transmission via airborne sources.

In order to mitigate the potential risk to our valued employees, the following steps will be implemented at ABC Technologies' facilities:

- Portable fans will NOT be used at ground level,
- Ceiling fans or column fans will be used instead and directed away from an employees face area; and
- All Doors / Windows to be propped open to allow ventilation within the facility (if not a security issue and screens / gates are in place)(temperature permitting).
- In larger public areas air purifying units have been deployed.





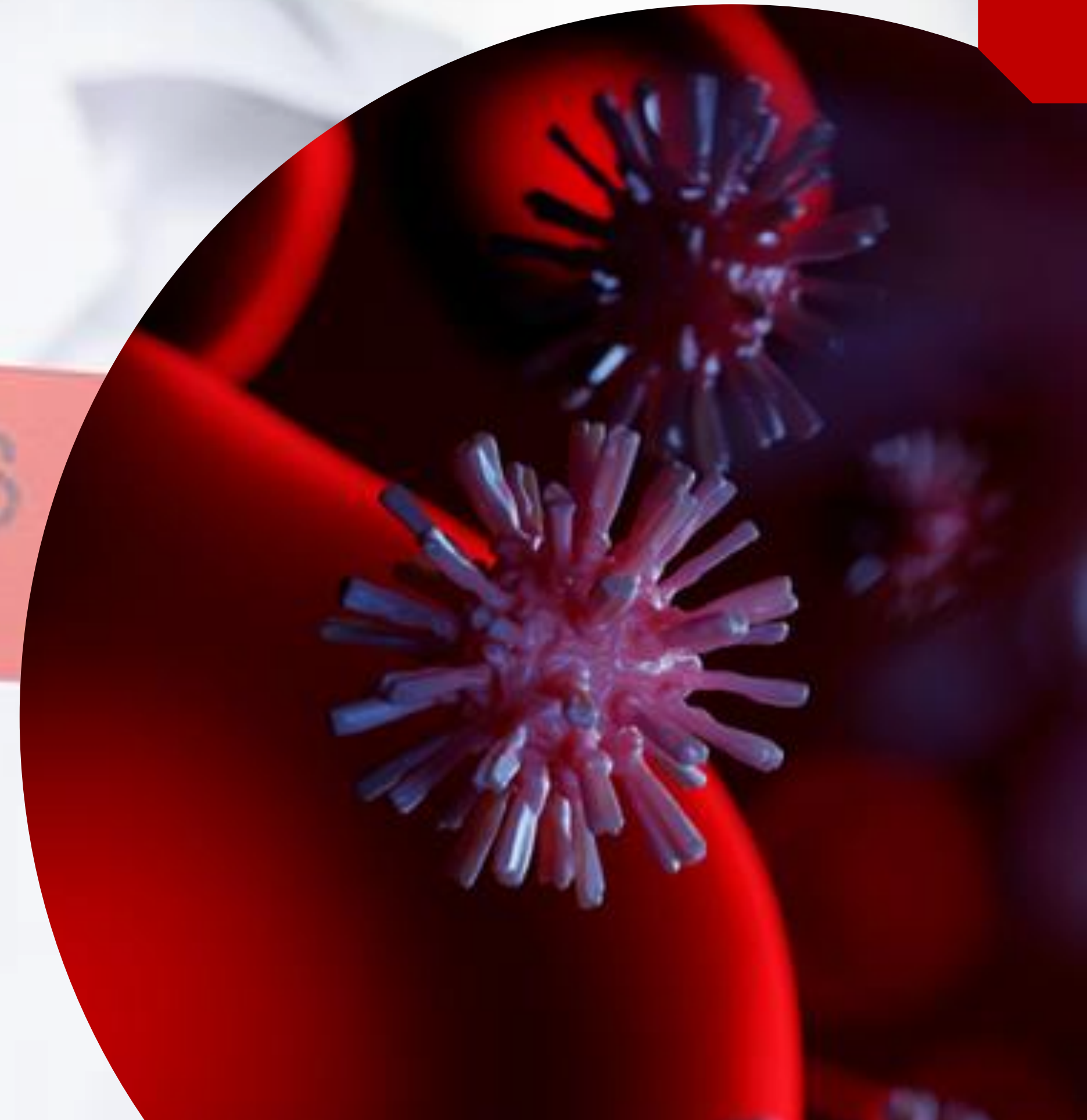
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CORONAVIRUS

7. COVID-19 Playbook

Protective Equipment and Controls



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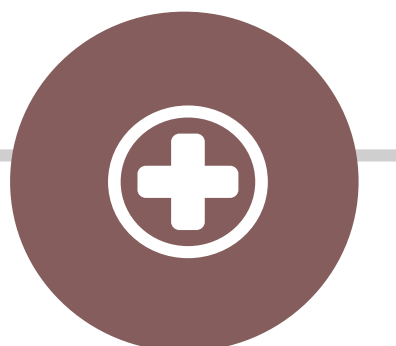
FINAL CONTROL MEASURES – Personal Protective Equipment

ABC's initiatives have been designed to meet the following control levels:

- **Elimination:** while most effective at reducing hazards, for biological agents, it is difficult to fully eliminate the hazard
 - Elimination would be removing COVID-19 from the workplace
 - Some methods include:
 - Work from home; and
 - Halted/suspended production.
- **Substitution:** not applicable in the current global climate



- **Engineering Controls:** favored for controlling existing worker exposures in the workplace because they are designed to remove the hazard at the source.
 - These may include, but are not limited to:
 - Adjusted cell layout,
 - Plexi-glass separators; and
 - Plastic curtain separators.
- **Administrative Controls:** used with existing processes where hazards are not particularly well controlled
 - These may include, but are not limited to:
 - IR and Temperature scanning,
 - Social distancing guidelines,
 - Return to work guidelines,
 - Staggered start/break times,
 - Job breakdown sheets; and
 - Meeting/training guidelines.



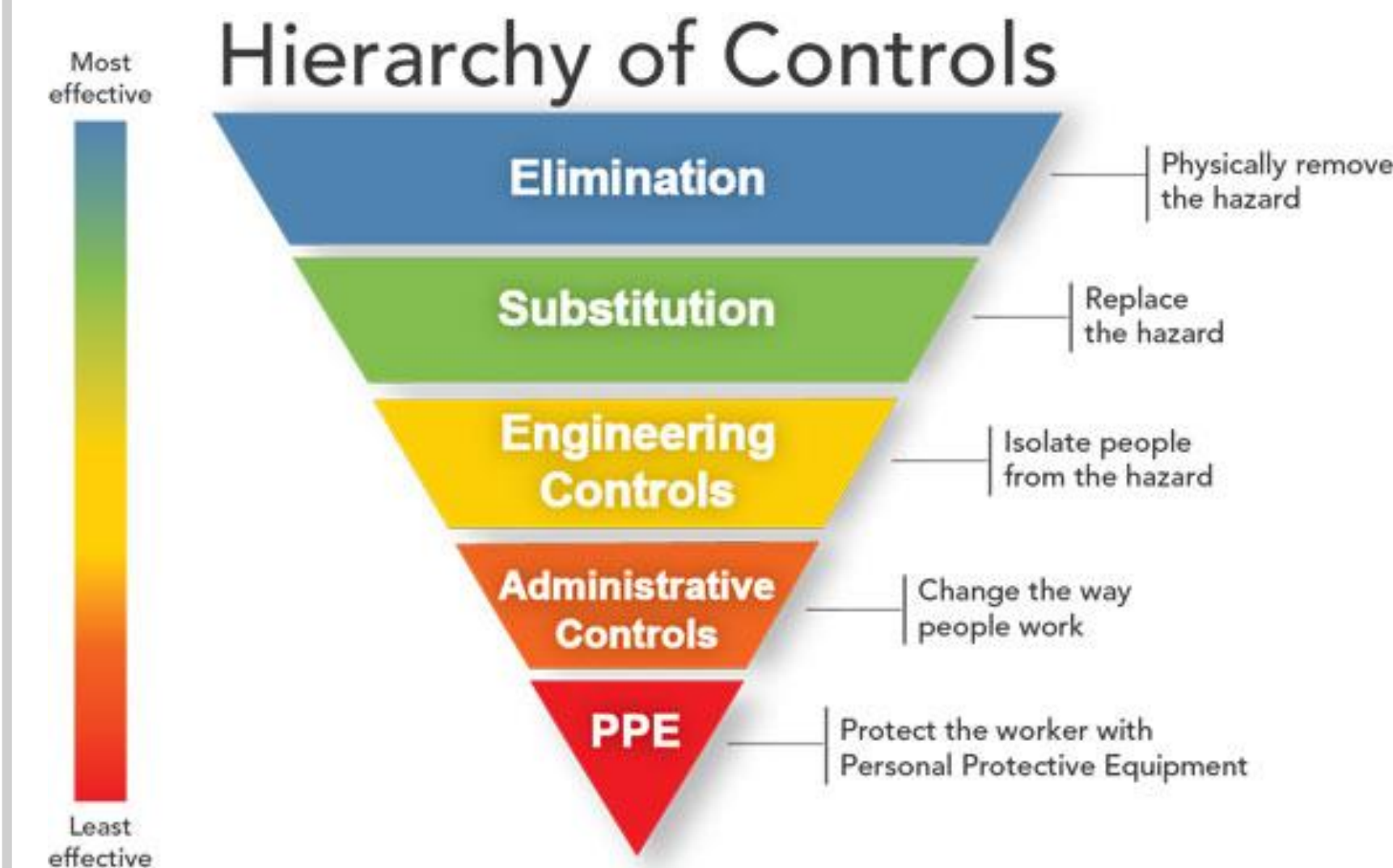
FINAL CONTROL MEASURES – Personal Protective Equipment

Based on a hierarchy of control methodology, ABC maintains the opinion that the last line of defense from any hazard is at the personal level, i.e. PPE

To ensure a robust COVID-19 program, ABC is making PPE available for employees in order to take every precaution necessary to protect our employees and vigorously enforce their usage

PPE is to be used in communal areas and where Engineering, Administrative controls and safe distancing is not possible / available

- In addition to the PPE's protective features, it acts as a constant visual reminder to exhibit safe practices and to alleviate thoughts of anxiety in our work force
- **Masks and gloves will be provided**
 - At a minimum everyone is expected to have a surgical mask (dependent on global supply)
 - N-95 Masks for identified individuals (ex: Janitorial Staff)
 - **Reusable masks as a last option** – dependent on global supply and further approvals will come from Top Management should this decision need to be made.
 - Surgical style masks / nose and face covers can be brought in from home if they are maintained, in good condition, regularly cleaned and contain no potentially offensive/obscene materials.
- These masks are required to be worn when ample safe distancing is not possible (2m/6ft)
- PPE is also be worn in all common areas (walkways, washrooms, lockers, etc.)



FINAL CONTROL MEASURES – Protective Equipment and Controls

Critical Supply Chain Management

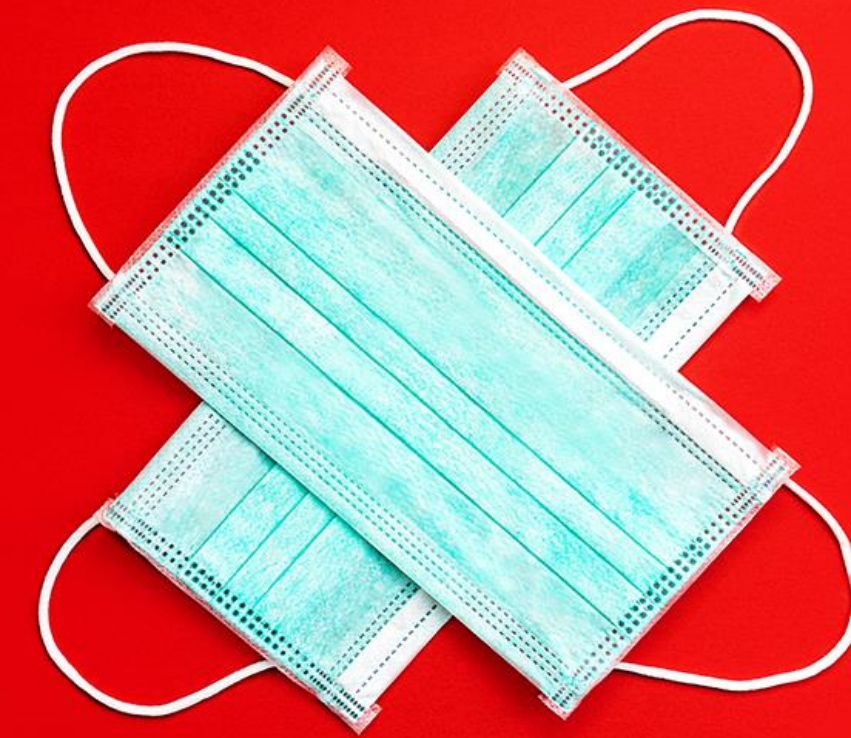
To further bolster an effective distribution process and ensure proper management of supplies, the following efforts are required:

- Plant Operations and understanding schedules of customer demands,
- Site specific HR to acquire employee numbers and understand job specific hazards,
- Diversify and open up all avenues of procurement from the Purchasing Department; and
- Assign Site specific Committees to control local PPE distribution.

ABC will continue to fulfill our PPE needs while making it clear that the abuse / overuse / hoarding of these highly desired commodities will not be tolerated under any circumstances

This difficult initiative is the embodiment of our commitment to our people

ABC will continue to source new suppliers and work on filling our PPE / supply needs with compliant alternative items



FINAL CONTROL MEASURES – Protective Equipment and Controls



Critical Supply Chain Management

ABC will set aside PPE stock for critical staff (ex: janitorial)

PPE will be made available to each employee / group accordingly

If not available see your Supervisor to get the appropriate PPE for your daily activities



FINAL CONTROL MEASURES – Protective Equipment and Controls

- Extensive training and communications have been focused around PPE, including:
 - ✓ Proper Donning and Doffing techniques
 - ✓ The dangers of excessively touching masks and an employees face with PPE or bare hands rendering the PPE non-effective due to the barrier of protection becoming contaminated
 - ✓ Ensuring proper disposal and zero tolerance for PPE litter
 - Zero tolerance out of respect to the tremendous efforts from our janitorial staff and to reduce another possible vector of transmission

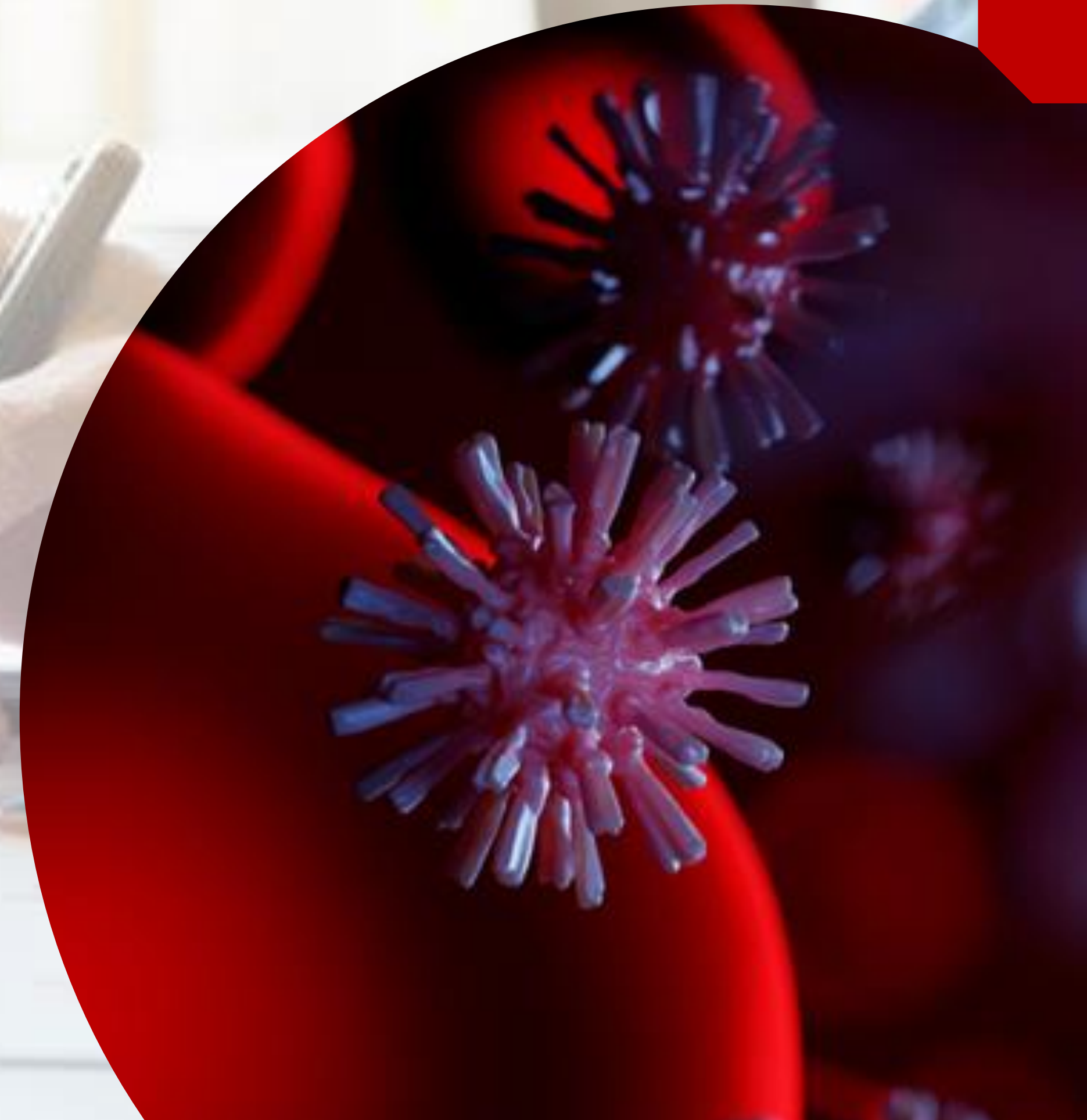




ABC TECHNOLOGIES

INNOVATION IN PLASTICS & LIGHTWEIGHTING

8. COVID-19 Playbook Global Conformance



▲ Canada ▲ United States ▲ Mexico ▲ Brazil ▲ Spain ▲ Poland ▲ Germany ▲ China ▲ Japan

VALIDATING OUR EFFORTS – Global Conformance

Internal Responsibility System – Defining Our Responsibilities

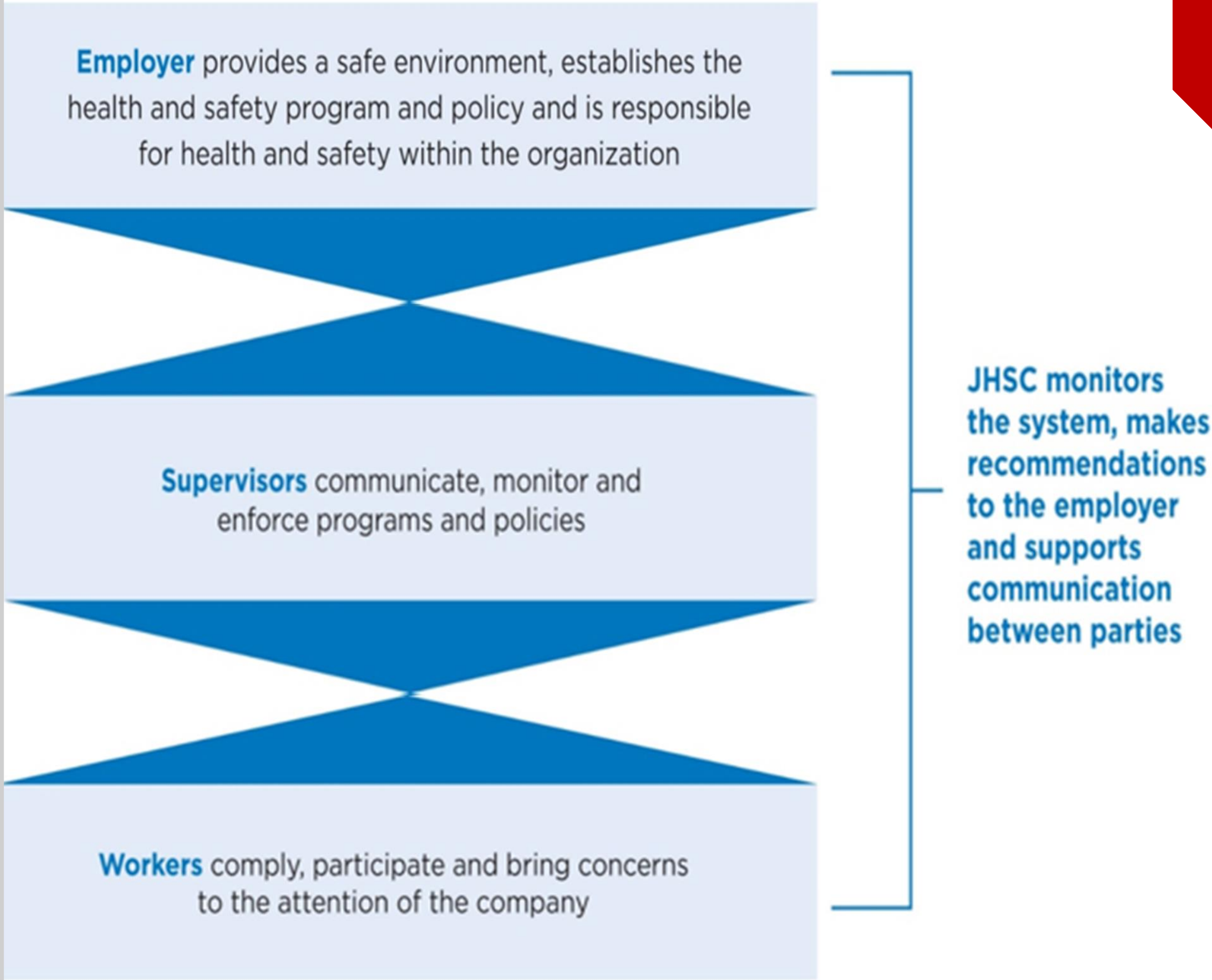
First and foremost; all ABC Employees must know their responsibilities regarding implementing, enforcing, and validating the COVID-19 program at each respective site

All managers, supervisors, and workers must fulfill these responsibilities

Communication between all levels is needed to ensure these responsibilities are met (including their own employees, essential visitors and contractors)

The internal responsibility system (IRS) will be followed at all ABC sites to ensure that the COVID-19 program is effective and minimizes all potential and actual risk to employees

IRS is a compliance requirement based on Ontario OHSA and a key requirement in ABC's HSMS



VALIDATING OUR EFFORTS – Global Conformance

Case Management – Defining Our Response

Suspected case management is a key element to protect our employees and prevent the spread of biological agents

ABC is committed to ensuring that any suspected or confirmed cases of COVID-19 result in immediate action taken to prevent transmission and protect our employees including:

- Contact tracing (i.e. immediately determining persons and surfaces that were contacted by the person in question),
- Enhanced disinfecting protocols including 3rd party services (as required),
- 14-day minimum full isolation / quarantine practices; and
- Frequent communication between the affected employee and HR personnel.



VALIDATING OUR EFFORTS – Global Conformance

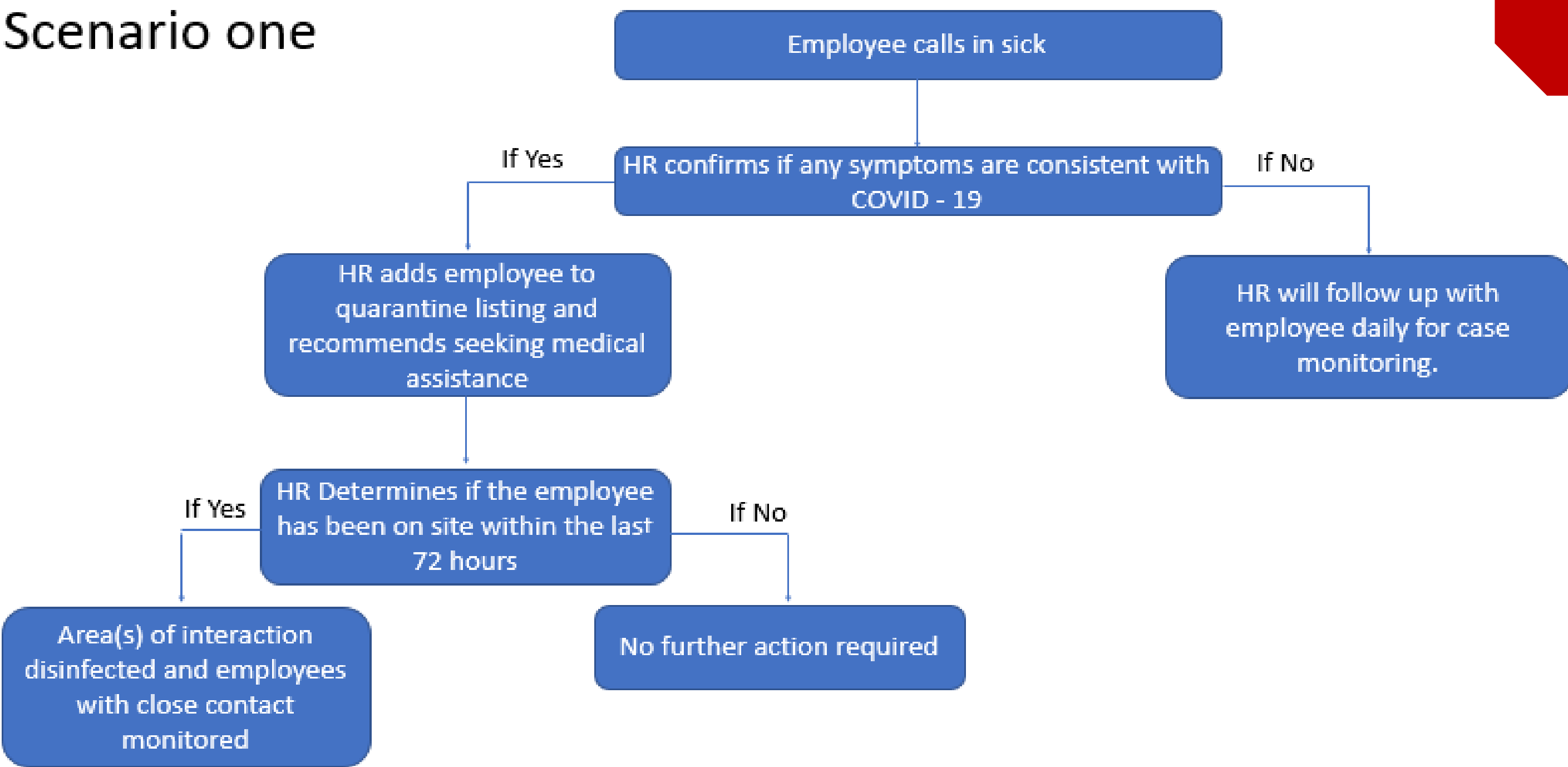
Case Management – Defining Our Response

Proper identification of all potential scenarios and the associated actions required will help to mitigate risk to our employees and the company

7 key potential case scenarios have been identified:

- Employee calls in sick,
- Employee shows symptoms at work,
- Employee refused entry due to fever,
- Employee reports they have tested positive for COVID-19,
- Employee resides with an individual who has tested positive for COVID-19,
- Employee was in contact with an individual who tested positive for COVID-19; and
- Employee resides or was in close contact with someone who is in quarantine and awaiting test results.

Scenario one



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Case Response Process Flows

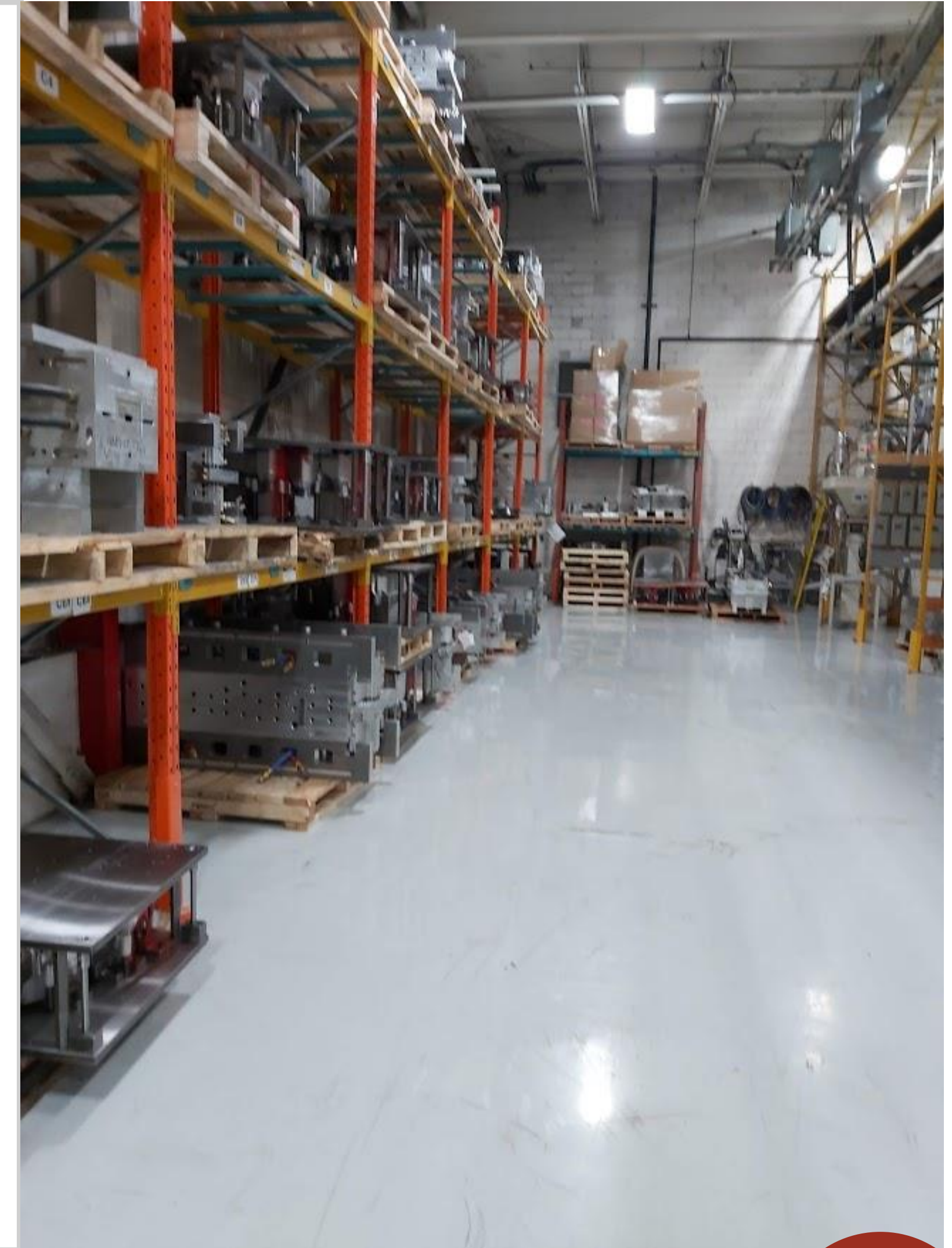


VALIDATING OUR EFFORTS – Global Conformance

To ensure effective implementation, sites will need to audit themselves on a daily basis and continue employee engagement in effort to continually improve these new programs and processes

This not only allows for Management to determine where efforts need to be reallocated, it also means

- The elimination of honor systems and having hard evidence of implementation / conformance,
- Global effectiveness and auditing to confirm if our measures across the globe are properly scaled,
- Instant feedback on ease / challenges of adapting our measures on a plant specific level; and
- Maintaining a dialogue and opening up another avenue of communication with our employees to field their concerns as they continue to change.



VALIDATING OUR EFFORTS – Global Conformance

Benchmarking and Best Practices – Added precautions

Factual and unbiased information from reputable sources assist in mitigating risk from the workplace and protecting our employees to the fullest extent

ABC Technologies has incorporated elements from multiple sources (including but not limited to):

- Jurisdictional health & safety government agencies (Ontario MOL, OSHA, etc.),
- Local and regional health agencies (WHO, CDC, etc.); and
- Customers and Suppliers within the automotive manufacturing sector.



Caring for the safety of our employees, partners, customers, contractors and suppliers is our top priority

Our commitment remains to...

Always **B**e **C**areful

As a unified company, we will overcome the challenges of today

Still Have Questions?

Send your questions regarding this playbook to covid19@abctech.com



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