



# SMART START PLAYBOOK

EXTERNAL USE

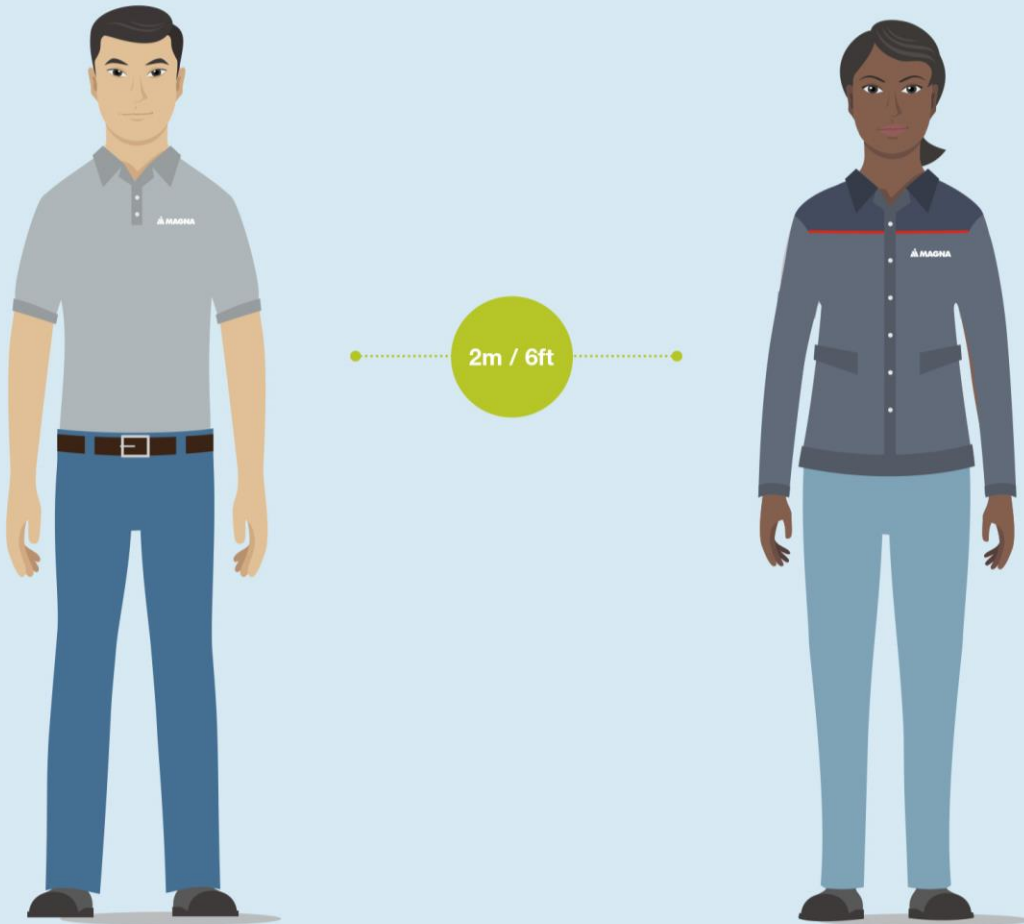
## **A NOTE TO ALL READERS**

The information contained in the Magna Smart Start 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.

Applicable policies regarding Magna's pandemic response include The Company's Infectious Disease Protocol and COVID-19 Workplace Contingency Plan.

# SMART START PLAYBOOK

START-UP & CONTINUITY PLANNING



**IN THIS  
TOGETHER  
#NEW NORMAL**

An interactive guide  
for COVID-19 Pandemic  
Preparedness and Response

Magna Leaders:

Magna's Smart Start Playbook is your interactive guide for getting back to work in the "new normal," as our business recovers from the COVID-19 pandemic. It provides a framework for restarting our facilities and office locations with a consistent response and strategy throughout the company, while protecting employees and making sure everyone stays safe, healthy and confident about returning to work.

Designed with the help of Human Resources, Health, Safety and Environmental, Operations and Communications, this go-to resource for COVID-19 pandemic preparedness and response will increase the knowledge and competence of teams by saving time, preventing mistakes, encouraging independence and autonomy, and ensuring safe workplaces.

It includes a streamlined set of checklists and practical recommendations based on guidelines from the Centers for Disease Control and Prevention and the World Health Organization.

The playbook covers a wide range of topics, including:

- Plant opening protocols
- Emergency Management Team
- PPE requirements
- Self-Assessment/Facility Assessment
- Cleaning and disinfection protocols
- Employee training and communications

While readjusting to work will pose unique challenges, the Magna Smart Start Playbook is a critical tool to have as we implement and adapt to a "new normal", while continuing to respect our Employee's Charter commitment to a safe and healthy workplace.

Sincerely,

A handwritten signature in black ink that reads 'Don Walker'.

Don Walker  
Magna CEO

This document is interactive, allowing you to move through content quickly and as needed. It also works traditionally, offering a page-by-page view and it is print-ready.



START-UP / CONTINUITY

EMPLOYEE RELATIONS

EMPLOYEE TRAINING  
/ COMMUNICATIONS

MAGNA RESOURCES

On any page of the Playbook, you can return to the Table of Contents by clicking the home icon at the bottom left corner, or you can click on one of the tabs to jump directly to a section.

## Purpose and Intent

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The Magna Smart Start-Up Playbook constitutes a series of recommended industry best practices, dealing with various Health, Safety, Environmental, and Public Health focused measures, designed to enhance the health and well-being of employees working in a COVID-19 environment.

These protocols represent our current practices regarding the operation of Magna facilities during a highly uncertain time and are designed to be a "living" document, recognizing that applicable public health guidance regarding COVID-19 is evolving on almost a daily basis.

The various protocols set out in this document constitute recommendations, based on various guidance provided by the World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC), as well as various country specific public health authorities.

These protocols are designed to fit the needs of local facilities, having regard to unique plant re-start and return to work situations that may arise in various parts of the world. In applying these recommendations, our primary consideration as an organization should always be the safety of our employees.

The recommendations set out in this document are standards generally applicable across the Magna organization. However, where local public health and/or country/state specific regulatory requirements impose a more rigorous standard, Magna facilities should defer to the local legal requirement, as applicable.

Where local situations require it, Magna Groups and Divisions should consult with Company Health, Safety and Environmental and Medical advisors, as well as Company legal counsel, where assistance is required with interpreting or applying these recommendations.

### **Legal Disclaimer**

The information contained in this document does not constitute legal advice and should not be applied arbitrarily to other businesses or workplaces. Magna bears no responsibility with respect to third party reliance on the recommendations set out herein. All employers should consult with local legal counsel, medical as well as health & safety advisors specific to their jurisdiction and industry in developing strategies applicable to their unique workplaces.

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# START-UP & CONTINUITY PROTOCOLS

Start-Up Introduction

Start-Up Checklist

Emergency Management Team

Personal Protective Equipment

Disinfecting/Cleaning Guidelines

Audit Checklist

Inbound Parts / Materials /  
Packages Guidance

Isolation Guidance

Daily Health Risk Assessment

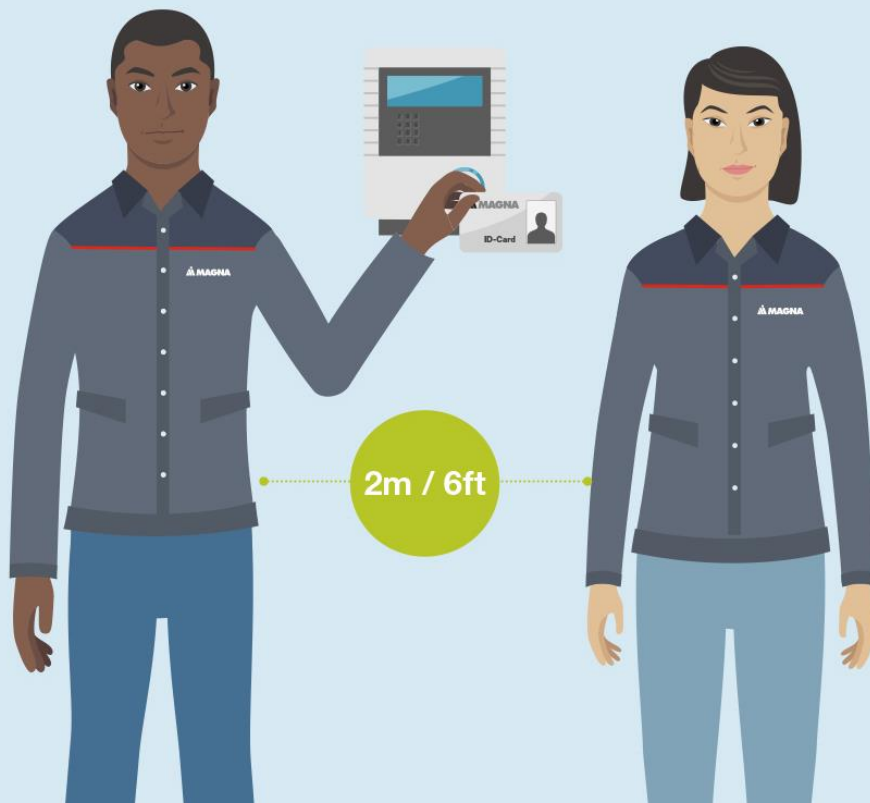
Contact Tracing

Decontamination / Cleaning  
Guidance

Social Distancing Guidance

Transportation and Vehicle  
Guidance

Visitors, Contractors, Suppliers and  
Agency Guidance



## Start-Up Checklist Introduction

One key component of Magna's response plan is a start-up checklist of shared practices for guidance to locations to protect employees and ensure their health and well-being are cared for.

The following guidelines were developed and supported collectively by motor vehicle manufacturers and suppliers to protect the safety of employees and others on the premises in relation to COVID-19. Magna is adopting these practices voluntarily. Your local area may have requirements that supersede these recommendations.

The start-up checklist is sorted by category with specific guidance that locations can use to develop a response plan that addresses and considers requirements for their country, region or area. Each category provides clear guidance on the requirements for pre-screening when coming to work, PPE, cleaning and disinfecting, physical distancing practices, response to positive or suspect cases, education and training.

Communication will be critical to the response plan, so a detailed communication strategy will assist Division leaders, supervisors and workers to understand the complexity of our current environment, and how we will respond, by implementing policies and programs to address the "New Normal".

Below are the key sections accepted by the industry. Within each section, Magna Health, Safety and Environmental has compiled best practices for the Division Start-Up Checklist. The practices found in the corresponding sections will offer guidance to ensure divisions, management and employees are aware and equipped with practices to maintain a safe workplace for all.

### Administrative Requirements

Requirements for establishing an Emergency Management Team (EMT) and a response plan that involves key members from all essential departments. Instructions identify key response plans that must be created and procedures that must be reviewed and updated.

### Key Elements

• Identification of essential and critical work	• Review and update cleaning and sanitization procedures
• Ensure communication plan is implemented for employees and customers	• Guidelines to implement remote work where possible
• Establish key weekly reporting tracking and metrics	• Establish restrictions for visitors and travel

### Key Documents

• Emergency Management Team Diagram	• Start-Up Audit
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## Start-up Checklist Introduction

### Communication / Education & Training

Development of communication, education and training plan to ensure employees have an increased awareness of expectations and are reminded of behavioral changes.

#### Key Elements

<ul style="list-style-type: none"> <li>Who should symptoms or close contacts be reported to</li> </ul>	<ul style="list-style-type: none"> <li>Communicate what division is doing to support employees</li> </ul>
<ul style="list-style-type: none"> <li>What additional controls have been put into place</li> </ul>	<ul style="list-style-type: none"> <li>What communications employees can expect during the process</li> </ul>
<ul style="list-style-type: none"> <li>Resources posted</li> </ul>	<ul style="list-style-type: none"> <li>Reminders of EFAP and other Mental Health Supports</li> </ul>

#### Key Documents

<ul style="list-style-type: none"> <li>Training Material</li> </ul>	<ul style="list-style-type: none"> <li>What to Expect for Return to Work</li> </ul>
<ul style="list-style-type: none"> <li>Signage Map &amp; Poster Library</li> </ul>	<ul style="list-style-type: none"> <li>Magna CARE Reminders</li> </ul>

## Start-Up Checklist Introduction

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### Pre-screening

To help reduce potential risk of infection posed by workers, contractors & visitors to our facilities, proactive screening protocols will be in use.

### Key Elements

- Limiting entry points to help ensure only screened personnel enter the plant
- Questionnaires prior to entry every shift (workers who have traveled in past 14 days, are feeling ill etc. may be asked to stay home)
- Ensure workers who have been ill return to work when safe for others and appropriate
- Limiting or prohibiting non-essential visitors
- Isolating or limiting entry of truck drivers / delivery personnel

### Key Documents

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- Health Risk Screening Tool and Questionnaire
  - Employee Daily Self Temperature Check Guidance
-

## Start-Up Checklist Introduction

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### Social Distancing

In order to decrease the transmission of COVID-19, Magna plants are practicing physical or social distancing. Social distancing involves taking steps to limit the number of people you come into close contact with, reducing the risk of transmitting the virus.

### Key Elements

- Review workplace layout and methods to follow social distancing
- Utilization of barriers and layout modification where possible
- Implement visual reminders such as signage and floor markings
- Adjust work and break schedules to reduce crowding
- Review hours of work and shift structures to minimize potential overlaps of workers
- Review meeting requirements and replace with virtual methods to limit face to face

### Key Documents

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- Social Distancing in Workspaces
  - Distancing in Common Areas at Work
-

## Start-Up Checklist Introduction

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### Cleaning/Disinfecting/PPE

There are three key controls in the workplace that help reduce the spread of COVID-19:

- Handwashing for minimum of 20 seconds
- Cleaning and decontamination
- Personal Protective Equipment

### Key Elements

- |                                                                                                                      |                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Frequency for daily cleaning of high touch &amp; common surfaces</li> </ul> | <ul style="list-style-type: none"> <li>• Establish inventory requirements for PPE and cleaning supplies</li> </ul>                               |
| <ul style="list-style-type: none"> <li>• Pre and post shift cleaning added to daily routine</li> </ul>               | <ul style="list-style-type: none"> <li>• Collection and cleaning of reusable PPE such as coveralls, leather gloves, etc.</li> </ul>              |
| <ul style="list-style-type: none"> <li>• Increase handwashing/sanitizer stations</li> </ul>                          | <ul style="list-style-type: none"> <li>• Decontamination response procedure if an employee tests positive or reports symptoms at work</li> </ul> |

### Key Documents

- |                                                                                                        |                                                                                                                      |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Decontamination Guidance: Plant-wide Cleaning</li> </ul>      | <ul style="list-style-type: none"> <li>• Decontamination Guidance: Quarantine/Isolation at Magna Facility</li> </ul> |
| <ul style="list-style-type: none"> <li>• Hygiene Supplies and First Aid PPE Recommendations</li> </ul> | <ul style="list-style-type: none"> <li>• Handwashing/Sanitization Posters</li> </ul>                                 |

## Start-Up Checklist Introduction

### Case Response/Management

Outlines considerations for responding to an individual who reports symptoms at the workplace or how to respond when a person has declared close contact with a positive case, or a person presumed to have the virus.

#### Key Elements

• Who should symptoms or close contact be reported to	• How will the individual be isolated
• How will the person be transported out of the workplace	• Who is responsible for conducting contact tracing
• Who is responsible for ensuring cleaning is followed	• Plan for communication with employees
• Follow up plan with symptomatic individual	• Return to work pre-screening for individual who had symptoms

#### Key Documents

• Health Risk Screening Tool and Questionnaire	• Decontamination Guidance: Quarantine/Isolation
• Informational Handouts for Employees on Self-isolation and Self-monitoring	• Decontamination Guidance: Plant Wide Cleaning
• Contact Tracing Guidance	• Isolation Protocol for Symptomatic Employee

Details	Activity
<b>Administrative</b>	
Establishment of Emergency Management Team (Manufacturing / Non-Manufacturing) to ensure the appropriate measures are in place for the safety of all Magna employees	<p>A) Identify key team members</p> <ul style="list-style-type: none"> <li>- post names of team members on plant communications board</li> <li>- identify a team member for employee communications (communication is key)</li> </ul> <p>B) Establish daily call schedule &amp; agenda</p> <ul style="list-style-type: none"> <li>- post agenda on plant communications board</li> </ul> <p>C) Ensure the Start-up Layered Audit (see Start-up Audit tab in this file) is assigned and completed. Implement corrective action plans for any items marked as "no".</p>
Establishment of daily divisional reports highlighting operations status to include: 1) Employee attendance 2) Best practices implemented 3) Customer impacts 4) Supplier impacts 5) Regional updates 6) Cleaning status	<p>A) Create team to assess reports required</p> <p>B) Assign responsibilities for documentation requirements</p> <ul style="list-style-type: none"> <li>- post documentation (i.e.. Reports)</li> </ul> <p>C) Establish daily deadline for reporting out</p> <p>D) Communicate that cleaning schedules are being completed</p> <p>E) Establish touchpoints with Group/Magna</p>
Identify critical operations & staffing opportunities	<p>A) Review employee skill sets to identify any cross trained workers or opportunities for cross training</p> <p>B) Establish work schedule layout to distance team members as effectively as possible</p>
Complete Full Assessment of Any Planned Travel (including regular commuting)	<p>A) Identify any scheduled upcoming/expected travel</p> <p>B) Review latest information about COVID-19 and areas of spread</p> <p>C) Review current Magna Travel Advisory information on company intranet</p> <p>D) Assess any business travel to ensure it is essential</p> <p>E) Encourage employees to avoid public transportation and car pooling where possible. Individual travel is preferred (bike, car, etc.)</p> <p>F) Remind employees of concerns related to personal travel</p>
Ensure Appropriate Actions are taken to ensure the Safety of all Magna Employees that are identified for Essential Travel	<p>A) Business Travel to be registered with ISOS (International SOS, the world's leading medical, travel &amp; security services company used by Magna to protect all Magna employees when travelling)</p> <p>B) Instruct employees to wash their hands regularly and maintain social distancing at all times</p> <p>C) Ensure employees have information for contacting help (ISOS or Travel Insurer) for assistance while travelling</p>
Plant Functions	Review key production activities for continuance of essential business functions (e.g. preventative maintenance, tool repair, raw material purchasing).
Follow Country, State, Region, County, City, Town, Area requirements set by specified governing body.	Please reference Country Specific Tab

Details	Activity
<b>Case Response / Management</b>	
Ensure Safety of all Magna Employees Returning to Work after Travel	<p>A) Employees returning from international and domestic (where applicable) travel must participate in 14 days of self-isolation and monitor for symptoms. Refer to the risk screening tool for specific guidance.</p> <p>B) If symptoms develop workers must seek medical attention and are advised to report recent travel to doctor.</p>
Response plan for symptomatic or confirmed case	<p>A) Develop a response plan (or modify existing emergency response plans) to address where an employee / agency worker:</p> <ul style="list-style-type: none"> <li>- is / has been at work with symptoms including screening checks,</li> <li>- has been confirmed to have COVID-19</li> <li>- has been in close contact with a person who is confirmed to have COVID-19</li> <li>- has traveled out of the country</li> </ul> <p>- ensure the plan maintains employee confidentiality</p> <p>B) Identify local health agency notification requirements and directives</p> <p>C) Include procedures for having a symptomatic employee who is at work, moved to an isolated area (e.g. their car, pre-determined isolation room)</p> <p>D) Provide notifications to Magna H&amp;S &amp; Group</p> <p>E) Procedures for contact tracing</p> <p>F) Protection of employees at the plant (isolating area, sending employees who may have been in close contact for self-isolation)</p> <p>G) Implement cleaning procedures and identify cleaning contractor(s) for areas that may be contaminated</p> <p>H) Include employee communication</p> <p>I) Response procedures to include consultation with the plant Joint Health &amp; Safety Committee &amp; First Aid Responders.</p>
Identify & Designate Isolation Area (Car/First Aid room or equivalent)	<p>A) Identify quarantine location (individual's car or first aid room if not available or other appropriate isolation room) &amp; identify person responsible to verify stock of PPE room throughout the day</p> <p>B) Create a plan for isolation of ill person and how to limit contact with the individual.</p> <p>C) Create notification plan for person in quarantine - allow them to drive home. Employee shall be directed to call Public Health</p> <p>D) Identify plan for thorough cleaning of area after use.</p> <p>E) Posting to communicate to workers that area has been cleaned</p>
Establish Return to Work Procedure	<p>A) Identify who will monitor and conduct health risk screening</p> <p>B) Health Risk Questionnaire to be completed upon initial return following plant shut down, travel, vacation or quarantine</p> <p>C) Establish monitoring system and record keeping procedure for tracking health evaluations &amp; ensure employee confidentiality</p> <p>D) Implement employee daily screening protocol</p>
<p>Vulnerable Workers</p> <p>1) Age 65 or older</p> <p>2) Pregnant or nursing mothers</p> <p>3) Underlying health conditions:</p> <ul style="list-style-type: none"> <li>i) Diabetes</li> <li>ii) Chronic respiratory disease</li> <li>iii) Cardiovascular disease</li> <li>iv) Hypertension</li> </ul> <p>4) Consult local legislative requirements</p>	<p>A) Review demographic information for age related vulnerable workers</p> <p>B) Encourage employees to see their HR Manager if they identify as a vulnerable worker</p> <p>C) Ensure any medical information is kept strictly confidential</p> <p>D) Consider accommodation options for those who identify as vulnerable worker</p> <ul style="list-style-type: none"> <li>a) Work from home where possible</li> <li>b) Work in isolation at workplace, including little to no contact with others</li> <li>c) Job protected leave where possible or applicable</li> </ul>

\* Definition of vulnerable workers and applicable accommodation requirements will be subject to local laws



Details	Activity
<b>Cleaning / Disinfecting / PPE</b>	
Hand Washing	<ul style="list-style-type: none"> <li>A) De-activate hand dryers, replace with disposable paper towels</li> <li>B) Provide additional portable hand washing stations where needed</li> <li>C) Ensure all workers have access to soap and water. Increase availability of hand sanitizer/disinfecting wipes</li> <li>D) Post visual reminders of proper hand washing in all areas where workers wash their hands</li> </ul>
Kitchenette Area Safety	<ul style="list-style-type: none"> <li>A) Eliminate the use of coffee counters, serving trays, reusable cutlery, glasses, mugs, silverware</li> <li>B) Increase cleaning of refrigerators, microwaves, vending machines</li> <li>C) Provide wipes for cleaning areas subject to general use</li> <li>D) Assess whether the ongoing use of communal kitchen appliances is practical, having regard to the need for additional social distancing and regular cleaning and disinfection</li> </ul>
Personal Protective Equipment Use and Selection	<ul style="list-style-type: none"> <li>A) Establish PPE requirements that will be required as a precautionary measure.</li> <li>B) Ensure employees understand new requirements and how to wear the PPE and dispose of PPE</li> <li>C) Post signage reminding employees of requirements</li> <li>D) Require workers to follow requirements for wearing PPE as precautionary measure</li> <li>E) Remove shared PPE (i.e. visitor safety glasses, face shields)</li> <li>F) Establish PPE inventory requirements at a minimum week by week basis (i.e. masks, gloves, soap, cleaning agents, sanitizer, wipes)</li> <li>G) Establish purchasing schedule to maintain minimum numbers (supply within Magna vs external purchase)</li> </ul>
Personal Protective Equipment Cleaning	<ul style="list-style-type: none"> <li>A) Instruct employees to avoid sharing PPE</li> <li>B) Use disposable PPE</li> <li>C) Users shall be trained in the care and cleaning of PPE</li> <li>D) Reusable PPE must be cleaned prior to each use and after each use</li> <li>E) Users are trained to safely don / remove/ dispose of PPE</li> <li>F) Provide designated PPE disposal receptacles</li> <li>G) Where there is a risk of contamination (i.e. 2m / 6 ft social distancing cannot be maintained etc.) clothing is adequately laundered and/or use a uniform cleaning service</li> </ul>
Verify that 3rd party janitorial companies are exercising proper sanitation protocols.	<ul style="list-style-type: none"> <li>A) Review contract and expectations to ensure any additional requests are documented and agreed upon for daily cleaning</li> <li>B) Ensure capacity for deep clean/decontamination requirements or identify alternative company if required</li> <li>C) Ensure proper PPE &amp; proper cleaning chemicals are used by company for cleaning and disinfecting</li> </ul>



Details	Activity
<b>Cleaning / Disinfecting / PPE</b>	
Cleaning and Disinfecting protocols	<ul style="list-style-type: none"> <li>A) Follow Magna disinfectant guidelines</li> <li>B) Establish strict disinfecting practices and timelines for offices, conference rooms, common areas, bathrooms and production areas (daily - pre and post shift)</li> <li>C) Provide 75% (minimum 60%) alcohol wipes or hand sanitizer at locations such as - vestibules, reception, canteen/break areas and time clocks</li> <li>D) Post when the area has been cleaned</li> </ul>
Food Services Area Safety	<ul style="list-style-type: none"> <li>A) Evaluate temporarily stopping food services such as coffee / food catering trucks or other third party cafeteria services, vending machines, etc.</li> <li>B) Assess whether the ongoing use of communal kitchen appliances is practical, having regard to the need for additional social distancing and regular cleaning and disinfection</li> <li>C) Provide sanitizing wipes and encourage workers to clean equipment prior to use</li> <li>D) Post written conformation of cleaning times</li> </ul>
Other Public Areas	<ul style="list-style-type: none"> <li>A) Establish strict disinfecting practices and timelines (e.g. every 2-4 hours high touch areas) for offices, conference rooms, common areas, bathrooms</li> <li>B) Establish daily pre and post shift wipe down/disinfecting and implement documentation to verify completion</li> <li>C) Follow Magna disinfectant guidelines</li> <li>D) Provide 75% (minimum 60%) alcohol wipes or hand sanitizer at locations such as - vestibules, reception, canteen/break areas and time clocks</li> <li>E) Post that the areas have been cleaned</li> </ul>
Air Circulation Management	<ul style="list-style-type: none"> <li>A) Air Circulation (HVAC maintenance / Filter Replacement schedules-high efficiency filter use) increased air flow upgraded based on conditions</li> <li>B) Ensure ventilation rates are adequate</li> <li>C) Increase the percentage of outside air that circulates into the system</li> </ul>
Equipment/material being brought in from outside	<ul style="list-style-type: none"> <li>A) Equipment (i.e. Laptops) being brought into the plant/office area is disinfected prior to being brought into the area</li> <li>B) Mail/packages that are being brought into the plant are handled using appropriate PPE</li> </ul>

# Start-Up Checklist



Details	Activity
<b>Communication/ Education/Training</b>	
Hygiene & Sanitization procedure & posting of additional information	A) Provide Proper hand washing instructions in washrooms and at sink basins. B) Instruct employees to wash hands frequently C) Place posters throughout key areas D) Post instructions for proper method for coughing or sneezing
Establish System to Communicate Regularly with Employees	A) Establish schedule for management meetings to standardize communications B) Daily team meetings (in small groups or via WebEx) to mitigate panic or concerns C) Written Q&A forum to maintain answers to questions from employees D) Provide updates on Magna initiatives and information released E) Provide summary of government updates and essential services F) Postings to show areas that have been cleaned, consider posting cleaning schedule of areas with sign-offs
Increase visual communications - posters and video messages throughout plant to ensure workers know how to keep themselves safe	A) Ensure any posting of information is from a trusted source only B) Review posters for posting around facility C) Utilize communication TV's to increase information messaging  Topics include, but are not limited to: Common symptoms of COVID-19 What employees should do if they experience symptoms Social Distancing reminders Hand Washing reminders
Mental Health Support Awareness	A) Increase availability of EAP/EFAP information for employees B) Acknowledge that employees may find changes to daily routine difficult C) Remind employees of EAP/EFAP program and/or community supports
Management / Leaders Training on COVID-19 and methods for prevention and control. Optimally, conducted via WebEx or in small groups (5 or less)	A) Review training material B) Develop training schedule C) Conduct training



# Start-Up Checklist



Details	Activity
<b>Pre Screening</b>	
Screening Protocols	A) Evaluate measures for conducting daily employee screening (including temporary or agency workers and contract workers) B) Appropriate PPE and monitoring practices shall be established and followed.
Establish a procedure for managing Visitors (includes Customers and Contractors) to facilities	A) Identify regular customers and contractors and evaluate if they are critical (Equipment repair, new installations etc.) B) Communicate business critical visitors only permitted in facility C) Identify person responsible for coordinating & evaluating visitor questionnaire D) Communicate expectations that all visitors must complete health risk questionnaire to confirm exposure risk prior to entry E) Ensure escort will be provided in plants for all visitors F) Limit visitors to facility and maintain social distancing
Limiting Entry Points to Buildings for the Safety of all Workers	A) Limit entry points into building to allow for increased surveillance/screening of employees coming into building while ensuring social distancing B) Deactivate electronic entry of other doors to require use of designated entrances/exits (ensure to not create fire exit risk)
Evaluation of Visiting Truck Drivers/Contractors/Delivery Drivers	A) Communicate with customers and delivery companies the need for the completion of the Health Risk Screening Questionnaire B) Isolating truck/delivery driver from general population & prohibit entrance into plant C) Provide additional external portable toilets for truck drivers/contractors D) Ensure proper cleaning procedures are followed F) Post written conformation of cleaning times
Additional/Future Return to Work Considerations	A) Require daily screening protocol, mobile app, electronic, paper- where employee does not have access to electronic means B) Employee self-administered home temperature checks shall be implemented daily.



Details	Activity
<b>Social Distancing</b>	
Reducing hand contact where possible	<ul style="list-style-type: none"> <li>A) Prop inner doors open to minimize employees touching handles</li> <li>B) Replace biometric time clocks (e.g. hand / fingerprint scanners) for non contact or individual proximity card readers or other equivalent measures</li> <li>C) Evaluate installation of automatic doors where employees can tap access cards for entry (touchless)</li> <li>D) Instruct employees to avoid handshakes and close contact greetings</li> <li>E) Where hand contact cannot be avoided, increase access to hand sanitizer/disinfecting products</li> <li>F) Use of foot based pulls for doors where doors must remain closed for specific reason.</li> </ul>
Conference/Meeting Room Safety	<ul style="list-style-type: none"> <li>A) Limit access, including locking, to conference and meeting rooms to avoid in-person gatherings, limit number of chairs.</li> <li>B) Require meetings to be online or teleconference</li> <li>C) Provide technology installations to support teleconference meetings</li> <li>D) Post signage limiting meetings to five people, setting meeting maximum duration of 30 minutes and that procedural masks are required where there is a risk that social distancing cannot be maintained</li> <li>E) Establish cleaning requirements for after use - wipe down tables/chairs, remotes, screens, switches, etc.</li> <li>F) Postings to communicate to workers that the area has been cleaned following a meeting</li> </ul>
Production Work Station Safety	<ul style="list-style-type: none"> <li>A) Evaluate changes to stagger shift &amp; break times</li> <li>B) Evaluate if space between employees can be increased (ideally greater than 2m/6ft)</li> <li>C) Establish work practice to distance employees or limit employees in same space</li> <li>D) Evaluate if barriers can be provided between work stations where 2m/6ft distance cannot be ensured</li> <li>E) Use PPE as a precautionary measure</li> <li>F) Ensure any additional measures taken do not create a safety hazard</li> <li>G) Temporarily suspend all job rotation unless other controls can be implemented (e.g. cleaning when starting and prior to leaving a workstation, maintaining social distancing, time to change PPE if required etc.)</li> <li>H) Deactivate plant floor fans</li> </ul>
Social Distancing Communication and Implementation	<ul style="list-style-type: none"> <li>A) Develop and implement a plan to manage and control social distancing (at least 2m/6ft spacing)</li> <li>B) Post informational posters on how to maintain social distancing</li> <li>C) Controls for social distancing include:                         <ul style="list-style-type: none"> <li>a) Reschedule shifts over 7 days to spread out production and reduce number of workers on any 1 shift</li> <li>b) Staggered shifts to minimize gatherings at plant entrances and exits (time clocks)</li> <li>c) Staggered break times and establish a cafeteria capacity directive based on square footage or layout.</li> <li>d) Markings on floor to assist with distance and spacing of greater than 2m / 6 ft in production areas</li> <li>e) Review plant walkways to ensure social distancing (i.e. one way, walk on opposite sides of aiseways)</li> </ul> </li> </ul>
Encourage home office (Smart Work) where technical support / assets are present (Laptop computers . VPN)	<ul style="list-style-type: none"> <li>A) Inventory of hardware associated with employees (Laptops, etc.)</li> <li>B) Identify who is able to work from home (VPN, RSA)</li> <li>C) Identify a schedule for contact and follow up of status of employees at home</li> </ul>
Reception Area Safety	<ul style="list-style-type: none"> <li>A) Where social distancing cannot be maintained, install clear plastic barrier at reception</li> <li>B) Provide markings on the floor to promote social distancing</li> <li>C) Require visitors/contractors to use personal pens</li> <li>D) Disinfect sign-in tablet prior to each use, provide disinfectant wipes</li> </ul>

# Start-Up Checklist



Details	Activity
<b>Social Distancing</b>	
Changeroom / Washroom Area Safety	A) Communicate strict adherence to prevent gathering in the changerooms /washrooms for all workers safety B) Rearrange or move lockers to maintain social distancing C) Utilizing other visual cues (controlling urinals and sinks to every second one) to maintain social distancing D) Where social distancing cannot be maintained install barriers between urinals, sinks E) Limit the number of workers in changerooms at one time (implement schedule), consider monitoring F) Require workers to change at home where social distance in locker rooms cannot be maintained or is not available G) Establish strict disinfecting practices and timelines H) Post written conformation of cleaning times I) De-activate hand dryers, replace with disposable paper towels
Company Transportation	A) Where possible, employees should commute to/from work in their own vehicle B) Reduce the seating capacity of company busses to help maintain social distancing when passengers are seated C) Drivers and passengers are required to wear non-surgical masks (ensure masks are available) D) Boarding and exiting procedures shall be established to ensure social distancing is maintained E) Busses shall be cleaned after each trip (high touch areas, seats, windows etc.)
Cafeteria/Lunchroom Area Safety	A) Ensure strict adherence to prevent gathering in the lunchroom for all workers safety- ABSOLUTELY NO GATHERING. B) Rearrange or move tables / chairs to maintain social distancing C) Utilize other visual cues (covering or removing chairs) D) Remind employees to avoid sharing food with co-workers E) Remove shared items, i.e. cutlery F) Instruct employees to clean their chair and table when they finish eating. Place bottle and paper towel on table.
Smoking Area Safety	A) Consider closing smoking shelters, otherwise B) Encourage strict adherence to not gathering in the smoking areas C) Postings to limit the number of smokers in one shelter at a time D) Establish more smoking areas or increase the size current area to encourage social distancing E) Stagger break times to administratively control the number of smokers
Emergency Evacuation	A) Develop or modify existing emergency response plans to address social distancing for: <ul style="list-style-type: none"> <li>i) plant evacuation and muster / meeting points</li> <li>ii) tornado shelters</li> </ul>



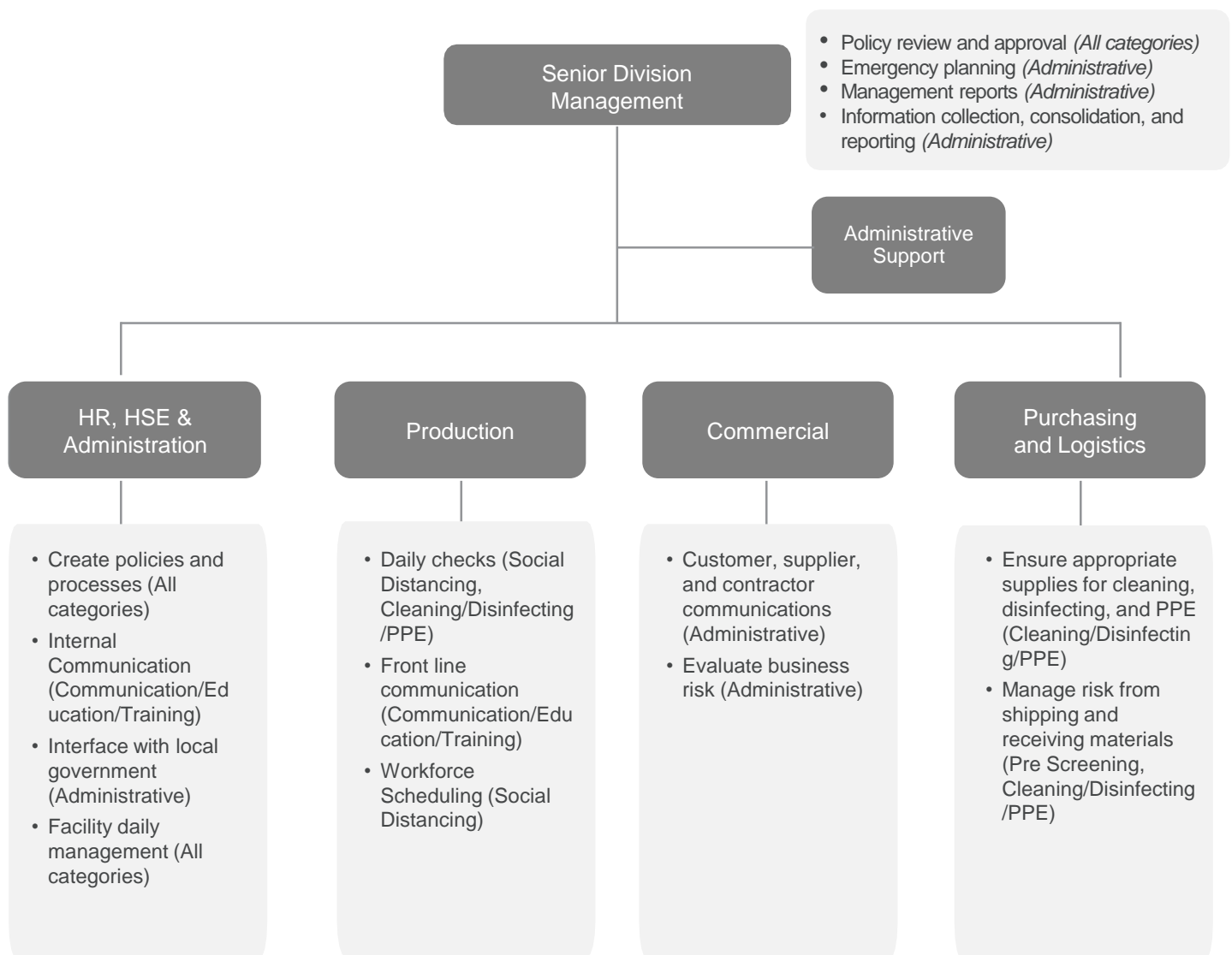
## Emergency Management Team

### Manufacturing Focused Division

Setting up an emergency management team as early as possible is important for preventing and controlling risk. The following organizational structure, roles, and responsibilities are provided for reference.

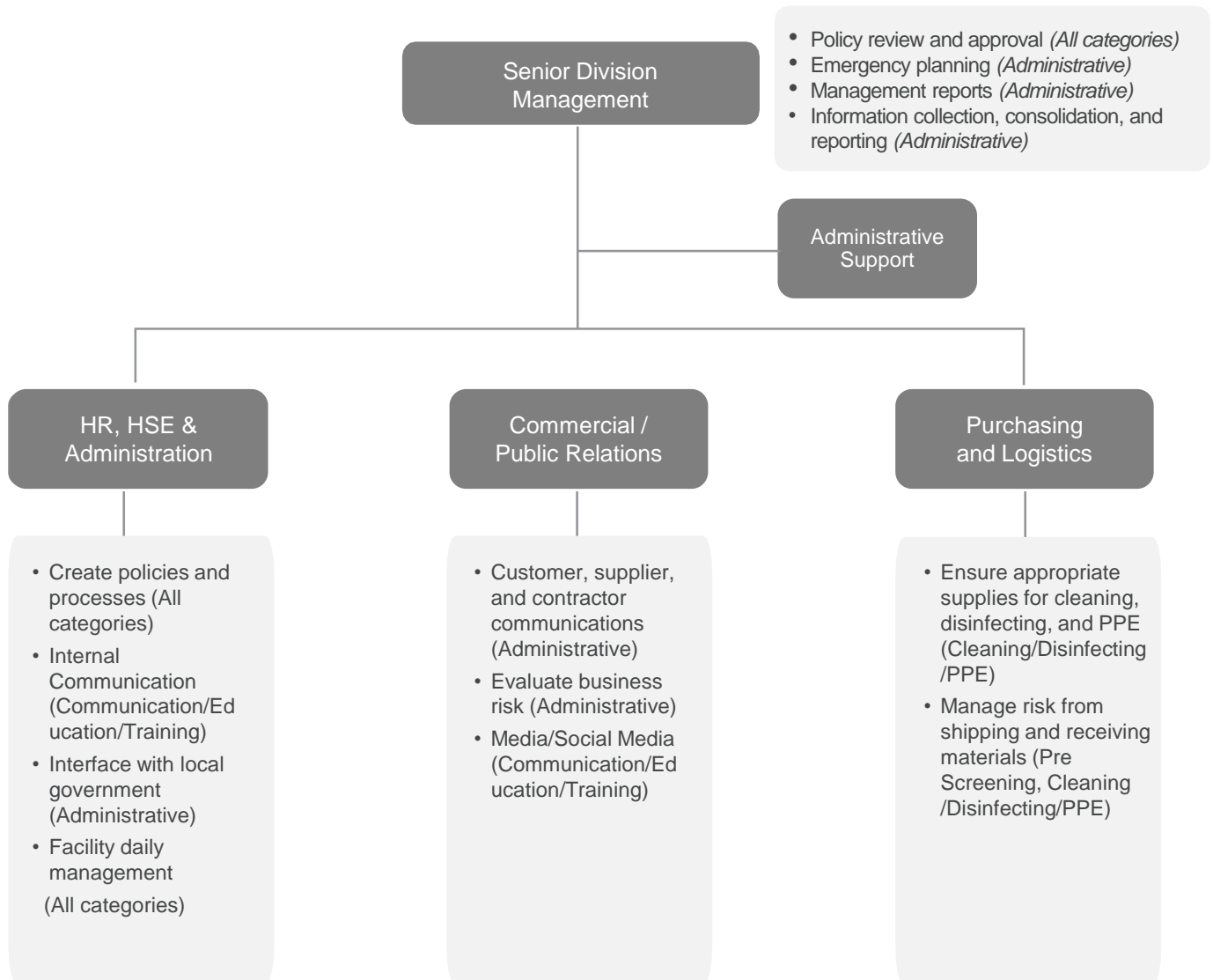
#### Tips

Senior Division Management' refers to AGM or higher. Define who the key people are for each role, and review these roles and responsibilities with leadership team. Communicate who the selected team members are and their roles and responsibilities to all employees



## Emergency Management Team

### Non Manufacturing Focused Division



## Magna Guidance on PPE Use Facilities/Locations

### Key Recommendations

More detail is available in the chart titled Personal Protective Equipment Matrix.

#### Mask Use

1. Wide scale mandatory mask use is not required.
2. Mandatory mask use is required in the following circumstances:
  - a. Where a legal requirement due to government mandate or public health order is in effect.
  - b. When an employee becomes ill at work.
  - c. When a member of the emergency response team must stay in continuous close contact with an employee who has become severely ill and emergency services have been called.
  - d. When conducting on-site temperature screenings for employees who do not know their temperature (due to lack of thermometer or any other reason).
  - e. When an employee who has recovered from COVID-19 returns to work and has a residual cough, they must wear a mask
  - f. When employees must work in close quarters and distancing of 6 feet (2 meters) is not possible. E.g. working inside vehicle cabin to install a 2-person part.
  - g. When janitorial staff are cleaning or decontaminating affected areas.
  - h. When travelling in Magna arranged transportation on buses or other transport to the work site.
3. Recommended mask use for COVID-19 purposes is limited to:
  - a. When meetings are absolutely necessary, in boardrooms where there are more than 3 – 4 people and time expected is greater than 30 minutes. Social distancing must still be practiced.

#### Eye Protection – Safety Glasses, Goggles, and Face Shields

1. Wide scale eye protection is already used in our industry on the production floor. Additional wide scale measures are not required.
2. Mandatory eye protection use is required in the following circumstances:
  - a. When a member of the emergency response team must stay in continuous close contact with an employee who has become severely ill and emergency services has been called.
  - b. When conducting on-site temperature screenings for employees who do not know their temperature (due to lack of thermometer or any other reason).
  - c. When janitorial staff are cleaning or decontaminating affected areas. Face shield use is required.

#### Vinyl or Surgical Glove Use

1. Wide scale glove use is not required.
2. Mandatory glove use is required in the following circumstances :
  - a. When a member of the emergency response team must stay in continuous close contact with an employee who has become severely ill and EMS has been called.
  - b. When conducting on-site temperature screenings for employees who do not know their temperature (due to lack of thermometer or any other reason).
  - c. When janitorial staff are cleaning or decontaminating affected areas.

#### Medical Gown/Coverall Use

1. Wide scale gown/coverall/boot cover use is not required.
2. Mandatory gown/coverall use is required in the following circumstances :
  - a. When a member of the emergency response team must stay in continuous close contact with an employee who has become severely ill and EMS has been called.
  - b. When janitorial staff are decontaminating affected areas.
3. Optional gown/coverall use for COVID-19 purposes is limited to:
  - a. When janitorial staff are decontaminating affected areas.
  - b. When conducting on-site temperature screenings for employees who do not know their temperature (due to lack of thermometer or any other reason).



# Personal Protective Equipment Matrix

## Personal Protective Equipment (PPE) Required

	Safety Glasses	Surgical OR Procedure Mask	Gloves (nitrile)	Protective Goggles OR Safety Glasses AND Face Shield	Respirator (N95)	Protective Gown OR Cloth Coverall
Member of Emergency Response Team in continuous close contact with an employee who has become ill at work	Req	Req	Req	Req	Opt	Req
Employee who becomes ill at work	Req	Req				
Employee who has recovered from COVID and has residual cough	Req	Req				
General Cleaning	Req	Req	Req			
Individual conducting on-site thermal scanning for employees who do not know their temperature	Req	Req	Req	Opt		Opt
Employees who must work in close quarters (< 6ft or 2m)	Req	Req				
When travelling in Magna arranged transportation on buses / vehicles		Req				
Shipping & Receiving (interaction with drivers)	Req	Opt	Req			
Decontamination of affected areas (Follow chemical specific requirements for PPE)	Req	Req	Req	Req		Req
Security Personnel		Opt	Opt			
Essential Visitors						
Reception/Entry Area	Follow Social Distancing and Usual PPE Required By Facility					
Public Areas / General Plant Area/Offices						
Food Preparation Staff in Kitchen	Req	Req	Req			
	Close Kitchen Temporarily where possible. If not, clean after every use					
Off-site Visits (Customers Sites)	Follow Site Requirements					
Company Travel (Planes, Trains, Automobiles)	Follow Regional Travel Advice					



- Provide 14 day supply of personal protection equipment such as masks and glove and appropriate stock of gowns and face shields
- Provide 14 day supply of core cleaning and disinfection supplies such as hand sanitizer soap, soap, bleach or suitable disinfectant, paper towels obtained from local suppliers
- Magna will provide 14 day inventory of personal protection equipment in the event that local supplies become exhausted

Item	Spec	Quantity
Mask (low level surgical or procedure)	Disposable low level surgical or procedure masks Cloth masks may be used if disposable masks unavailable.	14 day supply (minimum 2 per employee per day)
Gloves	Vinyl or Nitrile Gloves	14 day supply (minimum two pairs per employee per day)
Safety glasses	Safety glasses	14 day supply
Face Shields	Standard full cover face shield	25 pieces. Magna has central supply.
Gowns/Coveralls	Disposable medical gowns or washable coveralls	25 gowns or 4 sets of washable coveralls
Disinfectant spray and wipes	10% bleach (sodium hypochlorite) solution made fresh daily, or a hospital-grade disinfectant (refer to approved disinfectant listing)	14 day supply
Spray bottle	1-liter plastic spray containers	24 bottles or sufficient number for high use areas
Sanitization floor stand	Hand sanitizer dispenser floor stand	Estimate 1 station per 30-60 liner feet in high traffic areas and easily accessible for floor and office employees
Hand sanitizer and refills	Sanitizer with Alcohol 70%/ Local Brand "Sanitizer" (min 60%)	Estimate 1 station per 30-60 liner feet in high traffic areas and easily accessible for floor and office employees
Hand soap	Hand soap / Local brand	14 day supply
Paper towels	Paper Towel "Tork"	14 day supply
Trash bins	Garbage container and bags	Estimate 1 per 30-60 feet to make disposing of wipes / paper towels / PPE easier. Special containers not required



## Disinfection Cleaning Guidelines

### Frequency in Workshops and Offices

Area of Concern	Details	Decontamination Frequency	Decontamination Solution	Decontamination Method
Work cell common surfaces	Control buttons, tools, other common surfaces	Start and end of shift (minimum)		
Office area	Desks, chairs, Conference rooms	Continuously on a rotational basis every 2 – 4 hours.	10% bleach (sodium hypochlorite) solution made fresh daily, or a hospital-grade disinfectant (refer to approved disinfectant listing)	Spray with handheld sprayer, wipe, or mop
General objects/common surfaces touched	Doors, windows, handles, faucets, sinks, bathrooms, floors, etc.			
Forklifts	Areas of common human interaction	Start and end of shift OR with change of operator		
Transportation vehicles	Shuttle buses	After each use		
Shared equipment	Welding masks, Hard hats, etc.			
Tableware	Utensils, mugs, glasses, etc.	Eliminate all reusable items. Single-use plastic wrapped items only.		
Kitchen / cafeteria	Microwaves, fridges, warmers, vending machines, etc.	Temporarily close, where possible and clean after each use		
Drinking fountain	Drinking fountain			

Complete process layered audit to verify practices have been fully implemented.  
The audit document is contained as a second tab to the checklist protocol document.

<b>COVID-19 Business start up Layered Audit</b>									
This audit should be conducted by any one of or combination of: H&S, EHS, H&M, ECT Auditor or the COVID-19 ECT				<b>Suggested Auditor</b> 1st Layer Audit Operations Manager			<b>Suggested Auditor</b> 2nd Layer Audit AGM/HR Manager		
Item	Category	Objective	Objective Evidence	Completed (Y/N/NA)	Comments / Notes	Objective Evidence (2nd Layer)	Completed (Y/N/NA) (2nd Layer)	Comments / Notes (2nd Layer)	Objective Evidence (3rd Layer)
1	Administrative	Establishment of Emergency Management Team (Manufacturing Non-Manufacturing) to ensure the appropriate measures are in place for the safety of all Magna employees							
2	Administrative	Establishment of daily decision reports highlighting operations status to include: 1) Employee attendance 2) Best practices implemented 3) Customer impacts 4) Supplier impacts 5) Regional updates Identify critical operations & staffing opportunities							
3	PPE Screening	Screening Protocols							
4	PPE Screening	Establish a procedure for managing Visitors (includes Customers and Contractors) to facilities							
5	Administrative	Complete Full Assessment of Any Planned Travel							
6	Administrative	Ensure Appropriate Risk Assessment to ensure the Safety of all Magna Employees that are on site							
7	Case Response	Ensure Safety of all Magna Employees from any other Travel							
8	Case Response Management	Response plan for employees							
9	Case Response Management	Response plan for employees							
10	Case Response Management	Response plan for employees							
11	Social Distancing	Hand Washing Considerations for the safety of all others							
12	Social Distancing	Hand Washing Considerations for the safety of all others							
13	Social Distancing	Hand Washing Considerations for the safety of all others							

Concern has been raised about transmissibility of the virus to employees from various materials. There are very limited reliable studies related to the survivability of the virus on surfaces or in specific environmental conditions. Generally, the belief is that,

- Survival of the virus in air suspended droplets is about 3 hours
- Survival of the virus on plastic and steel is about 72 hours
- Survival of the virus on copper is about 4-8 hours
- Survival of the virus on cardboard is about 24 hours

The times above are established within laboratory conditions and will vary depending on factors including temperature, humidity, ventilation and the amount of virus accumulated on the surface.

It is important to note that survivability and infectivity are not the same. Research has yet to show if the virus is still infectious even though it has survived.


Any part that has been in transit for more than 3 days (72 hours) has a very low risk of supporting survivability of the virus. If there is concern about possible surface contamination, employees can use gloves as they see fit.

If an expedited package arrives and there is concern about possible surface contamination, employees can use gloves as they see fit.

## Isolation Guidance for Symptomatic Employee

Key Guidance for Isolation of an Individual that arrives at work or becomes ill at work.

1. Isolate the individual by asking them to go to their car if available or in a designated isolation room. Avoid using the first aid room if possible.
2. If severely ill, isolate in designated isolation area and have member of Emergency Management Team wear PPE and stay with individual while emergency services are called.
3. Speak to the individual and use the Contact Tracing Questionnaire to identify close contacts.
4. Send the individual home.
5. Have them contact their doctor or public health for further guidance.
6. Complete contact tracing at the site.
7. Send close contacts home.
8. Clean and disinfect potentially affected areas at the site.
9. Contact the employee to determine what medical or public health guidance they were given.



**COVID-19 Coronavirus – Isolation Guidance for Symptomatic Employee**

In order to reduce the spread of COVID-19, all employees are expected to complete daily pre-shift screenings to reduce the likelihood an employee will come to work if experiencing symptoms. In the unlikely event an employee develops symptoms while on-site, please follow the guide below.

Note: Proper social distancing measures on-site will help limit the number of employees identified as Close Contacts.

<b>*If employee develops immediate and severe symptoms isolate in the plant and call PMT.</b>	
1	<b>Isolate Individual:</b> If possible, ask individual to go to their car and contact HR/PMT (Pandemic Management Team) by phone from the parking lot. OR Isolate individual in a single room and have them contact PMT by phone or speak through door.
2	<b>Call Individual:</b> Using the "Contact Tracing Questionnaire on MagNet, identify who the individual has had prolonged (>3 minutes) Close Contact** over past 7 days.  <b>**Close Contact</b> is defined as: Living with or otherwise caring for individual who is a confirmed or presumed case of COVID-19. OR Close contact must be within about 6 feet (2m) of an individual who has a confirmed or presumed case of COVID-19.
3	<b>Individual to Go Home &amp; Call Public Health:</b> Ask individual to drive home if possible. If not, arrange suitable transportation – taxi, uber, etc. employee to wear mask. Do not permit individual to take public transit. <b>AND</b> Ask individual to call Public Health and immediately notify HR/PMT of guidance given. Treat individual as a "presumed case" until notified otherwise (See "Health Risk Assessment Tool" on MagNet).
4	<b>Isolate &amp; Notify Close Contacts:</b> Employees who have had prolonged (> 3 minutes) close contact** with the individual should be notified that they are a "close contact" to a presumed case of COVID-19 and instructed to go home and self-monitor (See "How to Self-Monitor" on MagNet). They will be advised about further direction after Public Health guidance is obtained.
5	<b>Shut Down Individual's Work Area:</b> Close 6-foot radius around individual's work area and disinfect before re-opening.
6	<b>Disinfect Area:</b> Follow "Decontamination Guidance" on MagNet for the 6-foot radius around individual's work area, locker and other common areas where the employee would normally visit (if applicable).

# Health Risk Assessment Tools for Screening Anyone Entering the Site



Key Guidance for screening anybody entering the site.

1. All individuals are to be screened without exception. Screening must be done daily.
  - Employees attending work must be screened daily by self report either on paper or when available electronic means (e.g. smartphone app).
  - Employees returning from any international travel (business or personal)
  - All visitors (only business essential permitted)
2. Use the screening tool together with the screening questionnaire. The two documents are meant to be used together.

**COVID-19 Coronavirus Health Risk Assessment Tool**  
For All Visitors, Travelers, Employees with New Onset Symptoms and Employees Returning to Work to Magna Facilities

**Question 1**  
During the last 3 days have you had any of the following symptoms?  
Shortness of Breath  
OR  
Chest Pain  
OR  
Fever (38°C/100.4°F)  
OR  
New or Worsening Cough\*  
OR  
New Muscle Ache  
OR  
Runny Nose  
OR  
Sore Throat

**Question 2**  
In the last 14 days have you had close contact\*\* with someone who has a confirmed OR presumed\*\*\* case of COVID-19?

**Question 3**  
In the last 14 days have you returned from travel outside your country?

**Yes** (to Q1)  
There is a risk for COVID-19 Due to Symptoms Present  
Person should stay at home until:  
1. A minimum of 7 days have passed since symptoms first appeared AND  
2. Fever, shortness of breath, or chest pain have been gone for AT LEAST 3 days AND  
3. Cough\* is improving (but may not be completely gone).  
Click HERE for Guidelines on: "Why You Should Stay at Home"

**No** (to Q1)  
There is a risk for COVID-19 Due to Level of Close Contact  
Person should self-isolate until:  
A minimum of 14 days since return from travel or first day of contact with confirmed or presumed\*\*\* case of COVID-19 OR  
There is a medical clearance from a physician, nurse practitioner or Public Health Authority  
Click HERE for Guidelines on: "How to Self-Isolate"

**Yes** (to Q2)  
There is a risk for COVID-19 Due to Level of Close Contact  
Person should self-isolate until:  
A minimum of 14 days since return from travel or first day of contact with confirmed or presumed\*\*\* case of COVID-19 OR  
There is a medical clearance from a physician, nurse practitioner or Public Health Authority  
Click HERE for Guidelines on: "How to Self-Isolate"

**No** (to Q2)  
There is low risk for COVID-19.  
Everyone should continue to self-monitor.  
Individual permitted access to the Magna location.  
Click HERE for Guidelines on: "How to Self-Monitor"

**No** (to Q3)  
There is low risk for COVID-19.  
Everyone should continue to self-monitor.  
Individual permitted access to the Magna location.  
Click HERE for Guidelines on: "How to Self-Monitor"

**\*Cough:**  
Coughing may persist for several weeks. A cough, as long as it is not NEW or WORSENING, means individual is permitted access to Magna locations.

**\*\*Close Contact:**  
Close Contact is defined as:  
Living with or otherwise caring for an individual who has a presumed or confirmed case of COVID-19.  
OR  
Close contact means being within about 6 feet (1.8 m) of an individual who has a confirmed or presumed case of COVID-19.

**\*\*\*Presumed Case:**  
Individual has symptoms consistent with COVID-19 but has not received formal testing or formal diagnosis.

Last Updated: 4/9/2020 1:43 PM

**MAGNA** **KEEP CONFIDENTIAL**

**COVID-19 Coronavirus – Health Risk Screening Questionnaire**  
(For All Visitors, Employees, Travelers, Employees with New Onset Symptoms and Employees Returning to Work to Magna Facilities)

In an effort to protect the well-being of our employees, the following questionnaire has been prepared for evaluating if an individual can gain access to Magna facilities. This recognizes that an employee might not be able to obtain a medical note confirming clearance for return to work. If the employee provides a medical note confirming fitness for return to work, this questionnaire is not required.

THIS QUESTIONNAIRE IS TO BE USED IN CONJUNCTION WITH THE HEALTH RISK ASSESSMENT TOOL ON MAGNET

	Yes/No
1 During the last 3 days, have you experienced: Fever (38°C/100.4°F) OR New or Worsening Cough* OR Shortness of Breath OR Chest Pain OR New Muscle Ache OR Sore Throat OR Runny Nose? If YES to 1 – Must Stay at Home until major symptoms resolved & cough* improving (See Health Risk Assessment Tool & Guidelines on: "Why You Should Stay at Home" on Magnet) If NO to 1 – Continue with Q2	
2 In the last 14 days have you had close contact** with someone who has a confirmed OR presumed*** case of COVID-19? If YES to 2 – Must Self-Isolate for minimum 14 days (See Health Risk Assessment Tool & Guidelines on: "How to Self-Isolate" on Magnet) If NO to 2 – Continue with Q3	
3 In the last 14 days, have you returned from travel outside your country? If YES to 3 – Must Self-Isolate for minimum 14 days (See Health Risk Assessment Tool & Guidelines on: "How to Self-Isolate" on Magnet) If NO to 3 – Individual permitted access to Magna facilities	

Name of Employee \_\_\_\_\_ Name of Human Resources Contact \_\_\_\_\_ Date Completed (dd-mm-yy) \_\_\_\_\_

**Magna Division Review – USE ONLY**

**Employee:**  
Start date of self-isolation \_\_\_\_\_ Date \_\_\_\_\_  
Estimated isolation end date \_\_\_\_\_ Date \_\_\_\_\_  
☐ Return to Work Approved  
☐ Directed to Stay at Home  
Identify Follow-up with Employee \_\_\_\_\_ Date \_\_\_\_\_

**Visitor:**  
☐ Denied Access to Facility  
☐ Permitted Access to Facility  
Name of person completing review \_\_\_\_\_ Date \_\_\_\_\_

**\*Cough:**  
Coughing may persist for several weeks. A cough, as long as it is not NEW or WORSENING, means individual is permitted access to Magna locations.


**\*\*Close Contact:**  
Close Contact is defined as:  
Living with or otherwise caring for an individual who has a presumed or confirmed case of COVID-19.  
OR  
Close contact means being within about 6 feet (1.8 m) of an individual who has a confirmed or presumed case of COVID-19.


**\*\*\*Presumed Case:**  
Individual has symptoms consistent with COVID-19 but has not received formal testing or formal diagnosis.



The development of a self reporting tool based application is currently underway. This tool will be available on the Magna employee app. It will be available in specific countries where permitted. Some countries have alternative electronic self reporting tools such as those through government agencies or through payroll processing providers.

Divisions should determine if electronic self reporting is a suitable method of carrying out the mandatory daily screening requirements and implement this where appropriate.

Monday April 06, 2020	General Text that may be displayed at the top of this screen with links if desired. All non-essential workers are directed to work from home, and everyone is required to maintain a 6 foot distance from others in public
Information on Novel Coronavirus	
	
<a href="#">How Magna is responding to the Coronavirus Outbreak: Click to Learn More</a>	
<div> <p>Please select a country</p> <div>Canada</div> </div> <p>Please select the division you would like to access</p> <div>PlastCoat</div> <p>Please select your access type</p> <p> <input checked="" type="radio"/> Employee  <input type="radio"/> Temp Employee  <input type="radio"/> Visitor         </p> <div> <div>Previous</div> <div>Next</div> </div>	

Monday April 06, 2020	General Text that may be displayed at the top of this screen with links if desired. All non-essential workers are directed to work from home, and everyone is required to maintain a 6 foot distance from others in public
Information on Novel Coronavirus	
	
<a href="#">How Magna is responding to the Coronavirus Outbreak: Click to Learn More</a>	
<div> <p>You are required to take your temperature today</p> <p>My Temperature is: 38 C / 100.4 F or higher *</p> <p> <input type="radio"/> Yes  <input type="radio"/> No  <input type="radio"/> I don't have a thermometer         </p> <div> <div>Previous</div> <div>Next</div> </div> </div>	



## Key Points

1. Wide scale thermal imaging for crowd screening and daily hand-held touchless thermometer use for wide scale on-site screening is NOT required and is NOT recommended.
2. Employees are required to complete a daily home-based self-administered temperature check prior to coming to work. Use a screening questionnaire as a self-assessment tool daily for all employees.
3. On-site thermal scanning will be required only for employees who do not know their temperature (due to lack of thermometer or any other reason).

**Covid-19 Non-Contact Infrared Thermometer Guidance for Magna Facilities (March 16, 2020)**

This guidance comes into effect only where the worksite has identified a medical need or a public health directive has been issued to screen employees with a temperature device in order to determine possible infection leading to a fever. In such cases, personal protective equipment will need to be worn by the screener.

If an individual is identified as having a fever they will be advised to go home and seek medical attention. They will not be permitted at the worksite until all symptoms have resolved.

**This procedure should be carried out by a suitably qualified or appropriately trained individual.**

1. **Devices**
  - a. Only a medical grade non-contact infrared thermometer (NCIT) must be used. Similar devices that are available at drug stores or other retailers are not accurate enough for the purposes of screening in this circumstance. The variability is excessive and inaccurate readings will result.
  - b. There are a number of medical device manufacturers that provide NCITs. Each manufacturer will have specific instructions on how to use the device. These instructions need to be followed explicitly to avoid inaccurate readings.
  - c. Specifically follow the instructions on how to use the device.
  - d. For those who have not used such a device previously, consider watching the following videos to provide some guidance as to the procedure. The specific instructions with your thermometer should be used but these videos could be assistive.
    - i. <https://www.youtube.com/watch?v=OCQcQdSd0tk> (How to Use the Adtemp 429 Non-Contact Thermometer)
    - ii. <https://www.youtube.com/watch?v=UvMoK9CD4f0> (Braun No Touch + Forehead Thermometer 3000)
2. **PPE**
  - a. Individuals screening employees with a NCIT should wear disposable medical gloves, goggles and be appropriately gowned and masked.
  - b. Individuals using PPE should receive training in how to fit, wear and maintain the PPE.
3. **Basic Procedure**
  - a. The exact procedure will vary depending on the device.
  - b. Generally, before taking a measurement, remove dirt or hair from the forehead area.
  - c. If removing dirt, you must wait 10 minutes before testing.
  - d. Position the thermometer in front of the forehead in the middle of the eyebrows without touching the forehead.
  - e. Keep the patient's head still during measurement. Do not move the thermometer during measurement.
  - f. Activate the device and record the temperature.

# Employee Daily Self Temperature Check Guidance

## Key Points

1. Employees **MUST** complete a daily temperature check at home prior to coming to work. Any employee with a temperature of 38°C or 100.4°F or higher is considered to have a fever. They cannot enter the site.
2. Employees who do not know their temperature, due to lack of thermometer or any other reason, are required to report to the site with sufficient time for temperature screening prior to the start of their shift. This practice is to be discouraged and employees should purchase a thermometer for their use.
3. Employees should be encouraged to purchase a suitable thermometer for home use if they do not already have one.
4. Magna will provide 1-2 non-contact electronic sensing thermometers for on-site use only
5. The onsite temperature screening of employees who do not know their temperature can be performed by a designated member of the Emergency Response Team, such as a health & safety person or first aid responder. A medical professional or nurse is not required. PPE guidance has been provided.

### Employee Daily Temperature Check Guidance

In response to the COVID-19 outbreak, Magna requires employees to take their temperature daily prior to arriving for their shift. This is to help prevent the spread of the virus and efficiently screen employees.

The following guidance provides clarification and considerations for the implementation of daily temperature checks.

Daily Screening

The daily screening questionnaire (paper form / electronic form / App) asks employees to self report the presence of a fever (temperature greater than (38°C or 100.4°):

My temperature is:  
38°C / 100.4°F or higher  
**Yes or No or I don't have a thermometer**

Responses to this question should result in the following actions:

1. **YES:** Employee is NOT to come to work and a contactual local member of the Pandemic Response Team for further instructions. (See Health Risk Assessment Tool on MagNet for guidance).
2. **NO:** Employee will be asked further screening questions regarding close contact and out of country travel to assess their fitness to come to work. If they have a close contact or relevant travel history, they will not be allowed to come back to work. If they have no close contact or travel history, they will be allowed to come to work. (See Health Risk Assessment Tool on MagNet for further guidance).
3. **I DON'T HAVE A THERMOMETER:** Employees who do not know their temperature (due to lack of thermometer or any other reason) will be required to complete the rest of the questionnaire to assess if they have had close contact or relevant travel history that may prevent them from being allowed to come to work. If permitted to come to work, they are required to report to local HR or member of the Pandemic Response Team for temperature screening at least 30 minutes prior to the start of their shift. This practice is to be discouraged and employees should purchase a thermometer for their use.

Home Thermometer Use

Employees are expected to have a suitable thermometer at home to take their temperature daily. Employees are responsible for the maintenance and function of their thermometer. Magna recommends digital thermometers be used where possible.

Reimbursement

Where an employee does not have a home thermometer, the employee should be directed to purchase a thermometer from a local pharmacy. The employee should also be directed to

# Contact Tracing Guidance

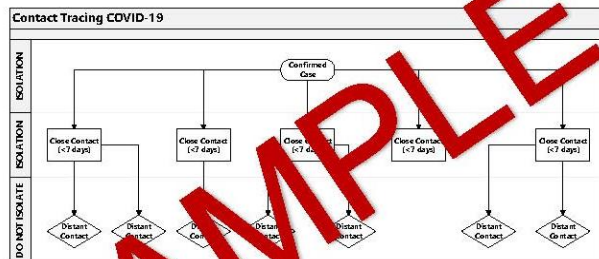
## Key Points

1. There are specific definitions for 'close contacts' and 'presumed case' of COVID19.
2. Not all employees are close contacts. Use the guidance document to determine true close contacts of an employee who gets sick at work or reports they have developed symptoms or has a family member who has developed symptoms.
3. At present tracing should be done for the 7 days prior to the onset of an employee's symptoms or the employee being told they have tested positive for COVID-19.

### Covid-19 Contract Tracing Guidance for Magna Facilities

To assist the facility with tracing of confirmed or presumed cases of COVID-19, the following guidance is provided.

The image below illustrates the contact tracing that should be done if a division has a confirmed or presumed case of COVID-19. Please note, contact tracing is only done to ONE level of contact as shown. Distant contacts do not require tracing.



#### \* Close Contact is defined as:

- Living with or otherwise caring for an individual who has a confirmed or presumed case of COVID-19.
- Being within about 6 feet (1.8 meters) of an individual who has a confirmed or presumed case of COVID-19.

In order to trace close contacts, follow the "Contact Tracing Questionnaire" found on MagNet.

Close contacts of employees only need to be traced up to 7 days prior to:

- symptoms appearing
- OR
- receiving a positive COVID-19 test result.

### COVID-19 Contact Traceability Questionnaire

Name: _____	Date of Symptoms: _____
Division/Location: _____	OR Positive Test Result: _____
Job Title: _____	
Manager: _____	Date Form Completed: _____

- Up to 7 days before symptoms appeared OR receiving a positive COVID-19 test, please indicate the Magna locations that you have visited, including all locations of your home divisions, other divisions, group/corporate offices, etc. Please indicate the approximate time spent at each location.
- Up to 7 days before symptoms appeared OR receiving a positive COVID-19 test, please indicate all Magna locations that you have visited for work-related reasons, including customers, suppliers, food shops, vendors, conferences, etc. Please indicate the time spent at each location.
- Up to 7 days before symptoms appeared OR receiving a positive COVID-19 test, please indicate all meetings/training sessions that you have attended. Please indicate the names of all attendees where possible.
- Up to 7 days before symptoms appeared OR receiving a positive COVID-19 test, please indicate the names of individuals with whom you have been in contact at your home division/location - within 6 feet/2 meters for more than 15 min. This includes employees, visitors, contractors, etc.
- For each of the locations that you have visited during the 7 day period before symptoms appeared OR receiving a positive COVID-19 test, please indicate the names of individuals with whom you were in close contact within 6 feet/2 meters for more than 15 min. This includes meetings in the same room.
- Up to 7 days before symptoms appeared OR receiving a positive COVID-19 test, please indicate the names of individuals who may have come into close contact (within 6 feet/2 meters) while sneezing or coughing.
- Up to 7 days before symptoms appeared OR receiving a positive COVID-19 test, please indicate the areas you frequented within your home division/location i.e. work cells/area, meals/breaks, restrooms, entrances/exits, meeting rooms, offices, etc.
- Is there any additional information we should be aware of regarding your diagnosis or contacts?

Form Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Received by HR: \_\_\_\_\_

Please contact your Regional HR Director immediately upon receipt of the completed form.

### Decontamination Guidance

Implement the General Disinfection Measures; the cleaning steps outlined should be taken routinely, based on frequency mentioned to disinfect work place surfaces, chairs, tables, etc. and protect employees.

This guidance comes into effect only where there is a risk of spread of the COVID-19 virus. To identify a high-risk individual/situation, use the COVID-19 Coronavirus Risk Screening Tool available on the company intranet.

Verify that cleaning agents are suitable for the surface they will be applied to (i.e. will not damage or destroy the surface), by reading and following the manufacturer's recommendations or labeling.

#### Agents - diluted household bleach

- Household strength bleach that typically contains 5 - 6 % sodium hypochlorite. Refer to the manufacturer's instructions or guidelines for concentrations higher than 6% sodium hypochlorite.
- Mix bleach with water to make a 0.1% or 1:47 solution suitable for disinfecting surfaces
  - Always add bleach to water
  - For greatest effectiveness, prepare bleach solutions fresh daily, preferably just prior to use
  - Allow all bleach solutions to stand for at least 30 minutes before using
- Do not immerse electrical or battery-operated tools/equipment in solutions; wipe the outside of these objects with a disposable rag soaked with the solution and allow it to dry.
- Use gloves and eye protection when cleaning tools, equipment and surfaces.
- Use respiratory protection when there is a respiratory risk (selection of PPE should be based on a PPE assessment, the manufacturer's instructions, local regulations (e.g. NIOSH).
- All containers should be labeled "Bleach-disinfected water: DO NOT DRINK."

This [link](#) provides an online calculator for bleach dilution. Enter "1000 ppm" for the desired concentration of chlorine solution, which is equivalent to 0.1%:

**CAUTION:** Never mix bleach with products containing ammonia.

Accelerated hydrogen peroxide (AHP) (0.5%) - Used for cleaning and disinfecting surfaces and medical equipment.

**CAUTION:** Hydrogen Peroxide can cause damage to fabrics, plastics, and untreated metal if left on the surface too long.

Quaternary Ammonium Compounds (QUATs) - Used for cleaning and disinfecting of surfaces (e.g., floors, walls, furnishings).

### Cleaning and Disinfection Guidelines

- Ensure proper PPE is used and disposed of in accordance with the manufacturer's instructions and local regulations.
- Disinfect all frequently touched surfaces daily including desks, conference room tables, cafeteria tables, restroom stalls/stall doors, door handles, keyboards/mice and sink fixtures.
- Disinfect after your routine cleaning is complete, including emptying trash, dusting and vacuuming to minimize cross-contamination (see General Disinfecting)
- Remove any visible soil from the surface with a detergent-based cleaner before applying a disinfectant.
- Disinfect surfaces from high areas to low areas so that any dirt/dust that may contain microorganisms dislodged from above are removed when you clean the lower surfaces.
- Disinfect surfaces from "clean" areas, such as office spaces, to "dirty" areas, such as bathrooms, to minimize cross-contamination.
- For convenience, consider using a one-step disinfectant cleaner instead of a disinfectant that always requires a cleaning step prior to disinfection. One-step cleaner disinfectants ensure that workers can clean and disinfect in one pass. Do not flush disposable wipes in toilets.
- When disinfecting, ensure surfaces remain visibly wet for the contact time specified on the product label.
- Employees should be encouraged to regularly clean their desks, laptops, computer mouse, phones, PC, phone etc. It's important to keep your stationery and devices clean. According to the experts, the virus COVID -19 can live on those surfaces for hours.
- CDC advises people to use disposable wipes to clean surfaces regularly. Before touching a public surface, clean it with a disposable wipe and, clean your hands after touching surfaces. Use hand sanitizers and wash your hands with soap and water frequently.
- Increase frequency of cleaning when warranted and as precautionary control.

### Disinfecting

Using a recommended agent (see above), follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Follow manufacturer's instructions for application and proper ventilation and dermal protection. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. (CDC)

### General use

- Apply a mist of solution from a spray bottle, thoroughly wetting the area or use disposable wipes
- Ensure area remains wet for at least 60 seconds (3 minutes for AHP or follow manufacturer's instructions)
- Wipe with a clean, dry rag
- For light switches, electronics, laptops, monitors etc. do not directly spray with the solution. Apply the solution to a rag and wipe the surface.



### Pre-shift / post-shift workstation cleaning

Additional time should be allotted to employees at the beginning of their shift, line/workstation change and at the end of the shift for cleaning.

Employees should be shown how to clean, including using any required PPE.

High-touch points should be cleaned (palm buttons, touch screens, control panels, table-tops / work surfaces, stools / chairs etc.).

Instruct employees to clean their assigned workstation at the start of their shift (or when initially assigned to that workstation), when transferring to a different workstation and, at the end of their shift/work period at their assigned station.

Pre-use safety inspection checklists should be used that identify high-touch points (e.g. add a checkbox that includes acknowledgement that pre & post shift cleaning was completed).

- Apply a mist of solution from a spray bottle, thoroughly wetting the area or use disposable wipes
- Ensure area remains wet for at least 60 seconds (3 minutes for AHP or follow manufacturer's instructions)
- Wipe with a clean, dry paper towel and dispose
- For palm buttons, touch screens, switches, electronics, laptops, monitors etc. do not directly spray with the solution. Apply the solution to a rag and wipe the surface.

### Disinfecting Tools

- Tools and Equipment can also be cleaned. It is preferable that soap and clean water be used when available.
- Dilute ¼ cup household bleach in 1 gallon of water
- Immerse object in solution for 10 minutes

### Cleaning and Disinfection PPE

It is highly recommended that PPE not be shared. This includes and is not limited to visitor safety glasses, hard hats, fall arrest equipment, respirators, LASER safety glasses etc. Respiratory protection should be disposable.

**CAUTION:** Certain types of PPE may become damaged and unsafe if cleaned. Always read and follow the manufacturer's cleaning and care instructions. If PPE looks damaged, do not use it and report it to your supervisor.

### General Guidelines

- Dedicated equipment must be thoroughly cleaned/disinfected prior and after each use
- Equipment used to clean and disinfect contaminated areas should be disposable
- Particular attention should be paid to high touch areas
- Remove eyewear/face shield by tilting the head forward and lifting the head band or earpieces

**Note:** The outside of protective eyewear/face shields may be contaminated.

- Avoid touching the front surface of the eyewear/face shield
- Gloves should be removed so they are inside-out and properly disposed of
- Reusable protective eyewear should be placed into a container and washed in detergent and water and allowed to completely air dry
- Clothing should be washed in hot water and detergent and completely dried in a hot air dryer
- Use in-house uniform cleaning services where possible.

## Decontamination Cleaning Guidance

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Severe cleaning should be performed only when there is a confirmed case, medical grounds or when directed by a regulator and, should only be conducted by a professional cleaning contractor.

Plants may wish to shut the plant down and allow for the natural deactivation of the virus (depending on the types of surfaces), in lieu of decontamination.

Disinfect plant prior to anyone returning to work. It is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection. (CDC)

- Before commencing work, cleaning contractors must receive an appropriate site/plant orientation and provide proof of insurance, proof of workers compensation coverage (where applicable), proof of PPE training, GHS etc.
- Cleaning contractors should clean and disinfect all areas used by the ill persons, focusing especially on frequently touched surfaces (CDC) such as:
  - Tools
  - Workstations
  - Touch screens, controls and all high-touch points
  - Restrooms including lockers, benches, wash basins etc.
  - Cafeteria
  - Common / public areas
  - Computer screens, keyboards mice, desktops
- Surfaces should be disinfected using an approved agent or the following household bleach solution (OSHA)
  - Dilute 1 1/2 cups bleach in 1 gallon of water
  - Place the solution in a spray dispenser.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection
- Thoroughly douse surfaces that have heavy deposits of contaminants and allow to stand for 3 minutes
- Wipe the contaminants from the surface with a paper towel. Discard the towel
- Douse the surface again and wipe off the residual contamination with a paper towel
  - Discard the towel and allow surface to dry
- Cleaning staff should wear an appropriate face mask, disposable gloves and gowns for all tasks in the cleaning process, including handling trash
- Gloves and gowns should be compatible with the disinfectant products being used
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash
- PPE should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves
- Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor

## Decontamination Cleaning Guidance

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- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol. However, if hands are visibly dirty, always wash hands with soap and water.
- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol. However, if hands are visibly dirty, always wash hands with soap and water.

### **Company Vehicles (e.g. buses)**

- Where possible, individual commuting is preferred.
- Company provided shuttles, vans etc. vehicles should be adequately cleansed and disinfected on a regular basis
- Drivers and passengers should follow daily pre-screening, prior to boarding
- Seating shall be arranged to maintain social distancing of 2m / 6ft



Social distancing is a simple yet very effective mechanism to prevent potential infection, that relies on simple distance to avoid infection. In order to decrease the transmission of COVID-19, Magna plants are practicing physical or social distancing.




It is a simple and effective prevention measure that can help prevent the transmission of COVID-19. Your efforts will help protect you and your co-worker and, you may be saving lives.

In practice this means:

- Staying 2m/6ft away from others as a normal practice
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or friends
- Avoiding touching surfaces touched by others, to the extent feasible
- Avoiding anyone who appears to be sick, or who is coughing or sneezing

This practice of social distancing includes but is not limited to production lines, cafeterias, common areas, entrance/exit areas of work locations, and offices. These are examples, but the principle of social distancing is universally applicable.

## SOCIAL DISTANCING IN WORKSPACES & COMMON AREAS



Respect barriers and distances between workstations

Allow for 2 meters (6ft) distance between employees during meetings

Avoid shared tools or ensure disinfecting in between use


Create distance in cafeteria & other seating areas

Watch for visual cues that reinforce distancing common areas

Be aware of distances in elevators, smoking areas, and hallways

IMMEDIATELY REPORT ANY SYMPTOMS OF ILLNESS TO SUPERVISOR OR HR

IN THIS TOGETHER  
#NEWNORMAL



### Company Transportation

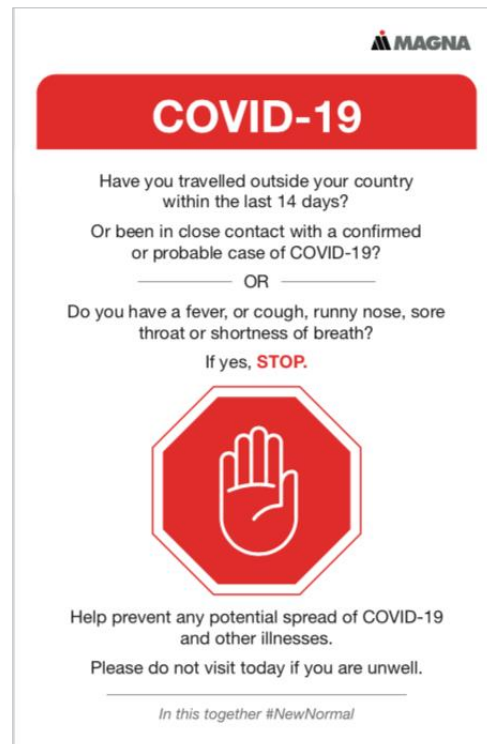
- Where possible, employees should be encouraged to commute to and from work in their own vehicle.
- Divisions using company buses / vans for employees should follow these guidelines:
- Consider reducing the seating capacity of vehicles to help maintain social distancing when passengers are seated:
  - Block-off seats to establish a minimum of 6 feet / 2 meter separation between passengers,
  - Add additional busses or trips to account for reduced capacity.
- Establish boarding and exiting procedures to ensure social distancing is maintained:
  - Direct individuals to board one at a time, starting with rear-most seats first,
  - Direct individuals to exit one at a time, starting with the front-most seats first.
- All passengers and the driver should wear non-surgical masks;
  - Ensure non-surgical masks are available.
- Prohibit passengers from eating or drinking while onboard.
- Following the Magna Cleaning and Disinfecting Guidelines, clean and disinfect the vehicle (all high-touch surfaces, door handles, seatbelts, seats, windows etc.)
  - Prior to boarding and,
  - After the passengers have exited the vehicle.
- Employees and the driver must not board the bus if they feel ill, are symptomatic or have been confirmed to have COVID-19, have been in contact with a confirmed case in the past 14 days or have travelled outside of the country in the past 14 days.
- The driver must conduct and record a self-temperature check at the start of each route.
- Passengers must complete screening questionnaires and conduct self-temperature checks, prior to boarding.

### Restricted Entry

- The company has imposed a ban on general visitation to facilities until further notice.
- Meetings should take place virtually or using small groups only
- Business essential visitors, contractors or suppliers should follow the **Health Risk Screening Tool & Questionnaire** to assess the risk of exposure to COVID-19
- Visitors, contractors or suppliers who have known exposure to COVID-19 or who are experiencing symptoms of illness must not be permitted entry to the facility

### Agency Workers

- Ensure agency workers are aware of expectation for daily health checks related to COVID-19 symptoms and/or exposure
- Coordinate with Agency to ensure Magna daily health checks are being performed
- Confirm with Agency procedure for agency workers to report symptoms and/or exposure



# EMPLOYEE RELATIONS



Comprehensive and regular communication with our employees, coupled with the proactive education of workplace leaders and employee representatives will help achieve support for these protocols among workers as well as alignment with labor/labor leaders.

Employee consultation and buy-in will be essential to ensuring that these protocols will be respected and applied by employees as a means of keeping everyone in the workplace safe and healthy.

The employee relations environment will differ considerably plant to plant, and across various countries. In formulating an action plan to implement these protocols, local leadership will need to understand their employee relations environment, including any legislative, contractual or policy requirements that might need to be factored into the local COVID-19 strategy.

A number of potential considerations apply:

- For unionized plants, local management should review requirements of applicable CBA's with respect to any prior notice, consultation and/or negotiation requirements that may be required in order to implement protocols;
- Plant management should be mindful of and monitor any HSE standards being adopted in their community to determine if these standards are consistent with Magna's standards or whether the Magna standards need to be adapted for your Division;
- Where Works Councils exist, understand any applicable co-determination rights that might apply, as well as applicable requirements for consultation and/or negotiation;
- Where employee health screening is being implemented, consider the need to consult with local employee representation to resolve any concerns regarding the process being considered, the type of screening to take place, technology being applied, and any personal privacy concerns that might exist.
- Review and understand applicable regulatory requirements with respect to Joint Health and Safety Committee structures that exist, and the need to meet with the Committee, provide information, disclose testing results, and discuss proposed policy changes;
- Conduct a review with plant leadership with respect to employee's rights to refuse unsafe work and applicable work refusal protocols;
- For those plants with Magna HR Programs present, meet with and utilize local HR program members including the Fairness Committee, Employee Advocate Program, Joint Health & Safety Committees and to help communicate the need for new standards and seek the assistance of these programs in proactively resolving employee concerns or continuous improvement suggestions that might arise;
- Leverage internal employee representation bodies, concern resolution programs, and communication tools to help roll-out the necessary information and education needed to help ensure the workforce alignment necessary to support these protocols; and
- Develop a cadence of regular conversations and communications with employees, workplace, committees and local employee representatives to inform them of plans and ongoing progress.

# EMPLOYEE TRAINING / COMMUNICATIONS

Training

Pre Start Communications

Day One Communications

Leadership Communications Toolkit



## Employee Training

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Employees will receive various levels of training on the controls, procedures, protocols and safety requirements being used to prevent the spread of COVID-19 in Magna facilities.

A training plan has been developed and structured to ensure employees receive the training and information they need to stay safe while at work.

Depending on an individual's job, the following training will be made available in small groups, emails and in some cases by video conferencing:

### **Pre Start-Up**

H&S Training for plant Emergency Response Teams, managers, supervisors, first-aid personnel and HSE on the guidelines, checklists, tools and audits used to prepare for re-starting the plant.

### **First Day Orientation**

Training for all employees (may be done with communication pamphlets, emails or in small groups so that social distancing is maintained):

- New controls, procedures and protocols that will be used at their specific plant
- Safe distancing and hand washing techniques
- Entering the plant and screening requirements
- Clock-in procedures
- Emergency evacuation plan revisions (reporting illness, social distancing after a plant evacuation etc.)

### **PPE**

Training for the use, disposal or cleaning of PPE for employees who may be required to wear or use PPE.

### **Screening**

Training will be provided for employees who will be conducting screening operations.

Where required, additional training will be provided to employees for their specific jobs.

Training will be reinforced with bulletin boards, posters, signage, lunchroom & lobby TV's and other employee communication methods.

## Office Employees

## Division Employees (office and shop floor)

### Pre-Start Communication

#### Information to be shared before employees come back to the workplace

##### Email stating:

- The date/time they are expected to come back to the workplace
- Cleaning and disinfecting measures that have been taken and will continue
- What guidelines/training they must review / abide by:
  1. Social distancing
  2. Personal Protection Equipment (PPE) instructions
  3. Employees **MUST** complete a daily temperature check at home prior to coming to work. Any employee with a temperature of 38°C or 100.4°F or higher is considered to have a fever. They cannot enter the site.
  4. Employees who do not know their temperature, due to lack of thermometer or any other reason, are required to report to the site with sufficient time for temperature screening prior to the start of their shift. This practice is to be discouraged and employees should purchase a thermometer for their use.
  5. Employees should be encouraged to purchase a suitable thermometer for home use if they do not already have one.
  6. Magna will provide 1-2 non-contact electronic sensing thermometers for on-site use only.
- The building entrance they should use and the process to follow (i.e. line up, sign in, maintain social-distancing, etc.)
  - When they get to their desk the first day, the first thing they need to do is visit the company's intranet for their location and follow the instructions.
- Timing of conference call with the location leadership on Day 1 back in the office
- Who to contact if they have questions

#### Information to be shared before employees come back to the workplace

##### Communications (Magna employee app, phone system):

- The date/time they are expected to come back to the workplace
- Cleaning and disinfecting measures that have been taken and will continue
- What guidelines/training they must review / abide by:
  1. Social distancing
  2. Personal Protection Equipment (PPE)
  3. Employees **MUST** complete a daily temperature check at home prior to coming to work. Any employee with a temperature of 38°C or 100.4°F or higher is considered to have a fever. They cannot enter the site.
  4. Employees who do not know their temperature, due to lack of thermometer or any other reason, are required to report to the site with sufficient time for temperature screening prior to the start of their shift. This practice is to be discouraged and employees should purchase a thermometer for their use.
  5. Employees should be encouraged to purchase a suitable thermometer for home use if they do not already have one.
  6. Magna will provide 1-2 non-contact electronic sensing thermometers for on-site use only.
- The building entrance they should use and the process to follow (i.e. line up, sign in, maintain social-distancing, etc.)
- Who to contact if they have questions

### First Day Back Communication – Office

- Building/Group specific all people conference call
  - Welcome back message from building/Group leadership
  - Utilize leader's slide deck
  - Review instructions for the New Normal workplace protocols (i.e. washrooms, meetings, travel, visitors, mailroom/ supplies, coffee and kitchenette areas, food, shared equipment such as copiers/ printers, etc.)
  - Have them download Magna's employee app for regular updates and get access to screening tool

### First Day Back Communication – Division

- Shift Meeting (small group where social distancing can be maintained)
  - Welcome back message from facility leadership
  - Utilize leader's slide deck
  - Review instructions for the New Normal workplace protocols (i.e. washrooms, meetings, travel, visitors, mailroom/ supplies, coffee and kitchenette areas, food, shared equipment such as copiers/ printers, etc.)
  - Have them download Magna's employee app to get regular updates and get access to screening tool



# Day One Communications -- What Employees Should Expect

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## Screening

- Before you come to work each day, you will be asked to take your temperature and complete a health questionnaire (paper form, online form, or app). REMINDER: If you answer YES to a question on the Daily Health Screening Questionnaire, you should follow instructions to stay home AND call HR/HSE (follow any other division processes).
- Review the “Know Your Numbers” document to learn how to take your temperature and complete your daily home-based screening questionnaire.

## Communications

- You will receive communications on social distancing, proper hand washing techniques, use of personnel protective equipment, new procedures to keep you safe while you work, cleaning methods for workstations and other topics.

## Social Distancing

- Social distancing means remaining out of group settings, avoiding mass gatherings and maintaining distance from others when possible.

### Workplace Social Distancing General Guidelines

1. **Distance:** Avoid crowds and maintain 2 meters (6 feet) from those around you.
2. **Avoid Contact:** Where minimum distance cannot be maintained, Magna will implement other controls, such as provide masks and limit time together.
3. **If Sick:** Stay home and isolate when you have COVID-19 symptoms or feel ill, including a fever. Notify HR and contact local public health authorities and/or your doctor.
4. **Travel:** Notify HR and self-isolate for 14 days after return from travel.
5. **Virtual Meetings:** Use telepresence in place of meetings when possible.
6. **Policies:** Always follow policies to maintain social distancing, including shift changes, break times, use of walkways, smoking areas, etc.

## Staggered Schedules

- Staggered shifts may be necessary to limit the number of people onsite at any given time allowing for greater opportunity of social distancing.
  - If you are required to line-up to enter the building for any reason, always practice social distancing.
- Break and lunch schedules may be altered to ensure social distancing is maintained and reduce the potential of crowding in lunchrooms, bathrooms, smoking areas, screening areas or other common areas.

## Additional Engineering Controls

- Plexi glass or other barriers may be used to separate employees in close working proximity.
- Additional cleaning requirements in place for your workstation, at the start and end date of every shift.
- Limited entrances into buildings may be in place to ensure everyone has been screened and authorized to enter.

## Personal Protection Equipment (PPE)

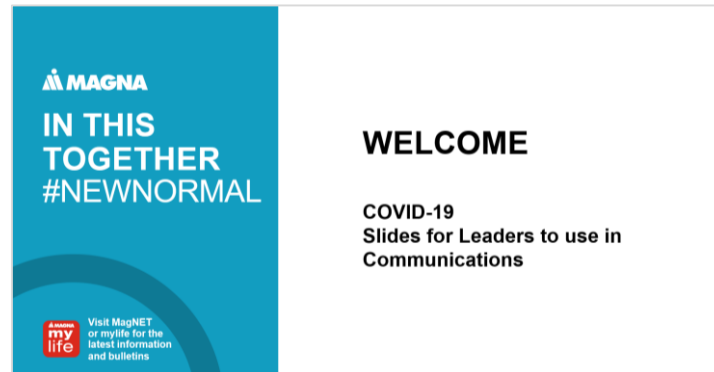
- Depending on your work task, you may be required to wear certain PPE. Your supervisor will ensure you have information on using and disposing of your PPE properly.
- Do not share your PPE with anyone.
- You may also wish to wear a non-medical mask from home. You may do so, as long as it does not pose a hazard to you or other workers (e.g. entanglement). Please see your supervisor or manager to discuss.

## Response to Concerns

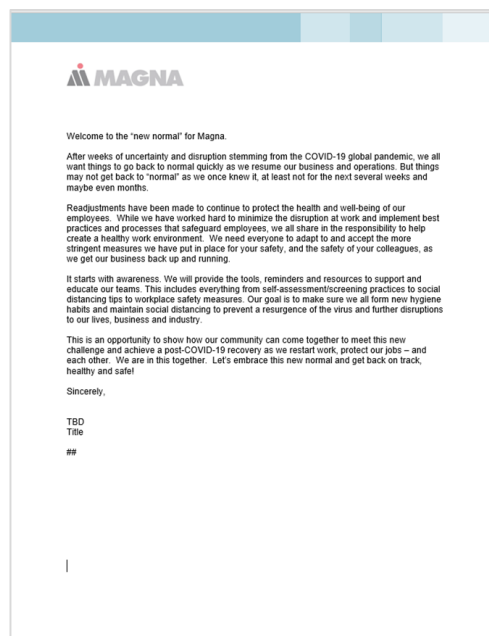
- Talk to your manager or supervisor about any health and safety concerns you may have. Magna is committed to timely responses and resolution of concerns.



In an effort to have a aligned and consistent communication as we ramp back up, the Corporate Communications Team has provided several template communication pieces that you can use localize as needed.



### Leaders Slides



### Leaders Message Template

# MAGNA RESOURCES

[Signage Library](#)

[Signage Map](#)

[How to Documents](#)

[Supporting Mental Health](#)

[Hierarchy of Controls](#)



Click [HERE](#) to access downloadable materials

**MAGNA**

**STOP COVID-19**

Effective immediately, we are restricting visitors to essential visits only at all of our sites through controlled access points.

**Do not visit if you are sick.**

Until further notice, these are the visitor restrictions:

**All Facility Areas**

**ESSENTIAL VISITS ONLY**

*In this together #NewNormal*

**MAGNA**

**COVID-19**

Have you travelled outside your country within the last 14 days?  
Or been in close contact with a confirmed or probable case of COVID-19?

OR

Do you have a fever, or cough, runny nose, sore throat or shortness of breath?

If yes, **STOP.**

Help prevent any potential spread of COVID-19 and other illnesses.

Please do not visit today if you are unwell.

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**REDUCE THE SPREAD OF COVID-19  
WASH YOUR HANDS**

1. Wet hands with clean water  
2. Apply soap  
3. Rub for at least 20 seconds (sing "Happy Birthday" twice)  
4. Rinse well  
5. Dry hands well with clean towel  
6. Turn off tap using paper towel

7. Rub palm to palm  
8. Rub back of each hand with palm of other hand  
9. Rub between fingers  
10. Rub right thumb with palm of left hand  
11. Rub left thumb with palm of right hand

**STOP THE SPREAD OF GERMS • WASH YOUR HANDS OFTEN • AVOID TOUCHING YOUR FACE, NOSE AND MOUTH**

Source: Canada.ca

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**REDUCE THE SPREAD OF COVID-19  
SANITIZE YOUR HANDS**

1. Apply sanitizer (at 75% concentration)  
2. Rub hands together  
3. Work sanitizer between fingers, hands, fingertips, under nails  
4. Rub hands until dry

**STOP THE SPREAD OF GERMS • SANITIZE YOUR HANDS OFTEN • AVOID TOUCHING YOUR FACE, NOSE AND MOUTH**

Source: Canada.ca

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**MAGNA**

**ACTIONS TO HELP REDUCE THE SPREAD OF COVID-19**

Wash your hands often with soap and water. If soap and water aren't available, use an alcohol-based sanitizer that is at least 60% alcohol.

Maintain at least 6 feet distance between yourself and anyone who is coughing and sneezing.

With your supervisor's approval, stay home when you are sick.

Cover your cough or sneeze with a bent elbow or tissue, then throw the tissue in the trash.

Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipes.

The best uses for face masks are for:  
• to avoid spreading to others  
• health workers and caregivers who are taking care of someone

**MAGNA**

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Visit MagNet or myLife for the latest information and bulletins

[magna.com/coronavirus](https://magna.com/coronavirus)

**SOCIAL DISTANCING IN WORKSPACES & COMMON AREAS**

Respect barriers and distances between workstations

Allow for 2 meters (6ft) distance between employees during meetings

Avoid shared tools or ensure disinfecting in between use

Create distance in cafeteria & other seating areas

Watch for visual cues that reinforce distancing common areas

Be aware of distances in elevators, smoking areas, and hallways

**IMMEDIATELY REPORT ANY SYMPTOMS OF ILLNESS TO SUPERVISOR OR HR**

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**MAGNA**

## Signage Map

An additional resource available for facilities is a Signage Map document.

The map provides recommendations on what posters are available, where to post them in the plant and indoor or outdoor considerations.

Sample excerpt from Signage Map is provided below.

	Location To Be Placed											
	Parking Lot	Security/ Gatehouse	Shipping & Rec.	Front Visitor Entrance	Emp. Entrance	Reception	High Traffic Hallways	Cafeteria Lunch Room	Locker Room	Wash Room	Conf. Rooms	Kitchen Areas
Reduce the Spread	X	x	x	x	x	x		x				x
Notice to Visitors		x										
Hand Sanitizing			x				x					
Hand Washing					x	x		x		x		
Protocol Plan				x								
How Should I Greet Someone				x		x			x			
Supporting Mental Health					x				x			x
Social Distancing in Workspaces & Common Areas							x	x		x	x	x
When to wear a mask									x			

## HOW TO SELF-MONITOR

To help reduce the spread of COVID-19

### SYMPTOMS OF COVID-19

FEVER, COUGH, DIFFICULTY BREATHING

### SELF-MONITORING

**You have:**

- No symptoms
- AND
- A return of possible symptoms but no continuous contact, in places or spaces where there is COVID-19, in the last 14 days

**TO MONITOR your own:**

- monitor yourself for 14 days for onset of symptoms of COVID-19
- go to your local public health authority or the nearest one, general advice if you have any other symptoms

### IF YOU START HAVING SYMPTOMS OF COVID-19

Separate yourself from others as soon as you have a symptom of COVID-19.

Visit your local public health website for more information, including when to contact your local health authority.

**WE CAN ALL DO OUR PART IN PREVENTING THE SPREAD OF COVID-19.**

## HOW TO SELF-ISOLATE

Because you are a close contact and/or have travelled out of country in the last 14 days

### SYMPTOMS OF COVID-19

FEVER, COUGH, DIFFICULTY BREATHING

### SELF-ISOLATION

**You have:**

- No symptoms
- AND
- A return of possible symptoms but no continuous contact, in places or spaces where there is COVID-19, in the last 14 days

**Close contact is defined by:**

- Using either self-isolation or having a close contact with a confirmed case of COVID-19
- Being within 2 metres (6.6 ft) of an individual who has a confirmed case of COVID-19

**Close contact is defined by:**

- Being within 2 metres (6.6 ft) of an individual who has a confirmed case of COVID-19
- Being within 2 metres (6.6 ft) of an individual who has a confirmed case of COVID-19

### IF YOU START HAVING SYMPTOMS OF COVID-19

Separate yourself from others as soon as you have a symptom of COVID-19.

Visit your local public health website for more information, including when to contact your local health authority.

**WE CAN ALL DO OUR PART IN PREVENTING THE SPREAD OF COVID-19.**

## WHY YOU SHOULD STAY AT HOME

Because you have flu-like symptoms.

### SYMPTOMS OF COVID-19

FEVER, COUGH, DIFFICULTY BREATHING

### STAY AT HOME

**You have:**

- Symptoms including new or worsening cough, fever, shortness of breath, chest pain, muscle pain, running nose or sore throat
- AND
- Have NOT travelled outside of the country in the last 14 days
- Have NOT been in contact with someone who has travelled outside of the country in the last 14 days
- Have NOT been in close contact with someone who has tested positive for COVID-19

**Close contact is defined by:**

- Being within 2 metres (6.6 ft) of an individual who has a confirmed case of COVID-19
- OR
- Close contact: 8 feet or 2.8 metres prolonged contact with an individual who has a confirmed case of COVID-19

### STAY AT HOME:

- At least 7 days since symptoms appeared
- AND
- At least 3 days (72 hours) have passed since recovery of fever (defined as resolution of fever without the use of fever-reducing medications)
- AND
- Improvement in respiratory symptoms (cough) but may not be completely gone

**WE CAN ALL DO OUR PART IN PREVENTING THE SPREAD OF COVID-19.**

## HOW TO ISOLATE YOURSELF & YOUR FAMILY

Because You Have COVID-19

Isolation means staying at home when you have symptoms of COVID-19 and avoiding contact with other people to help prevent the spread of disease to others in your home and your community.

If you have been diagnosed with COVID-19, or are waiting to hear the results of a lab test for COVID-19, it is expected that you **self-isolate**.

- For a **minimum of 14 days**
- AND
- At least **3 days (72 hours)** have passed since recovery of fever (without medication) and improvement of respiratory symptoms (cough)

### Limit contact with others

- Do not leave home unless absolutely necessary, such as to seek medical care.
- Do not go to school, work, other public areas or use public transportation (e.g. buses, taxis).
- Arrange to have groceries and supplies dropped off at your door to minimize contact.
- Stay in a separate room and use a separate bathroom from others in your home, if possible.
- If you have to be in contact with others, keep at least 2 metres between yourself and the other person. Keep interactions brief and wear a mask.
- Avoid contact with individuals with chronic conditions, compromised immune systems and older adults.
- Avoid contact with pets if you live with other people that may also be touching the pet.

### Avoid contaminating common items and surfaces

- At least once daily, clean and disinfect surfaces that you touch often, like toilets, bedside tables, door knobs, phones and television remotes.
- Do not share personal items with others, such as toothbrushes, towels, bed linen, utensils or electronic devices.
- Use regular household disinfectants or diluted bleach (one part bleach and nine parts water) to disinfect.
- Place contaminated items that cannot be cleaned in a lined container, secure the contents and dispose of them with other household waste.
- Put the lid of the toilet down before flushing.

### Care for yourself

- Monitor your symptoms as directed by your healthcare provider or Public Health Authority.
- If your symptoms get worse, immediately contact your healthcare provider or Public Health Authority and follow their instructions.
- Get some rest, eat a balanced diet, and stay in touch with others through 'communication devices'.

### Keep your hands clean

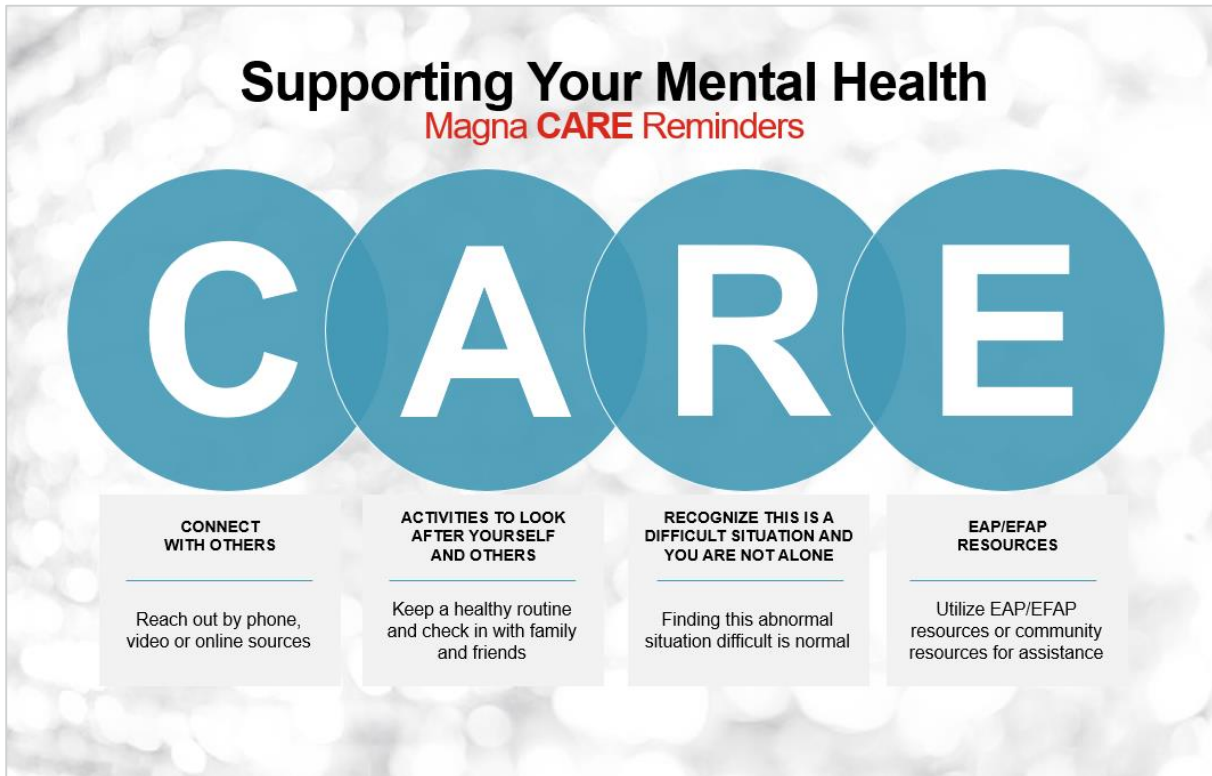
- Wash your hands often with soap and water for at least 20 seconds, and dry with disposable paper towels or dry reusable towel, replacing it when it becomes wet.
- You can also remove dirt with a wet wipe and then use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose and mouth.
- Cough or sneeze into the bend of your arm or into a tissue.



## Supporting Mental Health CARE Reminders

To ensure employees feel supported, it is important to communicate regularly with your staff. It is important to acknowledge that employees may struggle with change and be worried about the consequences of the pandemic. It is therefore important to promote different support strategies for positive mental health.

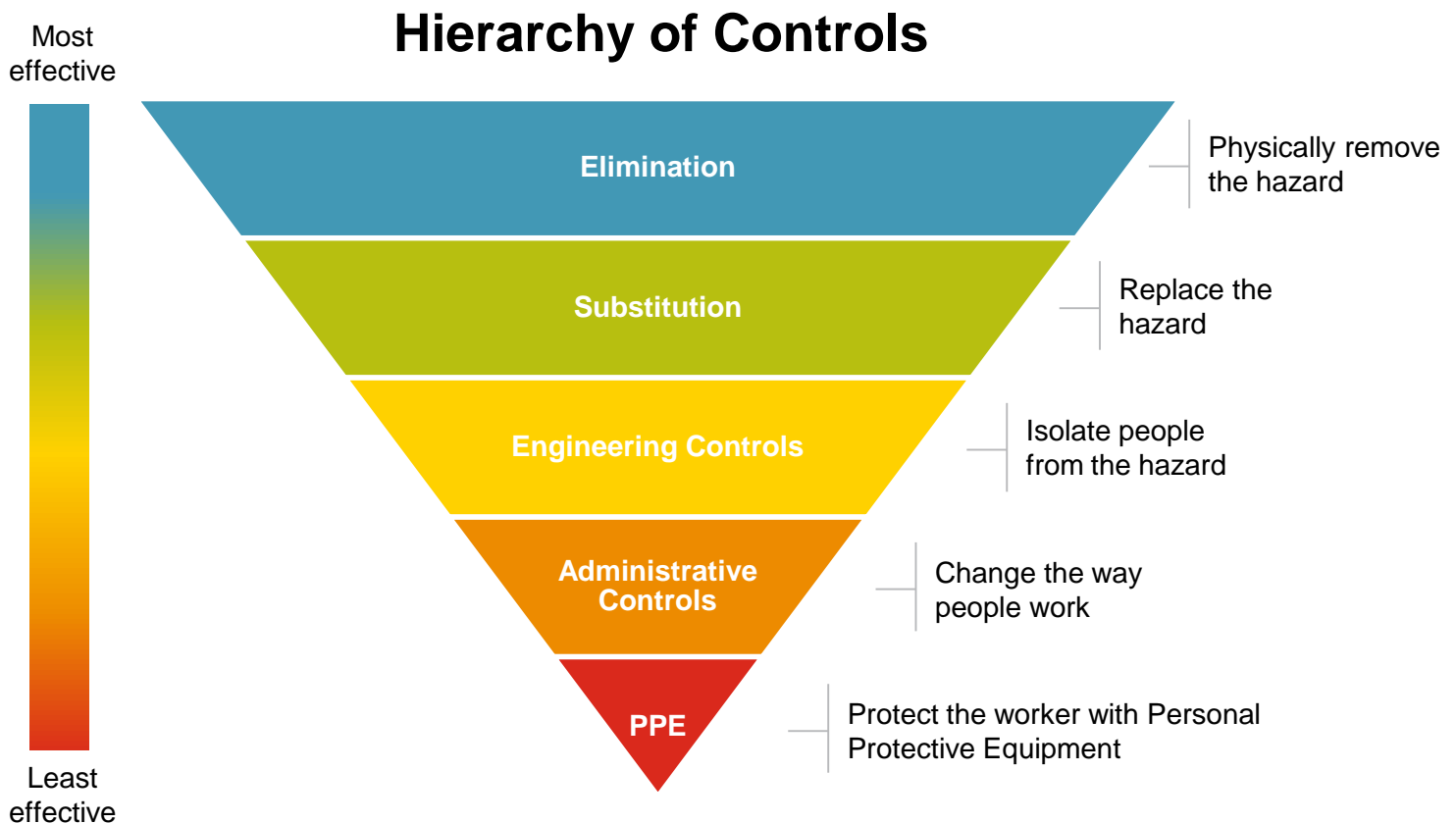
Magna CARE Reminders are available as a communication tool to remind employees to look after their mental health and seek help if needed.



## Hierarchy of Controls

Hierarchy of controls is a systematic process used to minimize or reduce exposure to hazards. Using a sequence of elimination, starting at the base and working down to the apex of the triangle, controls are ordered by priority and in decreasing effectiveness.

- **Elimination:** remove the hazard from the workplace
- **Substitution:** replace hazardous materials or process with less hazardous ones
- **Engineering Controls:** includes designs or modifications to plants, equipment, ventilation systems, processes etc. that reduce the source of exposure
- **Administrative Controls:** controls that alter the way work is done, including timing of work, policies, work practices, equipment maintenance and personal hygiene practices
- **Personal Protective Equipment:** equipment worn by individuals to reduce exposure such as contact with chemicals or exposure to noise





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