



U.S. MANUFACTURING

# Safe Start-Up Playbook

Guide for COVID-19  
Pandemic Preparedness and Response





# A Message from Leadership

**Greetings Nissan team,**

COVID-19 has affected all of our lives in some way, and it is my hope that you and your families are safe and well during these uncertain times.

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As we continue to manage through this new normal, you should know that the changes we are implementing across our manufacturing facilities are the result of hours of collaboration and discussions among the Safety, Manufacturing Operations, Human Resources and Communications teams.

I'd like to share with you **Safe Start-Up** — a guide to new health and safety protocols to prepare the workforce and outline the steps we are taking to ensure that our manufacturing facilities are ready to restart operations.

**Safe Start-Up** is based on the guidance and suggested best practices provided by government agencies, including the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA).

The guide covers topics such as:

- Protocols for daily health self-certification for all employees
- Guidelines and recommendations for social distancing for workstations and common areas
- Enhanced cleaning and disinfecting protocols for workstations and common areas
- Guidelines for appropriate use and application of Personal Protective Equipment (PPE)

An in-depth training on this guide, as well as other protocols you and your teams should know for restart, will be provided.

As production ramps up, our plan is to make needed adjustments along the way. This is where your feedback and the feedback from your teams will be critical. Let's be patient with each other and flexible as we work towards continuous improvement.

I encourage you and your families to take care of yourselves and continue adhering to the necessary efforts at work and home to control the spread of COVID-19. Together — as one team — we will get through this.

Cheers,

**Steve Marsh**

Senior Vice President, Manufacturing, Supply Chain Management and Purchasing  
Nissan North America, Inc.

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# Safe Start-Up Overview

COVID-19 Control &  
Prevention Methods

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# General Guidelines for COVID-19 Control & Prevention Methods



## Employees

- **Face coverings required at all times in the facilities**
- Follow additional requirements for Face Coverings and Safety Glasses
- Follow enhanced disinfection protocols for PPE
- Health screen employees prior to entering the facility
- Self-administered daily temperature checks by employees with company-provided thermometer
- Increase communication about hygiene, cleaning, and social distancing requirements



## Traveling

- Limit non-essential company travel
- Limit site access for visitors, including visiting contractors and suppliers



## Operations

- Stagger shift start times at multi-shift facilities and break times to enable social distancing when practical
- Separate jobs as much as possible to maintain social distancing and add physical barriers where practical
- Minimize job rotations
- Follow enhanced disinfection protocols for workstations, break areas, and shared tools



## Offices and Meetings

- Meetings should be held through Zoom where possible or additional prevention methods should be implemented
- Follow enhanced disinfection protocols for all shared office and meeting areas
- Continue flexible work where practical



## Facilities

- Add signage and markings throughout facility to indicate one-way travel and 6-ft separation
- Prop doors (non-fire) open to provide additional ventilation and reduce contact
- Add hand sanitizer stations
- Limit water fountain use to bottle fillers only
- Follow enhanced protocols for all common surfaces



## Other

Follow all local, state and federal health and safety regulations and guidelines, including from the Centers for Disease Control and Prevention (CDC)

# Employee Communication

A woman with brown hair in a ponytail is shown in profile, wearing extensive safety gear: large orange earmuffs, clear safety goggles, and a white respirator mask. She is working on a metal piece, and a large spray of bright orange sparks is flying from the point of contact. The background consists of blue industrial shelving.

Employee Welcome Back Letter 7

Communication for Employees  
upon Returning to Work 8



# Employee Welcome Back Letter

All employees will be required to sign this letter on their first day back at work. Supervisors should collect the signed letters and keep within employees' files.

Please encourage your teams to raise any concerns they may have with their direct supervisor/manager or HR.

To: Nissan Smyrna/Decherd/Canton employees

## Welcome back to work!

You will notice that we have redesigned our workplace. We have implemented new practices and protocols to guard your health and safety and to reduce the spread of COVID-19. Our goal is to work together to ensure that you feel safe and secure so that together we can navigate our "new normal." Please reach out to your supervisor or HRBP with any questions or concerns. Our health and safety depends on you and we want you to understand your part.

## Here are some things we are implementing to help keep our workplace safe and to support you:

- More frequent cleaning and sanitizing of the workplace, common areas, high-traffic areas.
- Greater access to hand sanitizer throughout the workplace.
- Designing walkways and common areas to permit employees to stay six feet apart where practical.
- Creating dividers on break tables to permit you to stay six (6) feet apart, where practical.

## Here are some things we expect you to implement to help keep our workplace safe:

- Please monitor your health and do not come into work if you feel sick.
- Take your temperature at home, daily, before coming to work.
- Alert your supervisor if you feel sick and go home.
- Wash your hands often, with soap, and for the recommended 20 seconds.
- Stay at least 6 feet apart, where practical, when moving through the workplace.
- Wear the Company-provided face mask while you are at work.
- Be considerate of your co-workers (remember, we are all in this together).
- Speak with your supervisor, manager, or HR if you have any questions or concerns.

**Finally, you will need to answer "NO" to all of the following questions, daily, before you enter the plant. If you answer "yes" to any question, you will not be able to enter the plant and should contact your supervisor immediately.**

1. Have you tested positive for COVID-19 in the past 14 days and/or are you awaiting the results of a COVID-19 test for yourself?
2. Do you currently have a temperature of 100.4°F or above, or have you had such a temperature within the last three (3) days?
3. In the last 14 days, have you been within six feet of someone for longer than 10 minutes who has been diagnosed with COVID-19 or who is awaiting results of a COVID-19 test?
4. In the last 14 days, have you experienced one of the following: persistent dry cough, or shortness of breath, or difficulty breathing; or any two of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, body aches, vomiting/diarrhea, nausea, new loss of smell or taste?
5. In the last 14 days, have you traveled internationally?

Thank you for your patience and cooperation, and welcome back to Nissan Smyrna/Decherd/Canton.

**I have read this document and understand its contents. I agree to follow the employee expectations listed above.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

# Communication for Employees upon Returning to Work

This shift start read should be shared with all employees on their first day back at work.

## Safe Start-Up Shift Start Read

**Supervisors: Review the information below with your employees and use this time to discuss any additional changes or expectations specific to your work area.**

### DO YOUR PART: 10 STEPS TO STOP THE SPREAD

We have taken steps at Nissan to ensure a safe and healthy work environment for you and your coworkers, including staggering shifts, separating jobs, and putting enhanced disinfection protocols in place.

**We need you to do your part in helping to stop the spread of COVID-19.**

**Step 1:** Do **NOT** come to work if you currently have a temperature of 100.4 (F) or above or have you had such a temperature within the last three (3) days. Also, In the last 14 days, have you experienced **one** of the following: persistent dry cough, or shortness of breath or difficulty breathing; or any **two** of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, body aches, vomiting/diarrhea, nausea, new loss of smell or taste? **Notify your supervisor immediately.**

**Step 2: All employees will receive face masks upon their return to work. You will be required to wear your face mask at all times except while you are eating or drinking.**

**Step 3:** Practice good personal hygiene. Wash your hands often using soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer. Avoid touching your eyes, nose and mouth. Cover your coughs and sneezes. Immediately place used tissues in the trash.

**Step 4:** Employees are encouraged to bring their own lunch and drinks. There will be limited options available in cafeterias and vending areas. Water fountains will not be accessible, but bottle fillers and ice machines will still be available.

**Step 5:** Ensure your PPE is clean. If you need new PPE or have any concerns contact your supervisor.

**Step 6:** When removing the mask, only touch the straps, not the part that covers your mouth, store it in a clean, dry area and wash your hands immediately after removing it.

**Step 7:** Maintain a safe distance of 6 feet from others when possible.

**Step 8:** Minimize touching surfaces as much as possible. All tools and other common surfaces in your work area must be disinfected between users. Disinfectants should be sprayed onto a cloth/paper towel, (not in the air or on people), and then the surface wiped with the cloth/paper towel.

**Step 9:** Many new signs and markings have been added throughout the facility including guidance for 6 foot distancing, one-way travel in some aisles and other preventative measures. All guidance on these signs must be followed by all employees. When in doubt, ask your supervisor.

**Step 10:** We're all in this together. We must support each other to be successful in helping to stop the spread of COVID-19.



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# Social Distancing Protocol

Social distancing is a simple yet very effective practice to prevent infection.

In practice, this means:

- Staying at least 6 feet away from others as a normal practice where practical
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or friends
- Avoiding touching surfaces touched by others, to the extent feasible



# Social Distancing In Practice

## General Social Distancing Guidelines:

- Maintain a social distance of 6 feet throughout all operations where practical.
- Where a minimum distance cannot be maintained due to workplace design, **one or more mitigation strategies need to be implemented** including, engineering, PPE, and/or administrative controls as appropriate.

This practice of social distancing includes but is not limited to:



Production lines



Cafeterias



Common areas



Entrance/exit  
areas of work  
locations



Offices

These are examples, but the principle of social distancing is universally applicable to all areas of the facility.



## SOCIAL DISTANCING AT

# Entryways

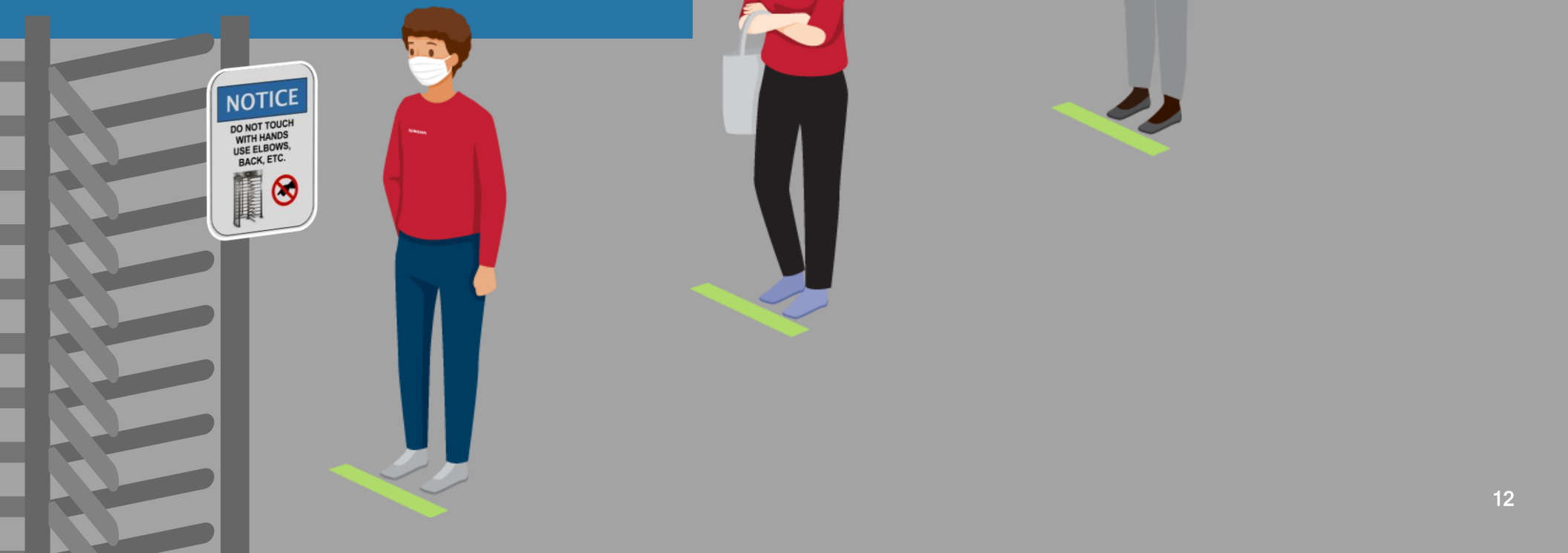
In commonly congested areas, **visual indicators**, such as tape, should be marked on the ground as reference for 6 feet separation

**Touchless entry** should be encouraged at turnstiles. Refer to Sign G in the appendix of this document

### Face masks/coverings must be worn

When practical, additional precautions should be taken:

- **Doors** (non-fire) should be **propped open** during breaks and shift changes



# Workstations

When practical, the following precautions should be taken:

- Workstations should be arranged to allow **separation of 6 feet** between employees
- **Job rotations** should be limited to only 2 jobs
- **Physical barriers** should be added between jobs
- **Face masks/coverings** must be worn



## SOCIAL DISTANCING IN

# Meeting Areas

Physical meetings should be **avoided**

Use **remote working tools**: telephone, Zoom, collaborative tools, etc.

If a physical meeting is absolutely necessary, **alternative measures** should be taken:

- Leave at least **6 feet** between all participants
- **Face masks/coverings** must be worn
- Add **visual indicators**, such as tape, on the floor as reference for 6 feet of separation
- Use **large-capacity rooms** and limit occupants
- Keep **doors open**, if practical
- Only 1 person should handle the **remote controls**
- Common surfaces should be **cleaned before and after** each use with company-provided cleaners





## SOCIAL DISTANCING IN

# Break Rooms, Cafeterias & Vending Areas

**Face masks/coverings** must be worn except while eating or drinking

Employees should be encouraged to **bring their food and drinks from home**

Lunch and **break times should be staggered** to minimize the number of people in common areas at a given time

**Maximum occupancies** should be set and enforced for cafeterias

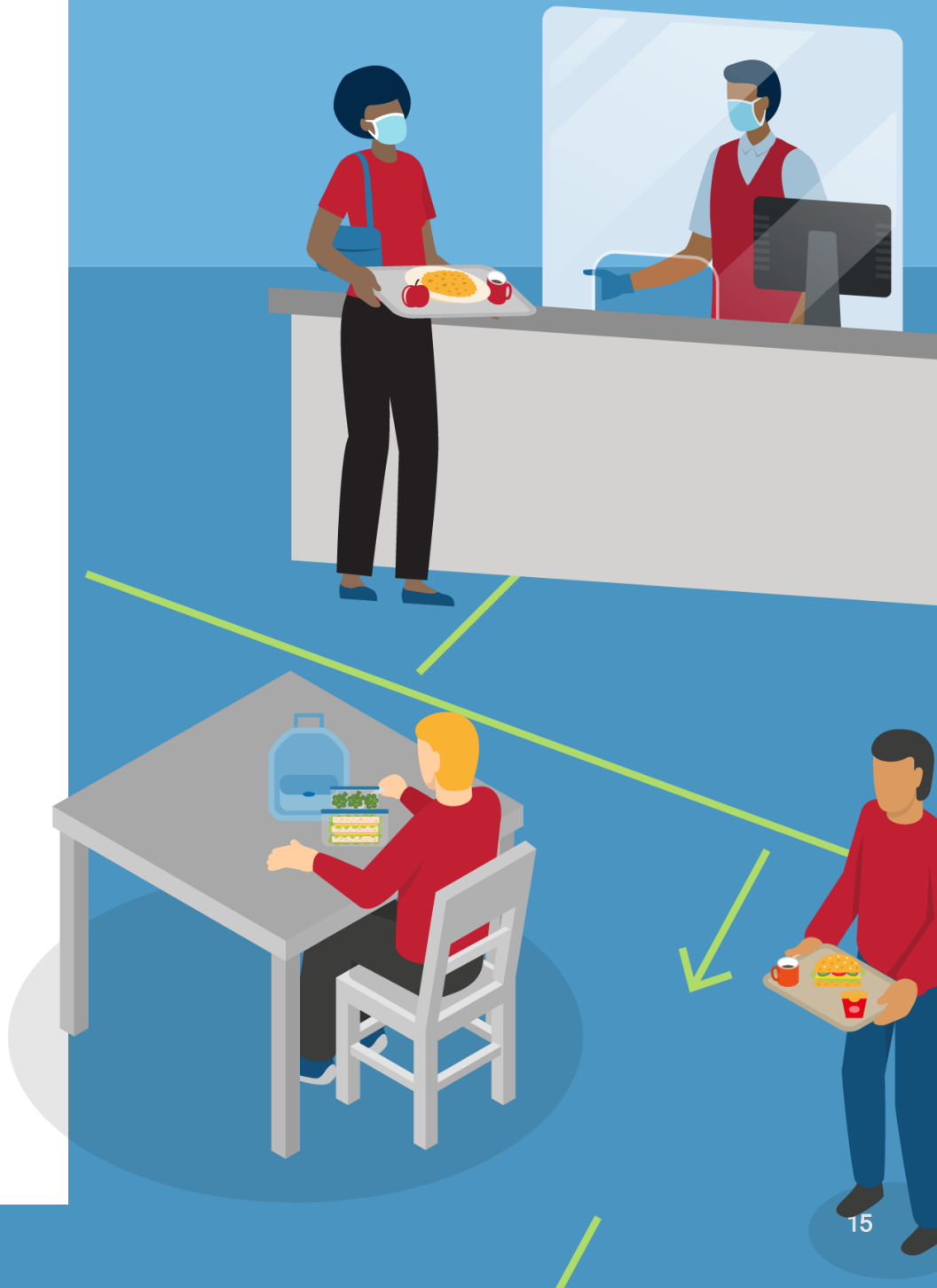
In commonly congested areas, **visual indicators**, such as tape, should be marked on the floor as reference for 6 feet of separation

**Physical barriers** should be added at **pay stations** where cafeteria employees interact with customers

Employees should maintain 6 feet of distance and **not face one another** wherever physical barriers are not feasible

When practical, **additional precautions** should be taken:

- Follow all signs and markings
- Self-serve stations in cafeterias should be modified for grab-and-go options
- Physical barriers should be added





## SOCIAL DISTANCING IN

# Office Areas

Continue **flexible work** (virtual office) where practical

**Face masks/coverings** must be worn

Desks should be arranged to allow employees to maintain **6 feet** of separation and not face one another where practical

In **commonly congested areas**, **visual indicators**, such as tape, should be marked on the ground as reference for 6 feet of separation

If the minimum requirement for social distancing (6 feet) cannot be met, then employees should be provided with **alternative measures to mitigate their exposure** such as physical barriers, including partitions and dividers, where feasible



## SOCIAL DISTANCING IN

# Aisles, Doorways, and Stairways

In commonly congested areas, **visual indicators**, such as tape, should be marked on the floor as reference for **6 feet of separation**

**Face masks/coverings** must be worn

When practical, additional precautions should be taken:

- **One-way direction** should be used in narrow areas and visuals added to indicate one-way direction
- **Shift start times** at multi-shift facilities and break times should be **staggered** to enable social distancing when practical
- **Doors** (non-fire) should **remain open**





# Personal Protective Equipment

Personal Protective Equipment (PPE) is a necessary control method to limit the spread of COVID-19. Below are PPE requirements to be implemented in addition to employees' job-specific PPE requirements.



## Face Masks/Coverings and Safety Glasses

Face masks/coverings that cover the mouth, nose and chin **and** safety glasses are **required** to be worn on the production floor at all times except while eating or drinking in designated areas. Face masks/coverings are the primary means of protection.



## Face Shields

Face shields can be voluntarily worn by employees in close proximity to others and are to be worn **with a face mask/covering and safety glasses**.

*NOTE: Safety glasses and a face mask/covering that covers the nose and mouth comply with CDC guidelines.*



## Gloves

Chemical resistant gloves are required while handling most disinfectants and cleaning chemicals. Refer to the chemical's label or Safety Data Sheet for specific requirements.

# Face Mask and Face Covering Guidance



## Coverage

Face masks/coverings should cover the:

- Mouth
- Nose
- Chin



## Nose Bridge

If the face mask/covering has a metal edge on top, pinch it so that it presses gently on the bridge of the nose.



## Removal

Remove the used face mask/covering by holding only the ear loops.



## Replacement

Change face masks/coverings regularly or if soiled or wet. If using a reusable face covering, wash it daily with soap and water.



## Hygiene

Wash hands with soap and water after removing a face mask/covering.

Even when social distancing, **face coverings should be worn at all times** with few exceptions, including:

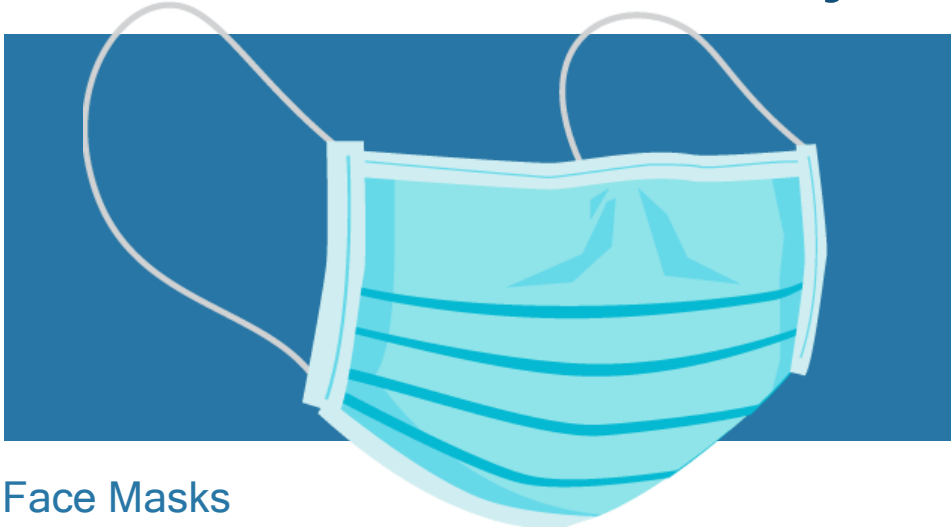
- While eating or drinking on break
- Unless it causes additional risk

# Start-Up Disinfection Protocol

#	Area/Place	Disinfection Content	Disinfectant	Disinfection Method	Frequency
1	Single-User Cloth Face Covering	All Surfaces	Mild Detergent and warm water	Wash in mild detergent and warm water	Daily
2	Single-User Face Shield	All Surfaces	Mixture of 75% Isopropanol and 25% water	Spray and Wipe	Between each use
3	Workstation common surfaces	Including control buttons, tools, partitions between workstations, and other common surfaces		Spray and Wipe	Between each job rotation
4	Break Areas	Including tables, chairs, partitions, lockers, and other common surfaces		Spray and Wipe	Minimum at the end of each shift
5	Offices, desks, and conference rooms	Tables, desks, chairs, remotes, and other common surfaces		Spray and wipe	Between each use
6	Commonly touched areas	Handles and other commonly touched areas		Spray and wipe	Based on use: once per shift if contacted by 1 person only; otherwise, between users
7	Bathrooms	Doors and windows, handles, faucets, and sinks	Disinfectant	Spray and wipe	2 times per shift
8	Admin Areas	Common surfaces, tables, and chairs		Spray and wipe	3 times per shift
9	Main entry points	Doors, handles, and turnstiles		Spray and wipe	3 times per shift
10	Vending machines	Interface surfaces (pay, selection, and vending surfaces)	Mixture of 75% Isopropanol and 25% water	Spray and wipe	Between each use
11	Multi-user PPE	All surfaces		Spray and wipe	Between each use
12	Mobile powered Equipment	Seat surfaces, steering wheels, seat belts, and other common surfaces		Spray and wipe	Between each use
13	General Surfaces	Floors	Disinfectant	Mop or Powered Scrubber	Periodic, where frequently touched; mop hard surfaces daily
		Walls	Disinfectant	Spray and wipe	Periodic, where frequently touched



# Sources for Necessary Supplies



Face Masks

Source: to be provided by the company



Chemical Resistant Gloves

Source:

- Medium NPS# 72845
- Large NPS# 72843
- X-Large NPS# 72842



Spray Bottles

Source: NPS# 001259



Isopropyl Alcohol

Source: to be provided by the company

# Safe Start-Up Checklist for Manufacturing Groups

This checklist should be used before restart by each supervisor to check specific items in their work areas.

SAFE START-UP   Checklist for Manufacturing					
Item	Responsible	Timing	Activities	References / Documents	Complete?
Communication	Supervisors	N1/D1/A1 Shift Start	SAFE START-UP SHIFT START READ	Safe Start-Up Playbook: Page 8	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
	Supervisors and Managers	Before Start-Up	Ensure <b>signs are posted</b> in your Office/Admin Areas (where applicable): <b>Conference Rooms and Meetings</b>	Safe Start-Up Playbook: Sign D & J	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Signage	Supervisors	Before Start-Up	Ensure signs are posted in Break Areas: <b>PPE and Safety Distance</b>	Safe Start-Up Playbook: Sign K	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
	Supervisors	Before Start-Up	Ensure <b>signs are posted</b> in Break Areas: <b>Break Areas, Cafeterias, &amp; Vending Areas</b>	Safe Start-Up Playbook: Sign L	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
	Supervisors	Before Start-Up	Ensure all <b>water fountains</b> that are not touchless are closed and signage is posted	Safe Start-Up Playbook: Sign I-1, I-2, & I-3	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
	Supervisors	Before Start-Up	Post <b>Disinfection Protocol</b> in Break Area	Safe Start-Up Playbook: Page 20	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
	Supervisors	On-going	Ensure all <b>partitions</b> are in place in <b>breakroom</b> seating areas	Safe Start-Up Playbook: Page 15	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Social Distancing	Supervisors	Before Start-Up	Separate jobs with <b>&lt;6 foot distance</b> from each other with <b>partitions</b> where possible	Safe Start-Up Playbook: Page 13	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
	Supervisors	On-going	Stagger employee <b>break times</b> if possible		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
PPE	Supervisors	N1/D1/A1 Shift Start	<b>Distribute required PPE</b> to employees who require them	Safe Start-Up Playbook: Pages 18 and 21	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Disinfection	Supervisors	On-going	Follow <b>Disinfection Protocol</b> for all production and break areas	Safe Start-Up Playbook: Page 20	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Exposure protocols	Supervisors and Managers	Before Start-Up	Self-review <b>exposure protocols</b> before start-up and keep documents accessible for reference in case of EE concern or report of diagnosis	These will be provided separately to supervisors	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A

# Health Screening Protocols



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# Health Screening Protocol

## Step 1

Every Employee will be expected to check his/her temperature at home daily.

Refer to the Standard Operating Sheet for Employee Self-Temperature Checks in the appendix (page 28 of this document) for additional information.

## Step 2

An Employee is not permitted in the facility if he/she answers “yes” to any of these questions and the employee should contact his/her supervisor immediately:

1. Have you **tested positive for COVID-19** in the past 14 days and/or are you awaiting the results of a COVID-19 test for yourself?
2. Do you currently have a **temperature of 100.4°F** or above or have you had such a temperature within the last three (3) days?
3. In the last 14 days, have you **been within six feet of someone** for longer than 10 minutes who has been **diagnosed with COVID-19** or who is awaiting results of a COVID-19 test?
4. In the last 14 days, have **you experienced one of the following**: persistent dry cough, or shortness of breath, or difficulty breathing; or **any two of the following**: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, body aches, vomiting/diarrhea, nausea, new loss of smell or taste?
5. In the last 14 days, have you **traveled internationally**?



# Contractor & Visitor Screening Protocol

Contractors' and visitors' site access should be limited to business-critical needs only and approved through Nissan leadership. All contractors and visitors will be required to complete this questionnaire and provide it to security. Security will then make a determination for site access based on the information provided.

## Nissan North America Visitor Health Screening Questionnaire

The safety of our employees, customers, families and visitors remains Nissan North America's top priority. Nissan North America is taking preventive measures to minimize the spread of coronavirus (COVID-19) at our facilities and regularly monitoring guidance from the Center for Disease Control and Prevention and the World Health Organization regarding the disease.

To reduce the potential risk of exposure to COVID-19 to our employees and visitors, please complete this simple screening questionnaire. Your participation and acknowledgment is important and will help us take precautionary action to protect you and everyone at this facility or event. Thank you for your time and support.

Visitor Name:	Mobile/Home Phone:
---------------	--------------------

Facility Name:
----------------

**If you answer "yes" to any of the following questions, do not access the facility and contact your host.**

Self-Declaration by Visitor	
1	Have you tested positive for COVID-19 in the past 14 days and or are you waiting the results of a COVID-19 test for yourself? Yes      No
2	Do you currently have a temperature of 100.4°F or above, or have you had such a temperature within the last three (3) days? Yes      No
3	In the last 14 days, have you been within six feet of someone for longer than 10 minutes who has been diagnosed with COVID-19 or who is awaiting results of a COVID-19 test? Yes      No
4	In the last 14 days, have you experienced <b>one</b> of the following: persistent dry cough, or shortness of breath or difficulty breathing; or any <b>two</b> of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, body aches, vomiting/diarrhea, nausea, new loss of smell or taste? Yes      No
5	In the last 14 days, have you traveled internationally? <input type="checkbox"/> Yes <input type="checkbox"/> No

### Attestation and Acknowledgment:

***By signing below you attest the accuracy of your answers to the preceding five questions and agree to adhere to all Nissan health and safety protocols, including but not limited to, wearing a face covering and practicing social distancing while in Nissan facilities.***

Visitor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Refusal or failure to complete this questionnaire can result in denied access to this and other Nissan facilities.

Security/Receptionist      Access to facility (circle one)      Approved      Denied

NNA Visitor Health Screening Questionnaire as of May 11, 2020



# Non-COVID-19-Related Medical Protocols

Temporary changes to our Onsite Medical and Early Symptom Intervention (ESI) program protocols have been put in place to prevent the spread of COVID-19.

The following changes are in place until further notice:

## Onsite Medical Services:

- Non-emergency medical appointments (work-related or personal) will be handled by appointment only. Call the clinic for an appointment time
- Face masks/coverings will be required upon entrance to the clinic and throughout the entire medical exam
- Medical Exams for respirators and mobile powered equipment will not be scheduled at this time. Exceptions for business-critical needs will be evaluated on a case-by-case basis

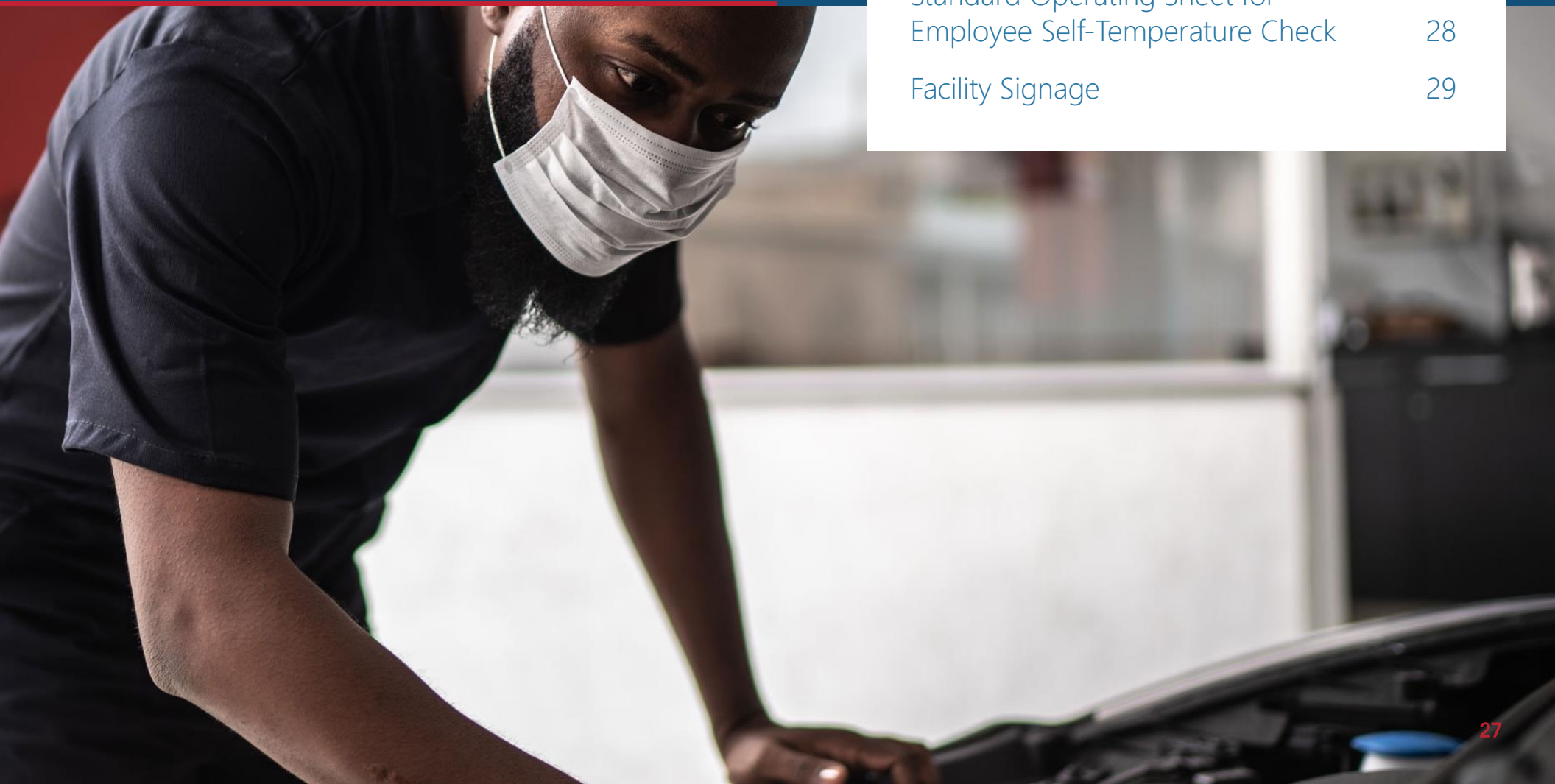
## Early Symptom Intervention (ESI) / HYP:

**How's Your Process** sheets in break areas are temporarily suspended. ESI requests can be made by employees through the screensaver or by phone. Supervisors should follow the established process for ESI email referrals

Job placement referral process will remain the same

# Appendix

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# Standard Operating Sheet for Employee Self- Temperature Check



## INSTRUCTIONS:

### How to Take Temperature & What to Do with Results



READ THE INSTRUCTIONS THAT CAME WITH YOUR THERMOMETER TO UNDERSTAND HOW IT FUNCTIONS  
MAKE SURE YOUR THERMOMETER IS SET TO Fahrenheit TEMPERATURE SCALE (NOT CELSIUS)

1. Do not take fever-reducing medication (Tylenol, Advil, Aleve, Aspirin, acetaminophen, ibuprofen, naproxen, salicylic acid) for at least four hours before checking your temperature. After you have completed all of the steps in these instructions, you may take any such fever-reducing medications.
2. Wait at least ten minutes after eating or drinking to take your temperature.
3. Place the thermometer under your tongue and close your mouth around it.
4. Your thermometer will make a sound when it has completed the temperature checking process (read your thermometer's instruction manual).
5. Remove the thermometer from your mouth and read the numbers on the display, write the numbers down. \_\_\_\_\_
6. If the temperature reading on the thermometer is **below 100.4 degrees Fahrenheit (°F)**, come into work for your next scheduled shift and complete the remaining screening process.
7. If the temperature reading on the thermometer is 100.4°F or above, wait ten minutes and repeat the temperature check. Do not eat or drink anything during this time.
  - 7a. If, on the recheck, your temperature remains at 100.4°F or above, complete the following steps:

Do not come to work, call your Supervisor and report temperature results; call your Healthcare Provider and report your temperature; follow your Healthcare Provider's instructions; update your Supervisor with Healthcare Provider's instructions and your ability to work.
  - 7b. If the second temperature reading is below 100.4°F, write the temperature reading down, wait ten minutes and repeat the temperature check. Do not eat or drink anything during this time.
  - 7c. If the temperature is checked for a third time and two of the three readings are 100.4°F or above, follow instructions in #7a.
  - 7d. If the temperature is checked for a third time and two of the three readings are below 100.4°F, follow instructions in #6 above.

QUESTIONS: Contact your Supervisor



# Facility Signage (1 of 6)

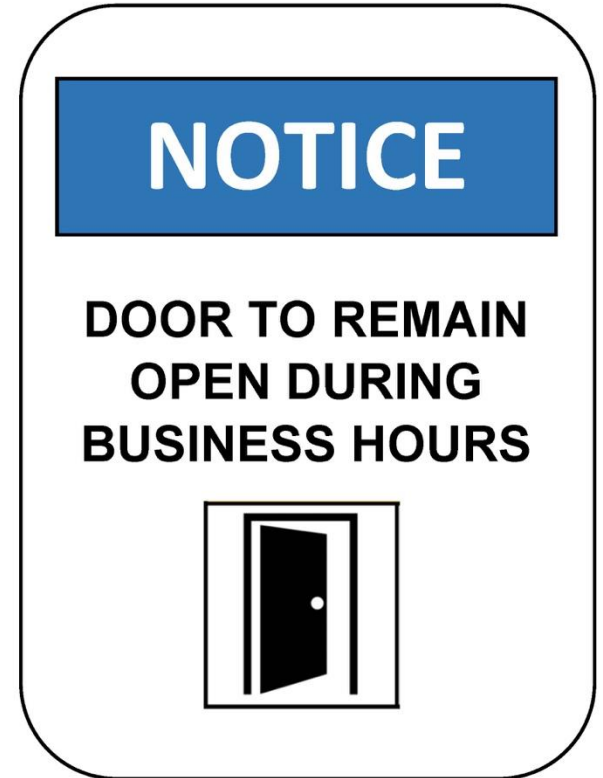
Sign A1



Sign A2

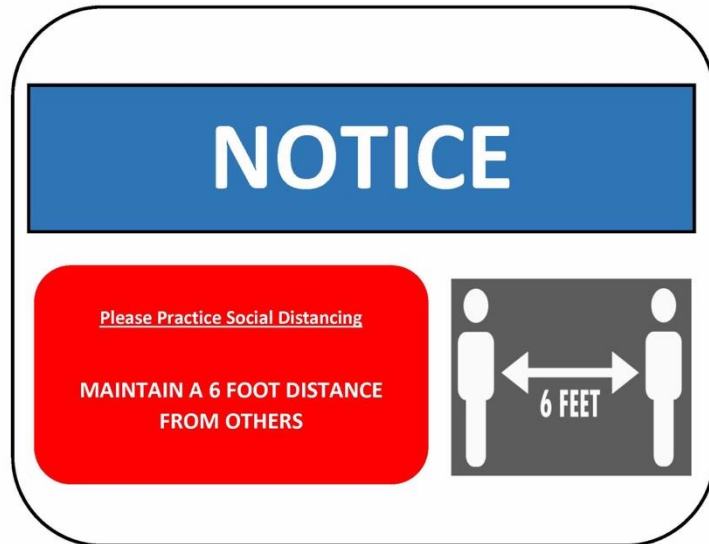


Sign B

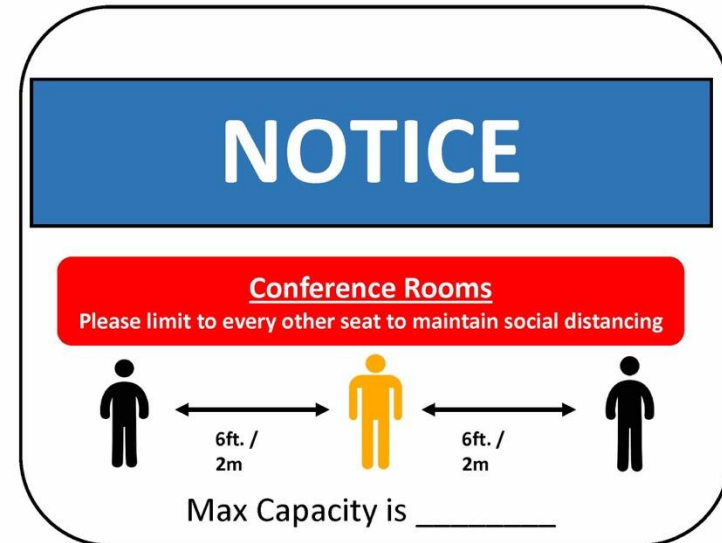


# Facility Signage (2 of 6)

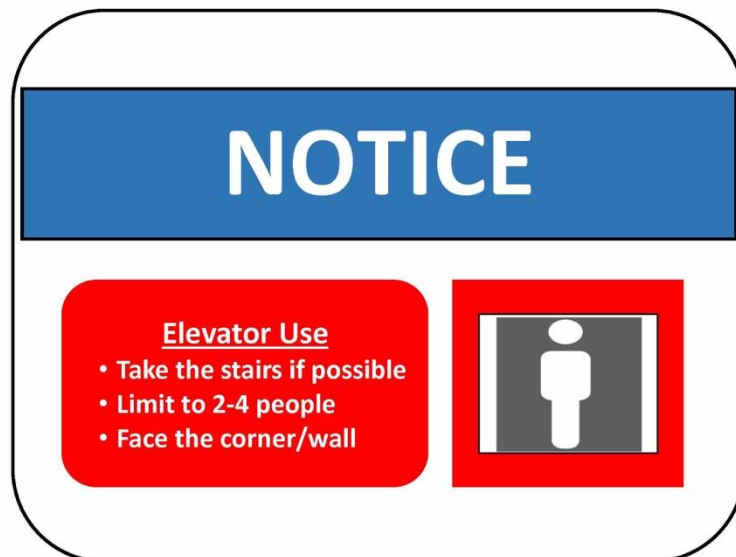
Sign C



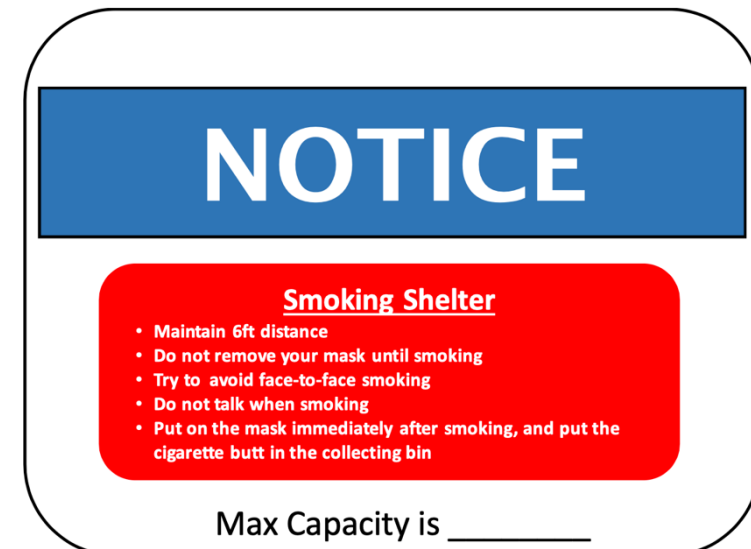
Sign D



Sign E



Sign F



# Facility Signage (3 of 6)

Sign G



Sign H



Sign I1



# Facility Signage (4 of 6)

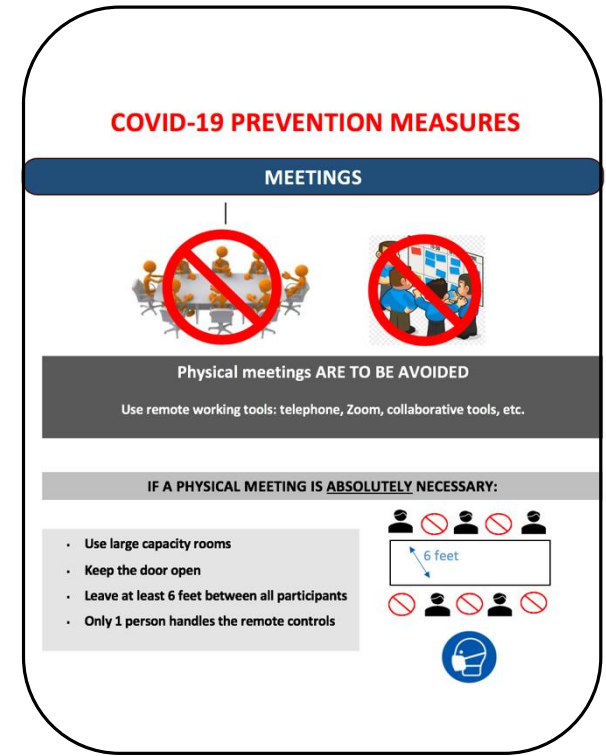
Sign I2



Sign I3



Sign J



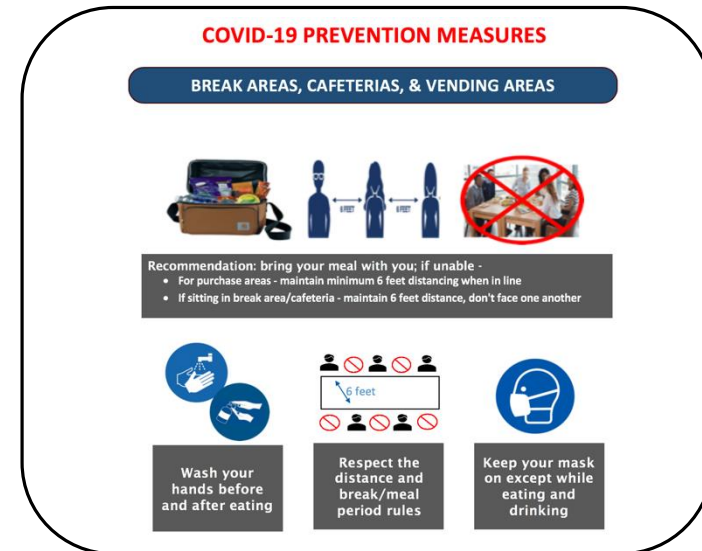


# Facility Signage (5 of 6)

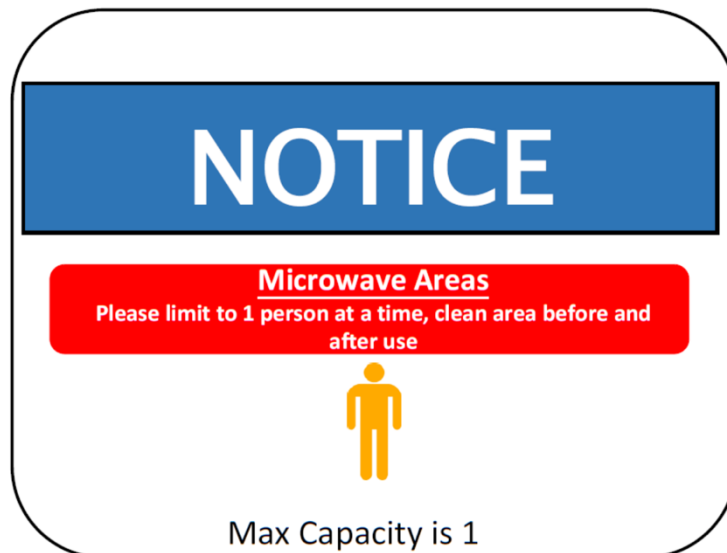
Sign K



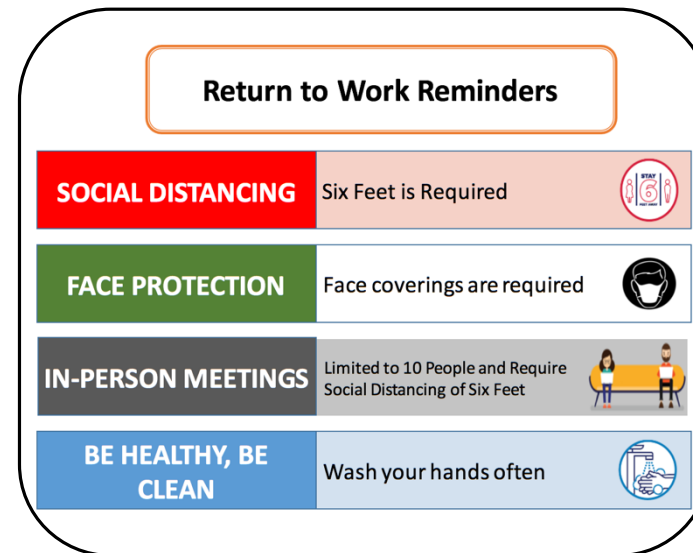
Sign L



Sign M



Sign N



# Facility Signage (6 of 6)

Sign O

## **READ CAREFULLY**

If you answer **"YES"** to any question, **DO NOT** enter the facility and **contact your supervisor**

1. Have you tested positive for COVID-19 in the past 14 days and/or are you awaiting the results of a COVID-19 test for yourself?
2. Do you currently have a temperature of 100.4 (F) or above or have you had such a temperature within the last three (3) days?
3. In the last 14 days, have you been within six feet of someone for longer than 10 minutes who has been diagnosed with COVID-19 or who is awaiting results of a COVID-19 test?
4. In the last 14 days, have you experienced **one** of the following: persistent dry cough, or shortness of breath, or difficulty breathing; or any **two** of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, body aches, vomiting/diarrhea, nausea, new loss of smell or taste?
5. In the last 14 days, have you traveled internationally?

Sign P



Sign Q

