



***A Woman-Owned Business
Established in 1980***

ATCO
Industries, Inc.



COVID-19 Playbook

**ATCO'S THREE STEP APPROACH TO KEEP EMPLOYEES
AND CUSTOMERS SAFE DURING THE COVID-19 CRISIS**

Rev. July 28th, 2020

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LETTER FROM PRESIDENT & CEO

To Our Valued Customers & Associates:

The COVID-19 Pandemic has severely impacted the business communities all over the world, and specifically within the Global Automotive Industry. During these challenging times, many executives and owners have had to make some difficult decisions. We know that things have not gone well, and the situation has hit everyone hard in all directions. Supply chains have been disrupted, and the common enemy is COVID-19. We all need to come together, collaborate, and support each other to help rebuild the businesses for all of us to succeed and beat the enemy.

ATCO is re-starting some of our business operations. We have developed new employee guidelines that allow us to work while maintaining a high degree of safety for our employees and our customers' employees. We have provided new resources and training to our associates, emphasizing the use of PPE materials, social distancing, and proper escalation procedures. We are striving to be in line with our customer's new expectations and timelines so that ATCO can ensure adequate resources are in place to meet our customers' business needs.

We appreciate the business we have with our Customers and the opportunity to make their lives easier. It is our objective to continue to be a valued partner and deliver the highest quality services during these uncertain times.

Sincerely,

A handwritten signature in blue ink, reading "Sarkis Atikian". The signature is fluid and cursive, with the first name "Sarkis" being more prominent than the last name "Atikian".

Sarkis Atikian

INTRODUCTION

ATCO is dedicated to the health and wellness of our employees. The purpose of this playbook is to provide the proper protocols, required actions, and expectations before the start, during, and after the end of shifts. This playbook will be reviewed and updated as needed to inform, educate, and train to help prevent employees from getting infected with the COVID-19 virus.

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. The symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms; meanwhile, other people, referred to as asymptomatic cases, have experienced no symptoms at all.

COVID-19 spreads mainly from person-to-person, including people who are in close contact with one another within about six (6) feet. When an infected person coughs or sneezes, the droplets can infect people who are nearby or can land on a surface that is later touched by someone, who then touches their own mouth, nose, or eyes. This, however, is not the primary way the virus spreads. People are thought to be most contagious when they are showing symptoms.

This playbook is to explain to our customers what ATCO is doing to minimize the spread of this disease in any facility that ATCO is working in. ATCO has taken the appropriate measures to implement this playbook through our worksites. The above information has been provided by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA).

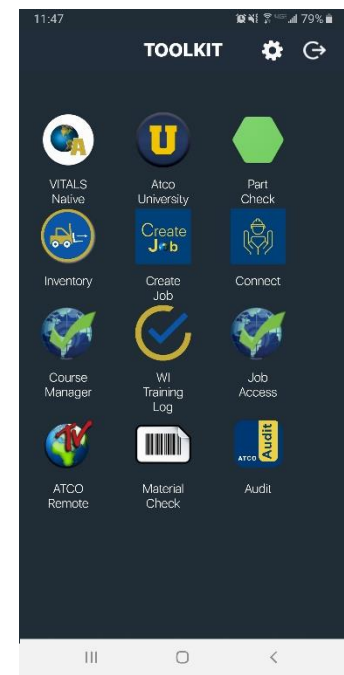
EXECUTIVE SUMMARY

ATCO's plan follows a three-point approach to the virus and its mitigation:

1. **How do we keep sick people from the work site?**
Utilizing ATCO's proprietary mobile application software, we will be ensuring all employees are reminded daily of best practices. In addition, we will check and record each employee's body temperature on their way into the job site to ensure they are safe to enter.
2. **What are we changing in our environment to keep people from getting sick?**
ATCO will be providing PPE each day each employee to limit the exposure of the virus, and we will electronically log disbursement and compliance with our mobile technology. In addition, ATCO will evaluate, and revise if necessary, all work cells and job processes to ensure minimal contact between employees.
3. **How do we address cases when they inevitably happen or affect us?**
ATCO will error on the side of caution by removing any employee with symptoms no matter how slight. If an employee is confirmed to be infected with COVID-19, we will work with our local operations manager and communicate with both our customers and employees to understand who may have been in contact with them during their time at work.

ATCO'S TECHNOLOGY ADVANTAGE

Due to ATCO's heavy investment into mobile application tools over the years, we will be able to provide immediate paperless solutions to support our Playbook. These tools will be executed at no cost to our customers. Our real-time mobile applications will allow us to track training, PPE disbursement, and health screening compliance results for each employee. We will log the daily results and record the transaction times for each entry. Furthermore, we will execute system locks to ensure no employee can work if he or she does not meet all start to work requirements. We will be utilizing three proprietary mobile apps specifically for our solution. They will be **ATCOUNIVERSITY**, **ATCOAUDIT**, and **ATCOCONNECT**



PROCESS REQUIREMENTS

As employees arrive for their shift, they will be required to meet their supervisor offsite (parking lot, third party location, etc.). Employees will go through a health questionnaire asking about possible exposure to the virus. If the employee passes this questionnaire, they will go on to their daily training. This training will act as a reminder of best practices and can be changed from a centralized location as new requirements or recommendations are released by authorities. Once that training is completed, the supervisor will perform an Employee Health Audit (detailed below). Only once all these steps are done will the employee be allowed in the facility. ATCO's proprietary software allows us to remove all access to employees until they have completed training and health screenings daily.

Training Developed for COVID-19

ATCO's required training will be handled based on the position the employee works; the training outlined below is cumulative. This can be modified to include site-specific training required by customers.

INSPECTORS

All ATCO inspectors/supervisors will be required to do the following training within the ATCO Training System, and any deviation will terminate system access until compliance is met.

- Read and test for comprehension on OSHA Alert "Prevent Worker Exposure to the Coronavirus (COVID-19)".
- Daily training (read and test for comprehension) in the following areas:
 - o Health Questionnaire (see example)
 - o Hand Washing
 - o Avoiding Touching the face
 - o Proper Mask Use
 - o Proper Goggle/Safety Glasses Use
 - o Social Distancing
 - o Cleaning work and personal items
 - o Pre-Shift Responsibilities
 - o Post-Shift Responsibilities
 - o Understanding the importance of repeated health testing

Note: After ten completed training on the above items, except for the health questionnaire, the frequency will be reduced to one refresher training required per week. The health questionnaire will be required every day until future notice.

SUPERVISION

All ATCO supervisors will be required to do the following training within the **ATCO**^{UNIVERSITY} System, and any deviation will terminate system access until compliance is met.

- COVID-19 Playbook awareness
- One-time training on how to properly use an infrared thermometer
- All training for Inspectors

Employee Health Audit

As a part of our monitoring process, we will be instituting an Employee Safety Audit that will be conducted by a supervisor every morning using the **ATCO**^{AUDIT} System. In this audit, the supervisor will do the following.

- Check the employee's temperature using an infrared thermometer. Any reading above 99.5° will be retested, and if confirmed, will disqualify an employee from entering the worksite. In addition, the employee will be subject to the isolation protocol.
- Validate each employee who has all the required PPE in their possession before entering the job site.
- Evaluate employees for any noticeable COVID-19 symptoms.

WORKPLACE CHANGES

Job Site Review

ATCO will be following all the relevant governmental guidelines when it comes to altering our workplace footprint. Before any inspections take place in either a new area or an area we worked in before, ATCO Supervision will be required to review the footprint of our inspection cell to ensure that it meets all social distancing guidelines. To this end, they will also be responsible for modifying the layout, and seating of ATCO owned breakrooms and will be required to approve the breakrooms at any of our customer sites. They will also be posting signage and floor markings within ATCO facilities to help keep people separated as much as possible.

Required Personal Protective Equipment

Through our industry research and the guidelines set out by the U.S. government, ATCO requires all employees to wear eye shields and a mask of some sort. ATCO is ready, however, to accommodate the requests of customers should they require additional PPE (face shields, gloves, etc.). This will be handled on a case by case basis and approved by **ATCO's Senior Operations Leadership**.

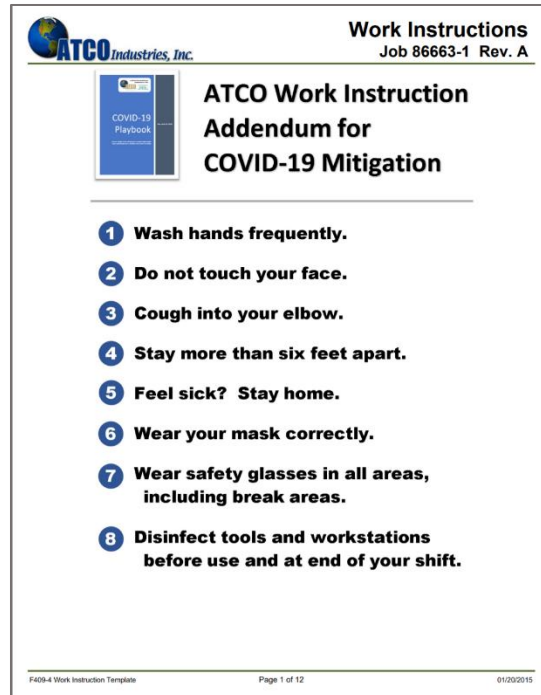
- ATCO's expectations are that everyone will wear, at minimum, ASTM Level 1 masks during their complete shift. A new mask will be provided by the customer or ATCO daily.
- Safety glasses or goggles are expected to be on in all work areas, including break rooms.
- Customers will need to notify ATCO before job start of any additional COVID-19 specific PPE material requirements
- Supervision (ITAs, PCs, and above Management) will be required to wear face shields at all times when at the work sites and within 6 feet of other employees. Such activities include, but are not limited to: Inspecting, Training, Auditing, Employee Check-in Procedures, etc.
 - o If safety glasses are required in a work area, leadership personnel will be required to wear both safety glasses and face shields.

Employee Toolkit Sanitation

ATCO will provide cleaning supplies for employees to clean their work and personal items before entering, during work activities, and when leaving the job sites.

COVID-19 Awareness Flyer

In order ensure that the COVID-19 safety awareness is at the forefront each employee's mind, we have added a flyer to the beginning of each work instruction highlighting our internal training to mitigate the spread of COVID-19.



Break Adjustments

ATCO will adjust starting times, breaks, and lunchtimes to increase social distancing. For instance, modifying crew shifts to be staggered to prevent excessive accumulation of employees in access points.

Creating Consistent Work Groups

ATCO will establish consistent groups of employees to work together and reduce the movement from group to group to minimize the number of people with which an individual interacts.

Work From Home Requests

This playbook applies to all employees, but employees that can work from home and are approved to work by **Operations Managers** or **ATCO Management** can access MIS using the work from home feature. Improper use of this feature will incur in disciplinary action up to, and including, possible termination.

CASE DISCOVERY & MANAGEMENT

ATCO is committed to a safe and protected workforce. As such, we have the below plans to respond to potential issues.

Customer Communication Plan

Due to the long incubation time of the COVID-19 virus, we will be tracking each employee's location closely. If any ATCO personnel test positive for COVID-19, all customer locations the employee worked in the last 14 days will be notified, and all employees that worked directly with the infected employee will follow the quarantine procedure. A longer alert timeframe can be accommodated if requested.

Mid Shift Symptoms

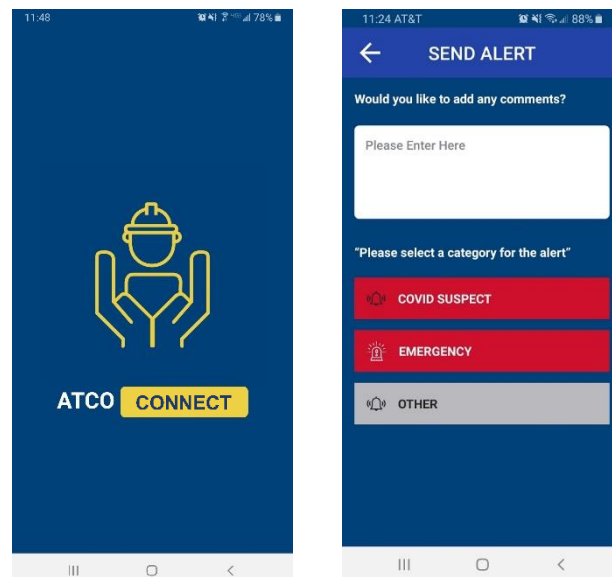
If an employee presents symptoms mid-shift, ATCO will immediately send the employee home and will required to meet isolation requirements below. ATCO will immediately shut down the work area and evacuate any personnel that has been within 6' of the employee and neither person wearing a face shield. Supervision will discuss with the ATCO leadership and customer personnel the best way to proceed.

Isolation requirements

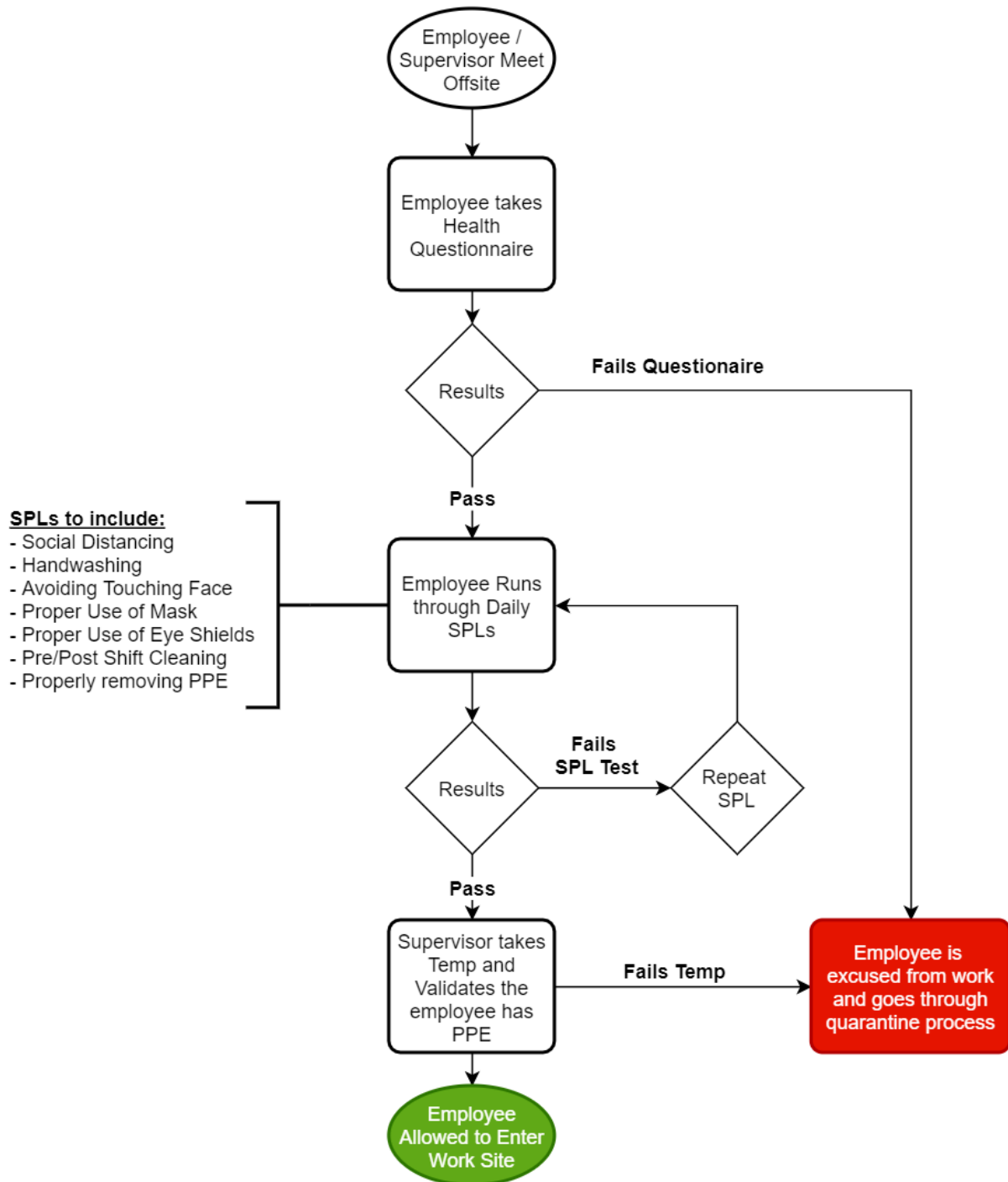
If any ATCO employee is found to have symptoms of COVID-19, they will be required to provide proof of testing within 24 hours. Upon a negative test result from a local health official dated after the incident, they will admitted back into the work site. Any employee deemed at risk due to contact with a suspect employee will be required to follow this same protocol.

ATCO Connect System

If an ATCO or a customer employee is displaying symptoms at the worksite or has been diagnosed to have COVID-19, ATCO will utilize its ATCO**CONNECT** mobile application to alert the local ATCO leadership team to immediately start contact tracing to determine if the people they came into contact with were protected, and the areas they worked at are decontaminated.



EMPLOYEE ARRIVAL PROCEDURE (FLOWCHART)



All ATCO Employees will be required to go through the procedure described below, with no exceptions.

ATCO TECHNOLOGY USE

The following tools will be utilized daily to ensure we effectively qualify an ATCO employee as acceptable to enter both customer and ATCO facilities.

ATCO **UNIVERSITY**

ATCO UNIVERSITY is an application that was developed to ensure that ATCO has the best-trained employees in our industry. It is designed to have the employees proceed in a standard workflow of four (4) main areas:

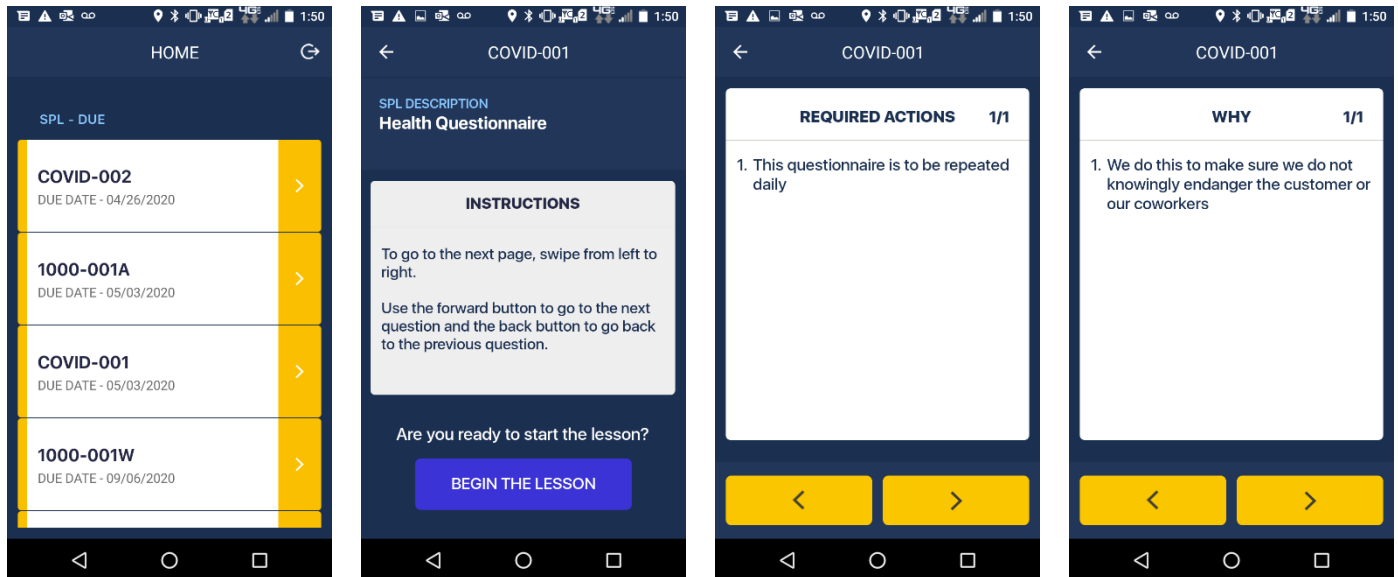
1. *What is the required action?*
2. *Why is it important to follow?*
3. *Further supporting information, if needed*
4. *A short test to check for understanding of the topic*

This workflow has been titled a Single Point Lesson (SPL). Employees are required to take SPLs on a variety of topics. The training topics provided, and necessary completion rate are established specifically to each resource type. ATCO's system locks them out of their shift start procedure until they meet all requirements. New training for PPE use and necessary safety practices with respect to COVID-19 are now being included in this mobile application. Real-time reporting will be provided to customers showing our overall compliance and will provide peace of mind that ATCO is adhering to the safety protocol put in place.

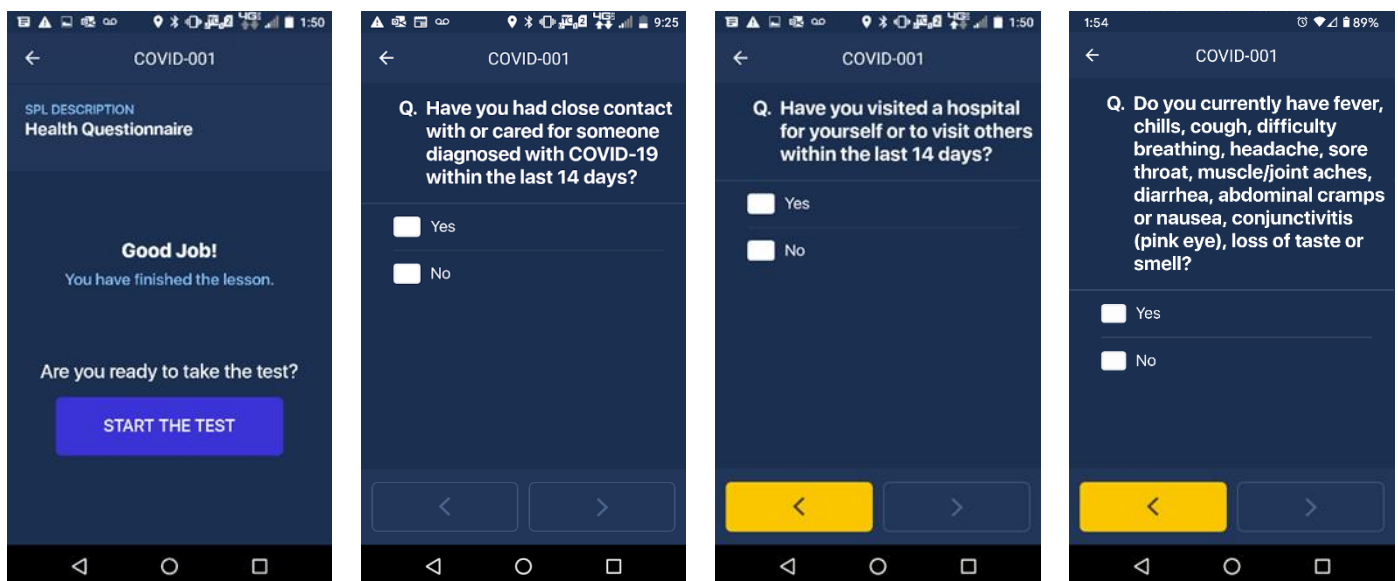


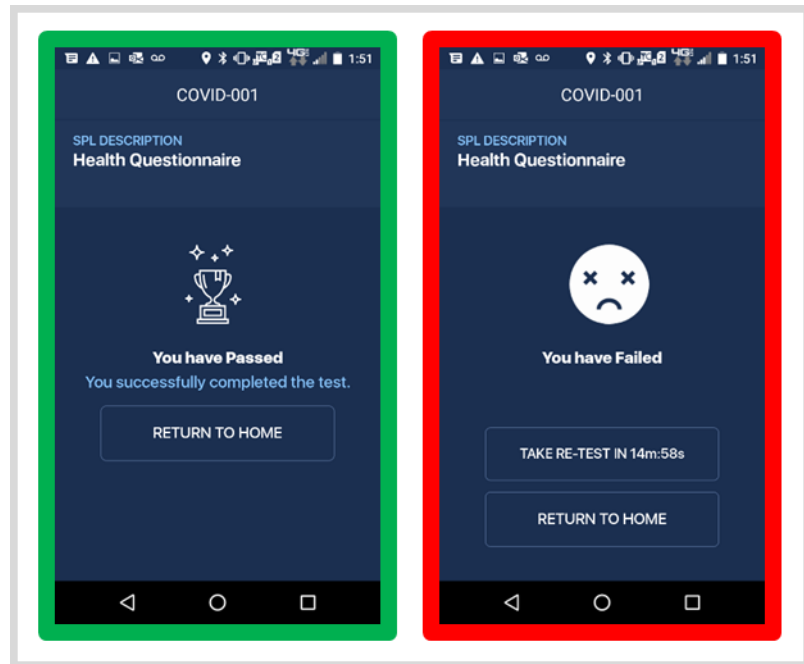
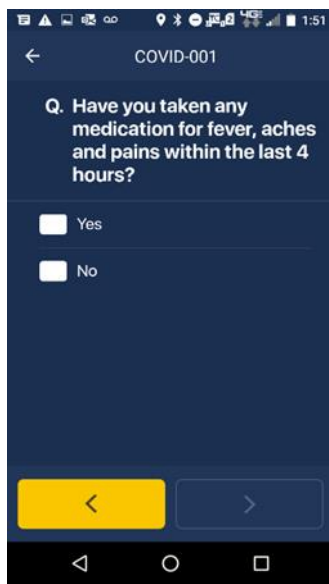
The following pages are an example of the **daily** Health Questionnaire training materials in **ATCO** UNIVERSITY

1. First steps in the mobile application are to select the coursework, learn the required actions, and understand why it is important to follow them.



2. The next action is to answer each of the following questions. Health Questionnaire will require satisfactory answers to pass, and if any, "Yes" answer is provided, ATCO will need to address (investigate responses and react accordingly).





3. Once a satisfactory Health Questionnaire and other required SPLs have been completed, the employee will proceed with a temperature check and a pre-shift audit with their supervisors.

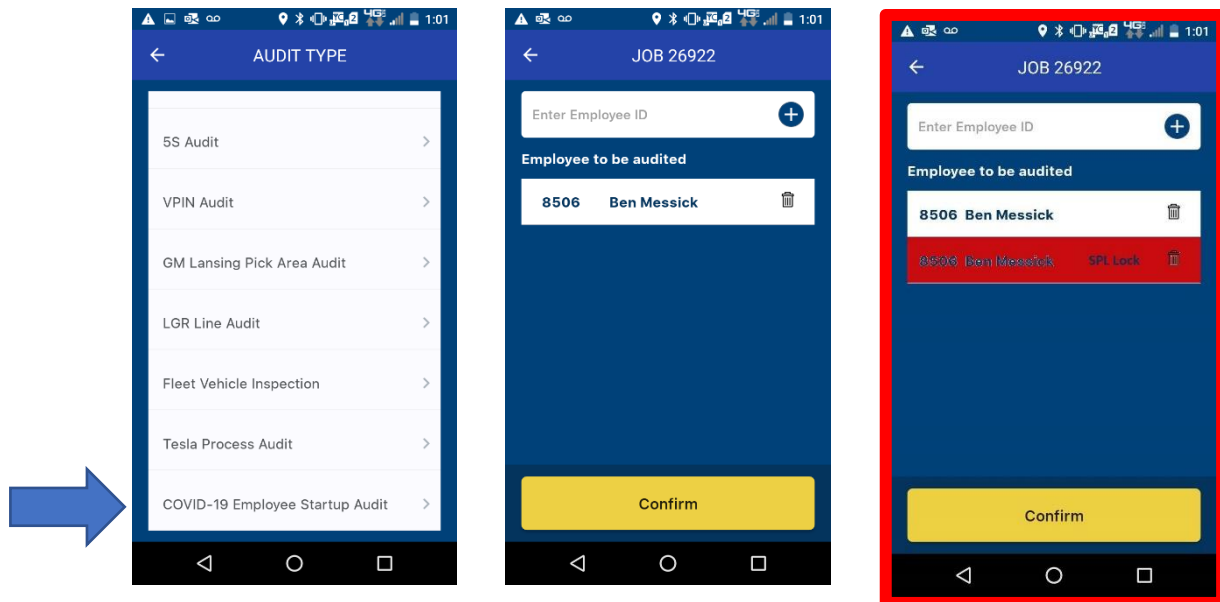
ATCO**AUDIT**

ATCOAUDIT**** is an application that was developed to digitize our safety and process audits. The layered audit app can be utilized by both ATCO and our customers. New audit paths can be created in a matter of minutes, and auto reporting can be put in place to summarize activities, as well as, real-time notices when audits are missed, or outcomes are unacceptable. If needed, pictures can be taken on each question, and everything is cataloged in our system to be retrieved at any time. During this crisis, we are leveraging this application to audit for temperature checks, PPE disbursement, and a health check. The application will also be utilized for social distancing compliance and workstation cleanliness audits. In addition, the **ATCO**UNIVERSITY**** requirements will be validated at the onset of the audit to ensure 100% compliance before entering Customer and ATCO sites.



The following pages are an example of the **daily** Heath audit in **ATCO**AUDIT****

1. First steps in the mobile application are to select the employee, verify they have successfully passed the required SPLs and perform the COVID-19 Employee Startup Audit.



Ineligible Employees will be shown in red so supervisors can make sure they complete their pre shift training

2. Once the audit is selected, four questions are to be asked/recorded and a temperature measure is recorded.

12:27 LPA 1 of 1

Q1

PLEASE CONFIRM:

- (1) The Employee has a Customer Approved mask and eye shields in their possession;
- (2) The Employee has all other Customer required PPE;
- (3) The Employee does NOT exhibit any symptoms of COVID-19?
- (4) The Employee's temperature is BELOW 99.5°F?

Please ENTER the measured temperature value in the notes that show up after this question

Yes No

Next

12:28 LPA 1 of 1

Q1

PLEASE CONFIRM:

- (1) The Employee has a Customer Approved mask and eye shields in their possession;
- (2) The Employee has all other Customer required PPE;
- (3) The Employee does NOT exhibit any symptoms of COVID-19?
- (4) The Employee's temperature is BELOW 99.5°F?

Please ENTER the measured temperature value in the notes that show up after this question

Comments

98.7

Next

3. Upon completion of the audit, the results are shown for review and final submission. Once the ATCO safety auditor submits acceptable audit results in the application, the employee is authorized to proceed into the job site.

12:29 AUDIT RESULT

AUDIT DETAILS

1 0 N/A 0

Audit Type: COVID-19 Employee Start-up Audit Rev

Audited By: Stanley Patterson

Date: 05/15/2020 Job ID: 0

Employees(s) Audited: 810

Q1

PLEASE CONFIRM:

- (1) The Employee has a Customer Approved mask and eye shields in their possession;
- (2) The Employee has all other Customer required PPE;
- (3) The Employee does NOT exhibit any symptoms of COVID-19?
- (4) The Employee's temperature is BELOW 99.5°F?

Please ENTER the measured temperature value in the notes that show up after this question

Submit Audit

2:13 AUDIT RESULT

Date: 05/15/2020 Job ID: 0

Employees(s) Audited: 810

Q1

PLEASE CONFIRM:

- (1) The Employee has a Customer Approved mask and eye shields in their possession;
- (2) The Employee has all other Customer required PPE;
- (3) The Employee does NOT exhibit any symptoms of COVID-19?
- (4) The Employee's temperature is BELOW 99.5°F?

Please ENTER the measured temperature value in the notes that show up after this question

Acceptable

Comment: 98.9

Submit Audit

12:29 AUDIT RESULT

Audit Submitted Successfully

Return To Home

ATCO employees and contractors are notified that additional customer screenings may be required, including redundant temperature checks and health questionnaires. The goal is to understand the importance of getting this right and wanting to make sure everyone is as safe as possible.