

ASAHI KASEI PLASTICS NORTH AMERICA, INC.

WORKPLACE SAFETY PLAYBOOK

COVID-19 RESPONSE AND PREPAREDNESS



The information contained in the Asahi Kasei Plastics North America, Inc. ("APNA") Workplace Safety Playbook represents our current practices and recommendations for our manufacturing operations and office locations around the world, during this time of the unprecedented COVID 19 pandemic.

Updated: November 18, 2020

MESSAGE FROM OUR PRESIDENT

During these unprecedented times, the safety of our employees, customers and community remains our top priority.

As we continue to navigate through the environment, Asahi Kasei Plastics North America (APNA) has provided a guide for getting back to work in the “new normal.” This guide provides a framework of protecting employees at our manufacturing facilities and office locations.

The guidance given throughout this document is based on the recommendations by the World Health Organization, Centers for Disease Control and Prevention and the OSHA Guidance on Preparing Workplaces for COVID-19.

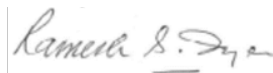
The playbook covers a wide range of topics, including:

- Disinfecting and Cleaning Guidance
- Social Distancing Guidance
- PPE Requirements
- Employee Training

As the situation around the world continues to change, we will make regular updates to ensure we are complying with all requirements and recommendations.

We understand it will be an adjustment to change to this new normal. We hope that by sharing this document our employees and customers feel that we are establishing a safe and healthy workplace.

Thank you for your continued cooperation and support,



Ramesh Iyer
President and COO

TABLE OF CONTENTS

Message from the President

Workplace Protocol

COVID-19 Response Team

Daily Health Risk Assessment

Social Distancing

Disinfecting, Sanitation and Cleaning Guidance

Personal Protective Equipment (PPE)

Isolation Guidelines

Contact Tracing

Transportation, Vehicle and Travel Guidance

Visitors, Contractors and Suppliers

Employee Training

COVID-19 Mandatory Training

Online Training

Posters and Forms

Posters

Forms

Closing Remarks and Contact

WORKPLACE PROTOCOL

According to OSHA's Guidance on Preparing workplaces for COVID-19
APNA is classified as a lower exposure risk (caution) job.

Due to this, additional engineering control are not recommended for workers. We continue to ensure all engineering controls already used to protect workers from job hazards are continuing to function as intended.

COVID-19 RESPONSE TEAM

Asahi Kasei Plastics North America has a COVID-19 Response Team that was established in February. The team consists of members from all APNA locations.

It is a cross-functional team that consists of: Executive Members, Human Resources, Communications/Public Relations and Manufacturing.

The team meets as needed to plan for the future by discussing the following topics:

**ACTION
ITEMS**

**EMPLOYEE
HEALTH**

OPERATIONS

**EMPLOYEE
COMMUNICATIONS**

**ADHOC
NEEDS**



DAILY HEALTH RISK ASSESSMENT

Upon arriving, all employees and guests are required to go through the below screening process. Some of the questions include numbers one and two, for a full list of questions [click here](#).

Temperature Screen: Individual will stand on the designated spot in front of the thermal imaging camera for the temperature check. If the individual's temperature is over 100.4 F (38 C) the system will sound an alarm.

Questionnaire: All guests entering the facility must answer the questions below:

1. Are you experiencing any symptoms consistent with COVID-19 infection, such as fever, sore throat, a new uncontrolled cough that causes difficulty breathing, diarrhea, vomiting, abdominal pain, new onset of a severe headache, and new loss of taste or smell?
2. Have you had any known exposure with someone positive for COVID 19?

NOTE: If you answer yes to any questions, before proceeding, please contact Human Resources and your Supervisor. It is recommended that all employees answer this questionnaire before arriving to the facility.

To regulate traffic, employees are to enter the facility using the main lobby entrance door to enter the screening checkpoint at all facilities. It is critical that everyone enters the facility at the checkpoint using the main lobby entrance doors, do not enter the facility through any other doors on the building. Markers on the floor keep employees 6 feet apart while waiting to be screened.

SOCIAL DISTANCING

Employees should follow the Centers of Disease Controls (CDC) guidelines and remain six feet apart.

To decrease the possibility of cross contamination between production shifts, we have designated an area on the production floor that the oncoming shift must remain in until the previous shift has left the floor.

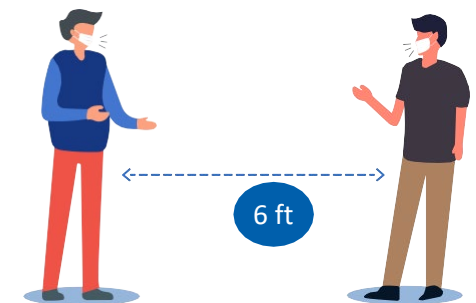
While employees are working, we have reduced the number of chairs in our lunchroom to ensure employees can keep a safe distance.

All doors have been propped open to help air circulation and limit the need to touch door handles. Signage is posted throughout the facility reminding employees to keep a safe distance and to limit the number of people in small spaces such as control rooms.

Employees will be returning to work in a phased approach. Once office employees return on site to work, meetings will be limited. To ensure employees are still practicing social distancing employees will need to keep at least one chair between each person. Employees will also need to stagger themselves so that they are not sitting directly across from each other. Employees will also need to wipe down surfaces such as armrests, tables and conference phones before and after using.

For a more detailed document, click below:

- [APNA – Social Distancing](#)
- [APNA - Conference Room Layouts](#)





DISINFECTING, SANITATION AND CLEANING GUIDANCE

During every shift there is a 'shift cleaning process' ensuring everything is wiped down and clean. This takes place at the beginning, middle and end of every shift. We are always encouraging employees to wash their hands for the recommended time, as well as making sure their workspace is clean outside of the mandatory shift cleaning process.

We have also provided all employees access to hand sanitizer, cleaning solutions and the proper PPE during their shifts. These products are located in various areas of all our facilities.

On top of our in-house solutions, our cleaning company has developed a 'deep clean' schedule to ensure frequently touched surfaces such as door handles are thoroughly cleaned. This is done throughout the day so our employees can have a safe, clean facility where they can resume operations.

In the event we have a positive case within our company we have established a deep cleaning protocol based on the CDC's cleaning recommendations. Given the location of the positive case management will review the location and information to decide next steps. Cleaning companies have been identified at all facilities to conduct deep cleaning.

For a more detailed version of these guidelines, click below:

- [APNA – Cleaning and Disinfecting](#)

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Employees are to follow all previous personal protective equipment (PPE) guidelines that they normally would for job tasks.

In addition to our normal PPE requirements, APNA is providing disposable masks every day for our manufacturing staff, and reusable masks for all office employees. Employees can find these masks at the check-in point and disposable masks will be issued every day worked.

While in the plant, employees are recommended to wear a mask at all times other than when it is not feasible (for example, eating lunch). For operations employees, this could be either their respirator or the disposable mask issued at the checkpoint.



Reusable cotton masks for office employees

ISOLATION GUIDELINES

Associates experiencing COVID 19 associated symptoms, should contact HR and their Supervisor to discuss appropriate next steps.

The isolation guidelines vary depending on the state you live in. In general, please contact HR and your Supervisor if you have any of the following symptoms that are not already known by another medical or physical condition: Fever, uncontrolled cough, shortness of breath, loss of taste or smell, muscle aches, sore throat, severe headache, diarrhea, vomiting, abdominal pain.

If you have come in contact with someone that tested positive for the virus, or have family member at home that tested positive for the virus, please contact HR and your Supervisor within 24 hours.

Process for COVID-19 Positive Case:

- [APNA – Positive Case Process](#)

Infected Employee Communication:

- [APNA – Infected Employee Communication](#)

Scripts for Employees:

- [APNA – Script for Infected Employee](#)
- [APNA – Script for Potentially Infected Employees](#)

CONTACT TRACING

In the event an employee tests positive, our Human Resources team will follow legal guidelines to contact any individuals such as visitors, employees or contractors as appropriate.

If individuals are identified as being in “close contact” the Human Resource department will then contact the those who were named, while protected the identity of the individual who tested positive.

Once Human Resources contacts each employee, they will follow the proper protocol that was discussed in the Isolation Guidelines.



TRANSPORTATION, VEHICLE AND TRAVEL GUIDANCE

We have been following the Center of Disease Control's (CDC) travel guidelines since the end of January, along with following Executive Orders in Michigan, Alabama and Mexico.

For business travel, the trip needs to be approved from management before booking. We are asking employees to share with our Human Resource department if they take any personal travel.

If employees are using the company pool car, employees will need to wipe down the car before and after use. The number of employees in the car will be kept to a minimum.



VISITORS, CONTRACTORS AND SUPPLIERS

All guests have to complete the current onsite Covid Protocol before proceeding into the facility, which includes temperature screening and a Covid questionnaire.

We are continuing to encourage video conferencing, phone calls, or other forms of remote communication to maintain relationships with our customers and communities.

All approved visitors, contractors and suppliers should follow the local on-site mask wearing and social distancing requirements.

See the 'Forms' page for the most up-to-date questionnaire.





EMPLOYEE TRAINING

COVID-19 MANDATORY TRAINING

Asahi Kasei Plastics North America is requiring employees at all locations participate in a training that covers the following topics:

- Routes by which the virus causing COVID-19 is transmitted from person to person
- Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces
- Symptoms of COVID-19
- Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19
- Measures that the facility is taking to prevent worker exposure to the virus, as described in the COVID-19 preparedness and response plan that is required
- Rules the worker must follow in order to prevent exposure to and spread of the virus
- The use of personal protective equipment (PPE), including the proper steps for taking it on and off

ONLINE TRAINING

Through our company training portal, we offer a class titled Pandemic Flu Awareness. The course focuses on a basic overview of symptoms, transmission, types of influenza and history of pandemic flu.

The course highlights information how a seasonal flu and pandemic flu vary from each other. It also highlights why pandemic flus need to be treated different from a seasonal flu.

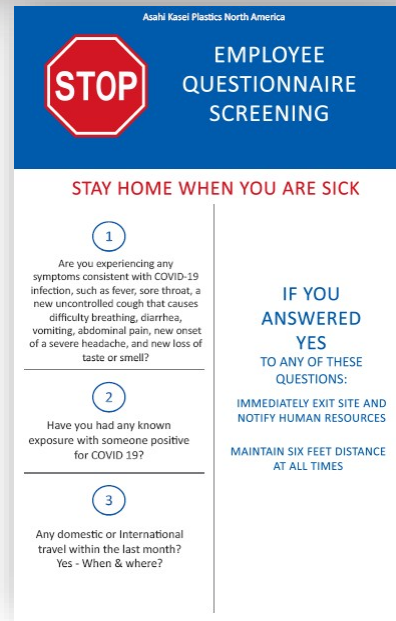
It is designed to increase awareness of the pandemic threat the flu poses and to provide information that can be used to form preparedness and prevention.

All employees are encouraged to take the course to increase their general knowledge on the flu and pandemics. Any new hire moving forward during the Pandemic will be required to take this course.



POSTERS AND FORMS

POSTERS



Employee Questionnaire Screening Poster



20-Second Hand Washing Poster

Asahi Kasei Plastics North America has placed various posters around all facilities to ensure our employees and guests have the proper information.

Our goal is to make sure everyone is informed with the same, consistent message so we can be confident in our safe operations practices.

To the left, we have shown an example of two of the posters that are in our facilities. We have a variety of topics that we have provided for our employees and guests such as:

- Hand Washing
- Questionnaire
- Contact List for Remote Employees
- Critical Manufacturing Poster for Products

FORMS

Please view the following forms below that have been embedded into this document. If you did not see a form you were specifically looking for, please contact our Communications team at apnacommunications@akplastics.com.

Social Distancing:

- [APNA – Social Distancing](#)
- [APNA - Conference Room Layouts](#)

Disinfecting, Sanitation and Cleaning Guidance:

- [APNA – Cleaning and Disinfecting](#)

Isolation Guidelines:

- [APNA – Positive Case Process](#)
- [APNA – Infected Employee Communication](#)
- [APNA – Script for Infected Employee](#)
- [APNA – Script for Potentially Infected Employees](#)

Posters:

- [APNA – Employee Questionnaire](#)
- [APNA – Hand Washing Instructions](#)
- [CDC - Stop the Spread of Germs](#)
- [CDC - Symptoms of COVID-19](#)



CLOSING REMARKS

APNA will continue to update this document and keep close relationships with our employees, customers and communities during these difficult times. If you have any questions regarding the content of this playbook, please email APNAcommunications@akplastics.com.