



# COVID-19 Employee Training

Tony DeSimone, EHS Manager

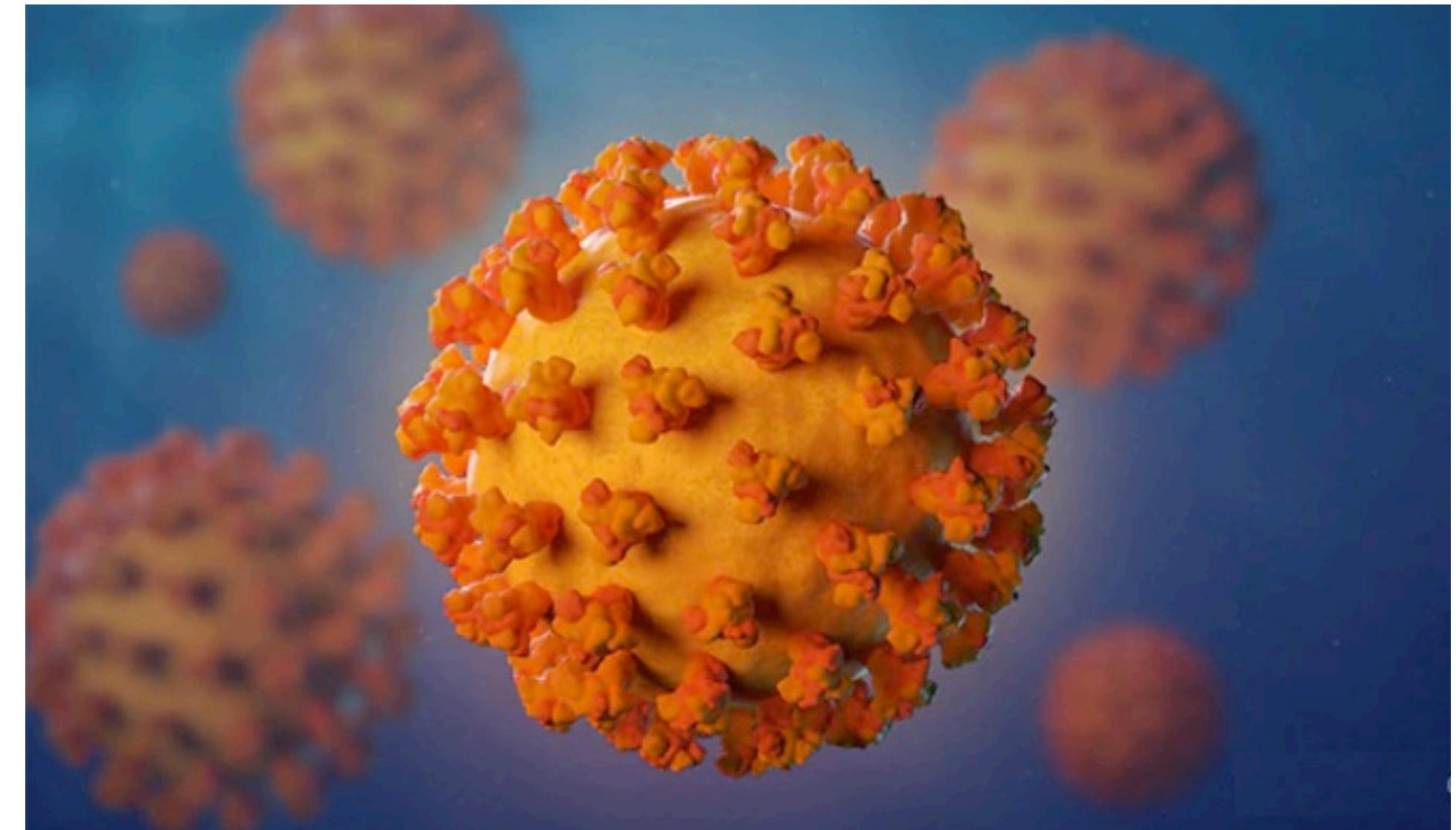
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# Coronavirus disease 2019 (COVID-19)

## Overview

- Coronaviruses are a family of viruses that can cause illnesses such as the common cold, severe acute respiratory syndrome (SARS) and Middle East respiratory syndrome (MERS). In 2019, a new coronavirus was identified as the cause of a disease outbreak that originated in China.
- The virus is now known as the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The disease it causes is called coronavirus disease 2019 (COVID-19). In March 2020, the World Health Organization (WHO) declared the COVID-19 outbreak a pandemic.
- Public health groups, including the U.S. Centers for Disease Control and Prevention (CDC) and WHO, are monitoring the pandemic and posting updates on their websites. These groups have also issued recommendations for preventing and treating the illness.



# Coronavirus disease 2019 (COVID-19)

## Causes

- Infection with the new coronavirus (severe acute respiratory syndrome coronavirus 2, or SARS-CoV-2) causes coronavirus disease 2019 (COVID-19).
- The virus appears to spread easily among people, and more continues to be discovered over time about how it spreads. Data has shown that it spreads from person to person among those in close contact (within about 6 feet, or 2 meters). The virus spreads by respiratory droplets released when someone with the virus coughs, sneezes or talks. These droplets can be inhaled or land in the mouth or nose of a person nearby.
- It can also spread if a person touches a surface with the virus on it and then touches his or her mouth, nose or eyes, although this isn't considered to be a main way it spreads.



# Coronavirus disease 2019 (COVID-19)

## Complications

- Although most people with COVID-19 have mild to moderate symptoms, the disease can cause severe medical complications and lead to death in some people. Older adults or people with existing chronic medical conditions are at greater risk of becoming seriously ill with COVID-19.
- Complications can include but are not limited to:
  - Pneumonia and trouble breathing
  - Organ failure in several organs
  - Heart problems
  - Acute respiratory distress syndrome
  - Blood clots
  - Acute kidney injury
  - Additional viral and bacterial infections
  - Death



**Medical  
Complications**

# CCT health measures based on CDC guidance for employers

## Sick employees must stay home

- If you have congestion, runny nose, fever, cough, sore throat, fatigue, muscle/body aches, difficulty breathing, vomiting, diarrhea, or new loss of taste or smell you are required to **notify your supervisor and HR each day and stay home.**

## What to do if you become sick at work

- If you develop congestion, runny nose, fever, cough, sore throat, fatigue, muscle/body aches, difficulty breathing, vomiting, diarrhea, or new loss of taste or smell upon arrival to work or during the work day **notify your supervisor and HR immediately** so that arrangements can be made for you to go home.

## What happens if CCT is notified that an employee has or may have COVID-19?

- Employees in the affected department will be notified, contact tracing will be performed, and employees will be asked to self-quarantined if necessary.
- The work area, break rooms, and rest rooms will be disinfected.



# CCT health measures based on CDC guidance for employers

## What to do if you, a member of your household, or someone you've come in close contact with is diagnosed with a confirmed case of the Coronavirus

- Employees who have COVID-19, have a sick family member at home with COVID-19, or have come in close contact with someone with COVID-19 must not report to work. Notify both your supervisor and HR immediately for additional guidance.
- Close contact is defined as:
  - Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; such as caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case
  - Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

# CCT health measures based on CDC guidance for employers

## Cough and Sneeze Etiquette

- To help stop the spread of germs, wear a mask or face-covering to help contain coughs or sneezes.
- If you need to cough or sneeze when you don't have a mask or face-covering on, always cover your mouth and nose with a tissue when you cough or sneeze.
- Put your used tissue in a waste basket.
- If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Remember to wash your hands after coughing or sneezing.
- Wash with soap and water, or if soap and water are unavailable, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands. Not washing your hands may cause the accidental contamination of touched objects.



# CCT health measures based on CDC guidance for employers

## Hand Washing Etiquette

- Wash your hands often to help stop the spread of germs.
- Follow these five steps every time.
  - **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
  - **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
  - **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
  - **Rinse** your hands well under clean, running water.
  - **Dry** your hands using a clean towel or air dry them.
- If soap and water are unavailable, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands.





# CCT health measures based on CDC guidance for employers

## Practice Social Distancing (six feet) & Wear a Mask or Face-covering

- When entering/exiting the building
- At temperature kiosks
- Near lockers
- In the restrooms
- During the Gemba walk (limited to six attendees)
- At all meetings
- In the break/lunchrooms (wear mask when not eating)
- When standing outside an office or workstation
- While walking in the building
- In the parking lot (unless you are alone)
- While walking around the building (unless you are alone)
- Etc.



**Six feet equals one Paul Anderson.**

# CCT health measures based on CDC guidance for employers

## Travel Policy

- All business travel must be business critical and approved by the ELT and COVID-19 Committee
- Prior to traveling, the destination site must complete the CCT Pre-Travel Questionnaire located on the Employee Resources page
- You may not report to work without first speaking with both your supervisor and HR to be briefed on the current return to work protocol
  - Depending on the area you traveled to, you may be required to quarantine for 14 days or provide take a COVID-19 test.



# CCT COVID-19 Workplace Policies

## Masks or Face-coverings

- It is mandatory to wear a mask or face-covering IMMEDIATELY upon entering the building, at temperature kiosks, in CCT Production areas and when walking to and from breakrooms, restrooms, work-stations, time clocks, etc. This is mandatory regardless of whether your task or work-station is a six (6) foot distance from fellow employees.
- Masks or face-coverings must be worn during meetings and in the break rooms (unless actively eating/drinking).
- All efforts must be made to perform job tasks using social distancing, and wearing a mask does NOT allow employees to ignore social distancing for meetings, breaks, lunches, etc.
- Employees with offices in production areas can take their mask or face-coverings off if they are in their own office, and they are alone. If they are in a shared office, and they cannot maintain at least a six-foot distance, they will need to wear their mask at all times.
- Employees must also wear a mask or face-covering whenever you're walking around outside of your own office, cubicle, or workstation.
- How to wear a mask properly <https://youtu.be/JwPWdkbyizw?t=24>

# CCT COVID-19 Workplace Policies

## Visitors including CCT employees not reporting to the office routinely, contractors, and other guests

- Remote employees with a need to come in must make a request to their supervisor, who will present the request to the COVID-19 Committee for approval.
- Preventative Maintenance should be postponed when possible and only critical contractors should be requested to visit CCT facilities.

**COLD CHAIN TECHNOLOGIES**  
SMART SOLUTIONS

### Visitor Rules for Entry to CCT due to COVID-19

1. Before arriving on-site, send your completed COVID-19 Visitor Questionnaire to your CCT contact.

2. Contact your CCT host upon arrival and BEFORE entering CCT. Plan to enter at the entrance closest to your work area.

3. Immediately upon entering a CCT facility, visitors must use hand cleaner inside the entrance.

4. Your CCT host will conduct a temperature screening to confirm you do not have a fever.

5. In addition to standard CCT PPE requirements (safety glasses & safety toe/non-slip footwear), disposable gloves (e.g., nitrile, latex, etc.) must be worn and replaced frequently.

6. A face mask or face covering is mandatory at all times when visitors are working on-site. CCT can provide masks to visitors that do not have them.

7. Practice social distancing and restrict all direct contact with others by maintaining 6 feet between all persons.

8. Frequent hand cleaning must be performed throughout the day.

9. Ensure your tools, supplies, etc. are clean and disinfected before use in a CCT facility.

10. Minimize contact with CCT equipment whenever possible.

11. Stay in your designated work area at all times. If work requires you to go from one area to another, always dispose of gloves, wash hands, and don new gloves upon entering the new work area.

12. Use the restroom closest to your work area and follow the same glove/handwashing procedure.

13. The use of CCT break rooms is prohibited.

14. Immediately advise your CCT host if you feel you have a fever or have a cough, sore throat, respiratory illness, difficulty breathing, diarrhea, vomiting, or new loss of taste or smell.

Rev 5, 6/26/2020

**COLD CHAIN TECHNOLOGIES**  
SMART SOLUTIONS

### COVID-19 Visitor Questionnaire

The safety of our employees, supplier partners, customers, families and visitors remain CCT's overriding priority. As the coronavirus disease 2019 (COVID-19) outbreak continues to evolve and spreads globally, CCT is monitoring the situation closely and will periodically update company guidance based on current recommendations from the Centers for Disease Control and Prevention and the World Health Organization. Only business critical visitors are permitted at any CCT facility at this time.

Rev. 5/06/26/2020

nt the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors, we are a simple screening questionnaire. Your participation is important to help us take precautionary measures to nd everyone in this building. Thank you for your time.

Organization:		Personal Phone Number (mobile/home)	
TN	NV	PA	IL
Name of CCT Host:			

Self-Declaration by Visitor

ad for someone diagnosed with COVID-19 within the last

tion, runny nose, fever, cough, sore throat, fatigue, muscle/body

ing, diarrhea, or new loss of taste or smell in the last 14 days?

or river cruise or been in close contact with

use or river cruise within the last 14 days?

100°F, access to the facility

ately advise your CCT host if

his form will be used to determine

Approved \_\_\_\_\_ Denied \_\_\_\_\_

one@coldchaintech.com

# CCT COVID-19 Workplace Policies

## Entering the Building

- MA
  - Area B & C employees enter and exit through the west employee entrance.
  - All Area A employees must enter through the main (front) entrance.
- The other plants are treating all employees as production/production support and use the same entrance.
- Pre-approved visitors and contractors must enter via the entrance closest to the area they plan to work in.

## Temperature/Symptom Screening

- Employees are asked to self screening at home before reporting to work.
- Employees/visitors must use a temperature kiosk or have their temperature taken upon entry every day.
  - Non-production employees must complete the COVID-19 Questionnaire once per week and visitors must complete it daily.

## Disinfecting touch surfaces (doorknobs, tables, desks, handrails, etc.) regularly

- Contracted cleaners are cleaning all areas several times per a day.
- Hand handwashing signs are posted in restrooms and breakrooms.

# CCT COVID-19 Workplace Policies

Employees should not be using other workers' phones, desks, offices, or other work tools and equipment, when possible

Employees must try to stay in their work area (A, B, C, or 2<sup>nd</sup> floor in MA)

- Get assistance from someone outside of their area if supplies or equipment are needed.
- Restrooms and breakrooms located in your area are the only ones you are permitted to use.

Minimize groups of employees congregating together.

- Large group meetings are prohibited. All groups must remain socially distant (at least 6' apart) and wear masks or face-coverings.
- Stagger employees breaks/lunches. Managers and supervisors should take separate breaks/lunches.



# CCT COVID-19 Workplace Policies

## Personal Protective Equipment (PPE) and Hand Hygiene

- Cleaning staff must wear disposable gloves for all tasks in the cleaning process, including handling trash.
  - Gloves must be compatible with the disinfectant products being used.
    - Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to wash your hands after removing gloves.
  - Additional PPE may be required based on the cleaning/disinfectant products being used and whether there is a risk of a splash. This includes safety glasses and/or face shields.
  - Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
- All employees should wash or sanitize their hands often, including immediately after removing gloves, after moving from one workstation to another, before and after eating, and after using the restroom.
- Cleaning logs must be completed throughout the day.

# Environmental Cleaning and Disinfection

## End of shift work-station/equipment cleaning/disinfecting protocol

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be used.
  - Diluted household bleach solutions can be used if appropriate for the surface. Follow the manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Prepare a bleach solution by mixing:
  - Five tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of water or
  - Four teaspoons bleach per quart of water
  - Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.)





# Environmental Cleaning and Disinfection

## CCT Weekly Plant Disinfecting

- In addition to daily cleaning, CCT has contracted to have facility cleaning services disinfect our production plants on a weekly basis.
  - MA is utilizing ACP Facility Service (2x per week)
  - NV has contracted with SERVPRO®
  - TN is utilizing Jana-King (2x per week)
  - IL and PA are small non-production plants with only a few employees, and they have been disinfecting in-house.
- CCT has purchased electrostatic sprayers to be used in some facilities. The sprayers are to be used with Vital Oxide, an NSF registered (no rinse required) contact surfaces sanitizer.

# COVID-19 Employee Training

## Summary

- COVID-19 is a virus that can spread from person to person and from surface to person.
- Symptoms range from mild to severe and older adults are at greater risk of complications.
- Symptomatic employees must stay home or go home if symptoms start while at work.
- Employees who have had close contact with someone with COVID-19 must also stay home.
- Socially distance and always use proper sneezing, coughing, and handwashing etiquette.
- Travel must be business critical and be pre-approved.
- Masks or face-coverings must be worn properly (covering the mouth and nose).
- Remote employees and visitors coming requesting access should be business critical.
- Self screen at home and upon arrival, complete the COVID-19 questionnaire (weekly), and take your temperature (daily).
- Visitors must complete the questionnaire and have their temperature taken each day they are onsite.

# COVID-19 Employee Training

## Summary

- Touch surfaces are cleaned throughout the day and cleaning logs are maintained.
- Do not share desks, equipment, phones, tools, etc.
- Employees must try to stay in their work area and limit their work in other area of the building.
- Large group meetings are prohibited.
- Employee breaks and lunches should be staggered.
- Remember that normal PPE is still required for in lab and production areas and for all cleaners.
- Employees should wash/sanitize their hands frequently throughout the day, after removing gloves, after moving from one workstation to another, before and after eating, and after using the restroom.
- Workstations and equipment must be disinfected at the end of each shift.
- Professional plant disinfecting is performed by third party cleaners at least weekly.

# Questions?

Be on the lookout for important COVID-19 related updates and announcements via email.

All announcements are printed for posting throughout the building and leads, supervisors, or managers are required to cover all necessary material with their employees that do not have email access.

# THANK YOU