

# **Trialon Corporation**

## **Return to Work and COVID-19 Safety Plan**

From the start of the COVID-19 outbreak, our priority is to protect the health and safety of our **employees and families**. As we begin the process of returning to the workplace, we have multiple steps in place to ensure your safety continues.

Effective May 14<sup>th</sup>, 2020, the following are safety requirements that will be taking place.

### **Safety Requirements**

- Health Screening Process
  - Completion of a health declaration form
  - Individual Forehead temperature screening results reported to manager
    - Trialon has obtained Infrared Temperature Units for all facilities
    - Hand sanitizer will be provided next to each temperature unit, employee must use hand sanitizer before and after use. Temperature units will be cleaned daily.
    - Any fever above 100.4 degrees Fahrenheit, employee will return to home and not report until fever is below 100.4 degrees for 72 hours
  - Health information will be confidential and only shared with HR if necessary
  - If an employee does not accept the screening, the company will direct the employee to leave work, obtain medical clearance and provide an official certificate prior to returning to the company premises, following the country's medical leave regulation.
- Enhanced cleaning and disinfecting protocols for the workplace, including regularly cleaning high-touch surfaces
- Employees will wipe down all commonly used items prior to and after use.
- Enhancing the ability of employees, customers, and clients to wash hands or take other personal hygiene measures such as use of hand sanitizer
  - New and Improved signage has been placed throughout the Trialon Facilities.
- Complying with social distancing requirements established by the CDC, including maintaining six-foot social distancing for both employees and guests.
- Scheduling shifts that allow social distancing.

## **Personal Protection Equipment (PPE)**

Upon returning to work, all employees will receive a care package with the following PPE items

- Surgical masks
  - Wearing a mask is optional for employees but will be required for guests
  - Each employee will be given one mask per week due to limited supply
  - Masks will be stored in a brown paper bag when not in use, which Trialon will provide
- Safety Glasses
- Individual Hand Sanitizer

## **Guests and Visitors**

As we return to work, at times customers may need to enter our facilities, the host must have all guests and visitors do the following:

- Complete a Health Declaration Form
- Complete Temperature Scan
- Wear facemask or covering
- Wash hands thoroughly prior to starting work
- Maintain social distancing when possible
- Clean and sanitizer area when leaving facility

## **Remote Working and Workplace Flexibility**

To help promote social distancing and limit the amount in the facilities, some employees will continue working remotely for the foreseeable future. Flexible scheduling will be allowed based on the need of the department. Meaning that team members will work half the time in the facility and half the time remotely. This will be determined by your manager / supervisor. Employees working remotely will continue using the VPN and Team platform for meetings and communication.

## **COVID-19 Exposure and / or Positive Test**

In the event, that an employee has a confirmed/suspected COVID-19 diagnosis, the CDC recommends closing off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection. Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and machines used by the ill persons, focusing especially on frequently touched surfaces.

If an employee or immediate family member tests positive for COVID-19, the employee must do the following:

- Notify their manager and HR
- Self-Quarantine / Isolate for 14-days minimum
- Employee must test / re-test negative prior to returning to work

If an employee is exposed to another employee that tests positive for COVID-19:

- Employee will self-quarantine for 72-hours minimum
- Employee must be symptom free for 72-hours
- Employee must get a negative Covid-19 test prior to returning to the workplace

Any employee working at the Auburn Hills lab must adhere to the requirements of the property management company.

All requirements of the Return to Work and Safety Plan are subject to change or be revised based on recommendations from CDC, state, and local guidance.