

# DENSO NA COVID-19 ATARIMAE MANUAL



## Five (5) Core Actions for Risk Minimization

The following are five core actions to reduce the risk of spreading COVID-19:

### Monitor Your Health

- Check your temperature (<math><100.4^{\circ}\text{F}</math>)
- Stay home when sick
- Answer screening questions honestly
- Continue to monitor during travel



### Disinfection - Clean Work Areas

- Start and finish with a clean work area (before work, breaks, lunch and end of work)
- EPA Approved Disinfection Chemicals



### Social Distance

- No crowds, confined spaces, close contact
- Keep 6 feet distance
- Barriers in place to create separation



### Wash & Sanitize Hands Frequently

- Soap and water for 20 Seconds
- Before break/lunch
- Use Sanitizer
- Follow glove usage guidelines



### Wear a Face Covering

- Properly covering nose and mouth
- Sanitize face coverings frequently by washing



# 1. Monitor Your Health



## Monitor Your Health

- Check your temperature (<100.4°F)
- Stay home when sick
- Answer screening questions honestly
- Continue to monitor during travel





# At Home Pre-Work Health Assessment

Check yourself for the following symptoms before coming to work each day.

## WHAT:



Cough, Fever >100.4 °F, Shortness of Breath, Sore Throat, Loss of Taste/Smell,

## WHY:

Pre-Work check will help to reduce the spread of COVID-19

## IMPORTANT: If you have one of these symptoms:

- Call the Denso Family Health Center or your Health Care Provider
  - Follow medical direction as to returning to work
  - Contact your CoC if you are directed not to return to work

# On-Site Health Screening

## WHAT:

At each entrance the following will take place:

- Ensure face cover is with you upon entry
- PPE will be provided if needed
- You will be asked a series of questions
- Thermal Imaging Camera temperature check

## WHY:

Check allows for additional screening to help prevent the spread of COVID-19



# DPL/Contractor Safe Practices



All DENSO Project Leaders (DPL) and Contractors shall follow these strict guidelines.

## WHAT: Pre-Screen and Check-In

- PRIOR to ENTRY mandatory screening will take place
  - Contractors shall pre-screen themselves prior to work
  - DPL shall screen workers prior to entrance
- DPL shall document workers have been screened
- If any symptoms are present - entry will not be permitted



Cough



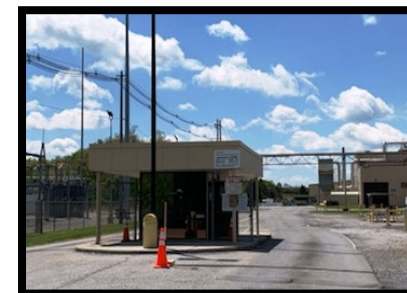
Fever  
>100.4° F



Shortness  
of Breath

## HOW: Questions to Ask and On-site Operations

- Do you have a fever today, diarrhea or vomiting?
- Do you have a cough?
- Have you been around anyone who has been quarantined with COVID-19 in the last 14 days?
- If "Yes" to any of these questions - entry will be denied



To protect you and your co-workers, please stay at least six feet apart or two arms length away from each other when working on campus. You must wear face mask at all times inside and as applicable outside if 6' distance cannot be maintained.

## WHY: At DENSO, the safety of you and your family is our top priority



# Thermal Imaging



## WHAT:

- Uses facial recognition technology + Thermal camera
- Facial coverings prevent the camera from functioning correctly (tilt hat back/ lower mask)

## HOW:

- Stop on X for 3 seconds with your facial coverings lifted back
- An alarm will sound if you are greater than 100.4°F
- If you hear an alarm please stop and wait
  - Your temperature could be higher from being in a hot environment. (Stop and wait a minute to see if your body temp lowers. If not call your CoC.)

## WHY:

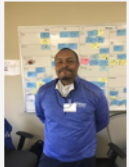
- Temperature checks help prevent sick individuals from entering the building

## NOTICE

Temporarily **Remove** all Facial Coverings prior to Thermal Check:

- Mask
- Hat

**REMOVE ALL  
FACIAL  
COVERINGS**



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Thank you – Risk Management Committee

## Thermal Temperature Check

Please Stand On the **X** for 3 Seconds and Face Camera

**STOP**

If you Hear an Alarm go back outside and contact your COC  
DO NOT GO ANY FURTHER IN TO THE BUILDING

**GO**

If you do not hear an Alarm after 3 seconds

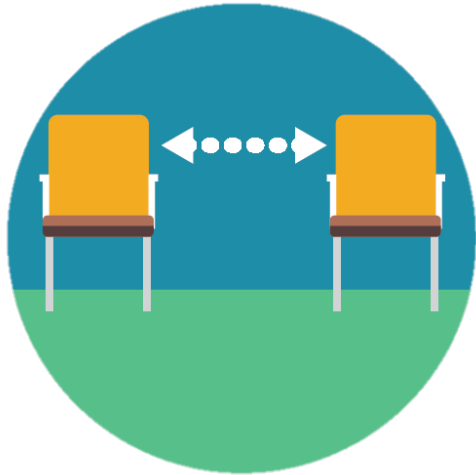
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Thank you – Risk Management Committee

**IMPORTANT:** Please place facial coverings back on after scan



## 2. Social Distance



### Social Distance

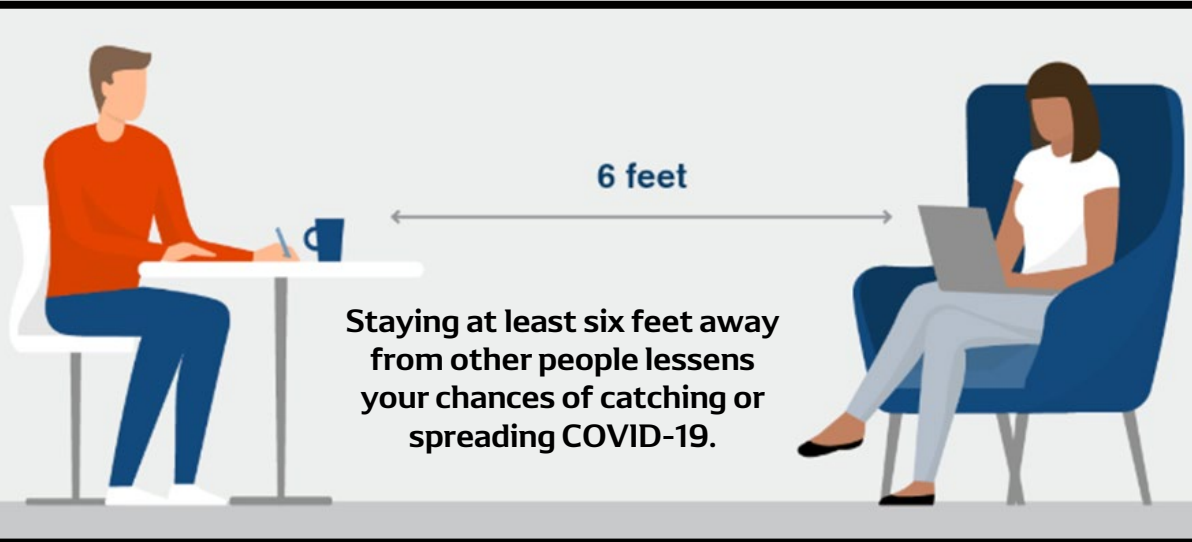
- No crowds, confined spaces, close contact
- Keep 6 feet distance
- Barriers in place to create separation



# What is Social Distancing? Why is it important?



## WHAT:

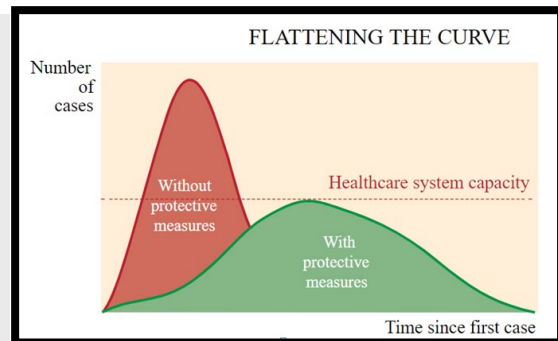


**IMPORTANT:** At this time, there are no specific vaccines or treatments for COVID-19.

## WHY:



The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).



# Plant Commuting and Travel



**WHAT:** Only Business Critical Travel Allowed

- Training classes, face to face meetings, traveling to other Plants, and meeting with visitors are restricted and require Director or Manager approval to take place

**WHY:** To minimize the spread of COVID-19

- At DENSO the safety of our Associates is our top priority

**WHEN:** When travel is permitted

- Logistics moving parts/products
- Associate visiting Nurse after WRI, Post Accident, Reasonable Suspicion Drug Screen, or sickness
- RTW visit must be approved by COC prior to screening check point

**HOW:** To continue business

- Contact Associates and customers by phone
- Hold meetings by WebEx
- Cancel classes until further notice
- Remain in your own Plant (cafeteria, work space, etc.)



**IMPORTANT:**  
All DENSO Associates  
shall follow these  
guidelines for  
business commuting





# Offices – Stay at Home or Stay Apart



**WHAT:** Work from home practices are still in place. If it is essential to come into the office, offices will comply with social distance requirements.

**WHY:** Many associates spend most of the day in the office while other associates pass through the offices. This high traffic area poses risk for the spread of the virus.

- HOW:**
- Stagger/alternate working times within offices
  - Verify (by measuring) the distance between associates while sitting at their desk
  - If less than 6ft, place physical barrier between associates
    - Preferably fixed
    - Barrier will extend 24" above working surface
    - Material shall be cleanable and non-porous



**IMPORTANT:**  
Face covering can be taken off only when alone and social distancing.



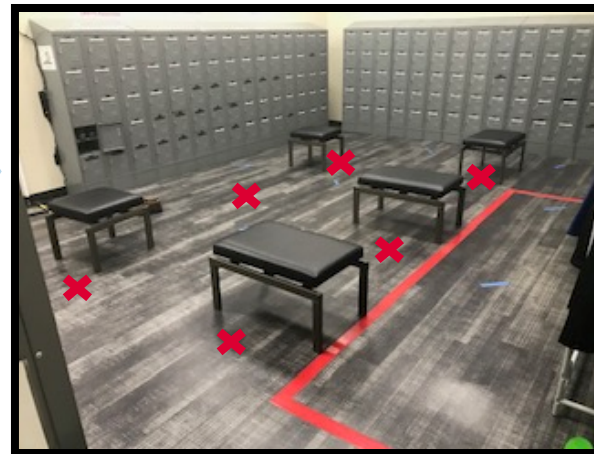
# Locker Rooms -Get Ready for Work Safely



**WHAT:** Changes have been made in the locker rooms to promote social distancing. . Locker rooms will only be use for changing/gathering clothing and will not be used for breaks or eating.

**WHY:** Lockers rooms are a main source of crowding and close contact on site which makes social distancing hard to maintain.

**IMPORTANT:**  
Markings on floor designate social distancing. Make sure you are standing on a mark.



- HOW:**
- Keep face covering on at all times in locker rooms
  - Enter locker rooms following 6ft rule
  - Access to lockers will be staggered
  - Keep 6 feet distance from other associates within locker room
  - Please be patient



# Smoke Shacks



**WHAT:** Smoke shacks are a common break area that creates a crowd of associates. Changes have been made to smoke shack areas to account for social distancing practices.

- HOW:**
- The smoke shack proper is blocked and out of service until further notice
  - No associate should enter or smoke inside the shack
  - Xs are spaced for associates to stand
  - Sand has been placed at the bottom of buckets have sand to use as an ash tray

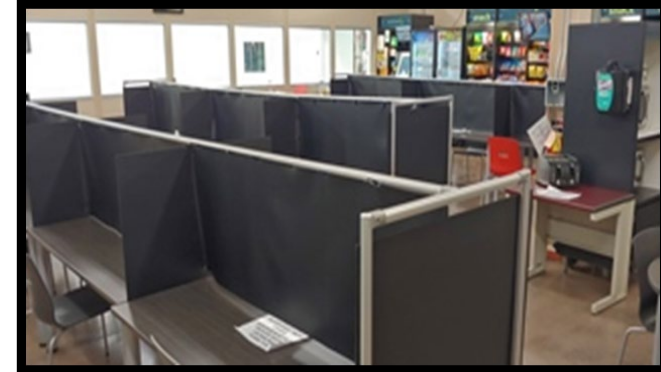


# Common Areas and Social Distancing



## WHAT: Common areas:

- Break rooms / hot corners
- Cafeterias
- Hallways
- Modified to use social distancing of 6ft between persons.



## HOW: Multiple opportunities:

- 6ft apart
- Physical barriers
- Reduced occupancy with reduced chairs
- No common use food service (ex. coffee pots)
- Floors marked with standing spots for social distancing (ex. entrance screening, Asaichi areas, locker rooms)



## 3. Wear a Face Covering



### Wear a Face Covering

- Properly covering nose and mouth
- Sanitize face coverings frequently by washing



# Personal Protective Equipment (PPE)



## WHAT:

Face coverings must be worn at all times on campus.

- Except**
- Alone at desk 6ft from others
  - Break areas with physical barriers/6ft apart

The following are examples of acceptable face coverings:

- Non-medical face mask
- DENSO face shields
- Other cloth coverings (cannot dangle or have inappropriate marking). Must include multiple layers of fabric & able to be laundered and machine dried without damage to shape.

## HOW TO CLEAN:

- Face covering:**
- 1/shift - Hand wash with soap & water
  - Hang to dry & check for rips or tears
  - Reuse

- Face shield:**
- 1/shift - Spray front & inside of visor with Maxim germicidal spray
  - Let set for 1 min & wipe with towel - If streaks, clean with Windex
  - Check for defects

## WHY:

Face coverings do not prevent the spread of COVID-19 but the CDC has recommended use of face masks to reduce the risk of spreading.

## HOW TO WEAR:

- Face Mask:**
- Fit snugly, but comfortably, so the face, nose & mouth are covered
  - Secured with ties or ear loops
  - Allow for unrestricted breathing



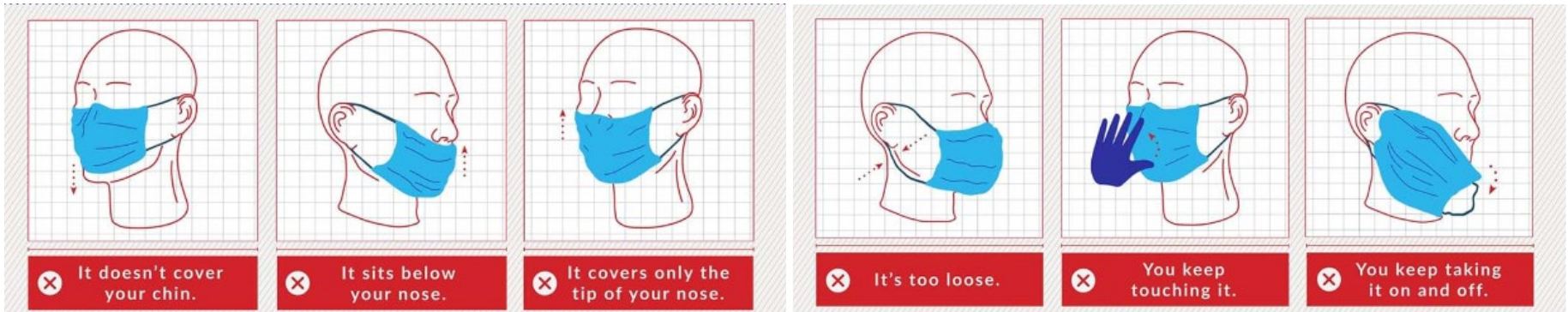
- Face Shield:**
- Bring shield over your head
  - Fit elastic band snug to back of head
  - Bottom of shield should be below the chin
  - Safety glasses required underneath



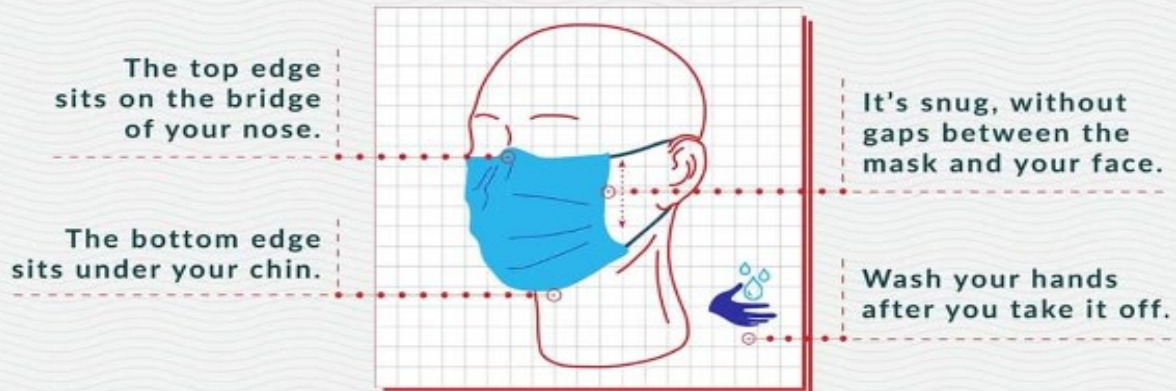
# Personal Protective Equipment (PPE)



## HOW TO:



## THE RIGHT WAY TO WEAR A FACE MASK



# Shared PPE - Keep Clean for the Next Associate



## WHAT: Common areas:

PPE in common areas will be disinfected by the associate that uses it. Examples of common PPE include:

- Clean room coats & hats
- High visibility vests
- Die cast coats & hard hats

Example EPA  
Approved  
Disinfectant

**WHY:** PPE is protection from physical hazards to the associate and to our product. Multiple associates use common PPE and create a risk for the spread of COVID-19.

**HOW:** Disinfection procedure with approved disinfectant spray:

- At the end of every use
- Spray all PPE with disinfectant spray
- Hang or leave out in the open



**IMPORTANT:** Only use EPA approved disinfectants. For a list go the following website:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>





## 4. Disinfection – Clean Work Areas



### Disinfection - Clean Work Areas

- Start and finish with a clean work area (before work, breaks, lunch and end of work)
- EPA Approved Disinfection Chemicals



# Enhanced Sanitization



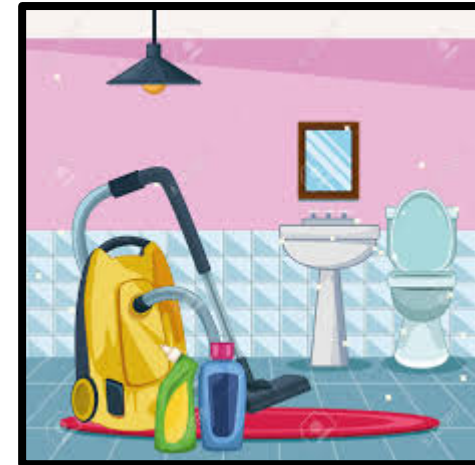
Decrease contact and keep clean

**WHAT:** Open Door Policy – Most doors are propped open.

**WHY:** To decrease points of contacts with door knobs and handles.

**HOW:** Associate Expectations:

- Be aware of your surroundings
- Follow signs and instructions from leaders
- Decrease contact with objects as much as possible
- Consider yourself and others when using facilities on site



Common areas cleaned more frequently.

**IMPORTANT:** Hand sanitizing stations are placed throughout the facility. Please use if you are unable to wash your hands frequently.



# Workstations – Start Clean, Finish Clean



**WHAT:** Each day, multiple associates may work at the same work station. In addition to 5S expectations, an approved disinfectant (Maxim, >70% isopropyl alcohol) will be used to wipe down any associate contact points.

**WHY:** Viruses may survive on surfaces of different materials up to 2-3 days. Potentially contaminated surfaces may play a role in the transmission of the virus when persons come in direct contact with these surfaces. It is important to clean and disinfect areas that are frequently touched, to prevent transmission of viruses.

**HOW:** Your leadership should identify all points of contact within the line. Follow a methodical process to clean off all points of contact.

When to disinfect:

- Start of shift
- Lunch break
- End of shift

**IMPORTANT:** For DENSO work areas, MAXIM Germicidal Spray is available at these locations:

- 10X – 101 Parts Cage
- 201 – Chemical Storage Room
- 202/203/204 – Maintenance



# Disposal and Refilling – Where & How



## GETTING STARTED:

Find MAXIM Germicidal Spray at these locations:

- 10X – 101 Parts Cage
- 201 – Chemical Storage Room
- 202/203/204 – Maintenance

When empty, go to designated areas to either dispose or refill the empty bottle



## REFILLING:

PPE is available at each location



**IMPORTANT:**  
Face shield  
and gloves  
required.

## DISPOSAL:



4 Locations - Drop Off or Refill Finished Bottles

- 101/102 – 101 North Recycle Center
- 201/202 – 202 Recycle Center
- 203/204 – 203 Recycle Center
- Logistics Warehouses- 302 Recycle Center

- Wear face shield and gloves. Keep safety glasses on.
- Place the drum pump nozzle inside of MAXIM bottle.
- Use the level on the drum pump to slowly pump new product into the empty MAXIM bottle.
- Some product may spill so it is important to wear correct PPE.
- Close MAXIM bottle and clean up area

## 5. Wash & Sanitize Hands Frequently



### Wash & Sanitize Hands Frequently

- Soap and water for 20 Seconds
- Before break/lunch
- Use Sanitizer
- Follow glove usage guidelines

# Hand Washing – It's Simple!



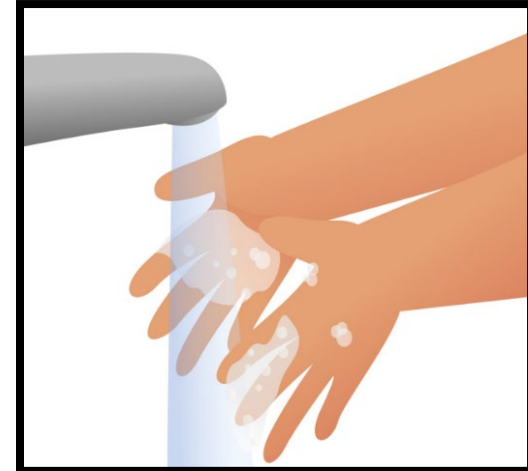
**WHAT:** Hand washing on a regular basis

**WHY:** Handwashing with plain soap and water can reduce the presence of bacteria down to 8%. Handwashing can prevent about 30% of diarrhea-related sicknesses and about 20% of respiratory infections

**WHEN:** Please use your judgement on when is best to wash your hands. Examples:

- Before and after breaks
- Before and after lunch
- After touching surfaces

**IMPORTANT:** Hand sanitizing stations are available throughout the facility as a supplement, but not replacement to hand washing.



# Gloves – Where Required



**WHAT:** Regularly required PPE must continue to be used for your protection.

- CDC does not recommend any glove use as protection from COVID-19.

**WHY:** Gloves are good for protecting hands from contact with sharp edges, chemicals, temperature extremes, etc.... However, decontamination of gloves is difficult and many people touch their faces and other areas with contaminated gloves.

- MORE INFO:**
- Check gloves before using for holes or deformities
  - Use proper gloves for specific functions according to JIS
  - Use gloves also for work area disinfection activity
  - Remove gloves in a way to minimize contact with the contaminated areas
  - Wash your hands or use hand sanitizer immediately after removing gloves



**IMPORTANT:** Don't touch your face with gloved hands.



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