



MJS PACKAGING



Emergency Response & Preparedness Playbook

Revised June, 2020

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ABOUT THIS PLAYBOOK



The health and safety of all who enter our workplace is our number one priority. The information contained in the Return to Work Playbook represents MJS Packaging's current practices regarding the recommended operation of its facilities, where and when permitted by law, during this time of unprecedented COVID-19 pandemic. Practices/protocols may vary by location.

This playbook is to be used to provide policies and guidelines preparing us to return to work at our facilities. It aligns with the Center for Disease Control, Department of Health and Human Services pursuant to the Occupational Safety and Health Act, and World Health Organization recommendations to the greatest extent possible.

This Return to Work Playbook is designed to be a guide and resource for how we can work together to create a healthy workplace. Please read the entire document. Our Emergency Response team has made an effort to outline actions to safeguard our most important assets - our employees.

Each of us plays an important role in keeping ourselves and others safe. We need to continue to be vigilant, self-certifying, staying home if we - or anyone in our household - are sick. Washing our hands frequently and maintaining social distancing.

History has shown that we are versatile and resilient, especially during difficult times. We are confident that MJS teamwork will get us through these challenging times.

As federal and local regulations change, these guidelines may also change in order to provide the appropriate levels of protection for our employees and flexibility in working conditions to effectively and safely operate our business.

GETTING OUR FACILITIES READY

WHAT WAS DONE TO PREPARE OUR FACILITIES

We want to reduce the apprehension associated with coming back to the office. To ensure you return to a healthy and safe work environment, following best practice recommendations from the Center for Disease Control, Occupational Safety and Health Act and World Health Organization, we plan to implement the following to get our facilities ready:

- We will clean and disinfect all common areas - including break and lunch areas, entrances and restrooms where applicable
- Provide hand sanitizer stations at all locations
- Install touchless bathroom faucets in Livonia
- Implement social distancing actions
- Develop readiness content in the form of COVID-19 playbook and job aids
- Design measures to control the flow of people entering, working inside and exiting facilities where applicable
- Provide a return-to-work readiness kit including masks, hand sanitizer and cleaning supplies

OFFICE SPACE HVAC UPDATES

We have reviewed ways to improve the indoor air quality of our Livonia facility and locations where we are able.

- HVAC units were inspected in Livonia
- Filters have been replaced
- Ionization units were ordered to be installed that will kill mold, bacteria and viruses and reduce odors, allergens and dust particles.

CLEANING AND DISENFECTION MEASURES

The goal is to establish a sanitary baseline before the facilities reopen. Each location will be cleaned/disinfected prior to resuming operations.

Key areas to be addressed include:

- | | |
|-------------------------|------------------------|
| • Entrances | • Conference Rooms |
| • Vestibules | • Desks |
| • Stairs | • Drinking Fountains |
| • Handrails | • Trash Bins |
| • Restrooms | • Recycle Bins |
| • Doors/doorknobs | • Print/Copy Machines |
| • Countertops | • Shared office spaces |
| • Coffee/Water Machines | |

GETTING OUR FACILITIES READY CONT.



HAND SANITIZER STATIONS

The Center for Disease Control states that cleaning hands often with soap and water or using hand sanitizer are two of the most important steps people can take to avoid getting sick and spreading germs.

MJS has invested in hands-free hand sanitizing units which will be distributed to our various locations to provide easy access and use throughout our facilities.

SOCIAL DISTANCING ACTIONS

Each facility evaluated workspaces and identified areas where less than six feet of separation exists. Efforts are being made to modify those workspaces creating the minimum of six feet of physical distance between people. Where we are unable to abide by the six feet of separation rule, dividers will be installed as a barrier between those workstations.

Offices may want to install floor markings or signage to aid in social distancing in common areas such as kitchens and restrooms.

WHAT YOU CAN DO TO SUPPORT AND MAINTAIN OUR FACILITY PROTOCOLS

We're all in this together. In order to ensure a clean, healthy and safe work environment, we must work together and make the commitment to:

- Comply with all signage and locally designated rules (may differ by office and employee density)
- Clean your workspace and your desktop twice daily (current Michigan requirement and recommended guideline for other locations)
- Participate in cleaning and disinfecting equipment and materials you use on a regular basis. Cleaning supplies will be provided

FACE MASKS

Everyone will be provided with an MJS face mask. You are encouraged to wear a mask while in common areas and where social distancing measures are difficult to maintain. In areas where you are unable to maintain social distancing, face masks will be required.

GETTING OUR PEOPLE READY

RETURNING TO THE OFFICE

Our return to the office will be a gradual one. Each state will loosen restrictions on returning to work at varying times and some individuals will return sooner than others. We will determine timing on an individual location basis, taking into account required accommodations.

SELF-CERTIFICATION

Prior to reporting to work each day, you are required to complete a survey assessing your ability to report to work. This certification process is designed as an early educator to keep you and your colleagues safe. It is important to respond honestly and more importantly, to stay home if you are symptomatic.

HOW TO ACCESS

An app is being developed to allow easy health self-certification. Directions will be provided to all users in an internal communication.

VISITORS TO MJS FACILITIES

Visitors (any individual not having a permanent workspace in the building) are expected to follow our internal guidelines including answering a self-certification, practicing social distancing and proper personal hygiene.

TRAVEL POLICY (during COVID-19)

Business Travel:


We will continue to monitor all international and domestic business travel until further notice. All business travel requires approval by an Executive Team member. Travel should be an essential activity that cannot be accomplished by a virtual meeting.

State and local stay-at-home orders and requirements must be followed.

Personal Travel:

Any travel out of the state must be disclosed to your supervisor to determine if there are any quarantine requirements (following CDC requirements for 'hot spots' or international travel). We would expect that you follow the recommended CDC guidelines.

If you have a question or comments on how we might improve the experience, please submit to any Executive Team Member, Human Resources or your immediate supervisor.

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	Quality Procedure	Doc ID: QP-0024	Effective Date: 4/6/2020	

sneeze or cough; and discarding used tissues in wastebaskets. We will provide alcohol-based hand sanitizers throughout the workplace and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place.

3.3 Limiting Travel

All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will not be authorized until further notice and any domestic travel requires approval from the President. Any individual traveling for personal reasons may be required to self-quarantine and will follow, if any, the recommended time period as defined by state or local government where the traveler resides.

3.4 Telecommuting

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting will be reviewed by your manager.

3.5 Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. We will compensate employees who are unable to work due to illness.


During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: fever, cough, tightness in the chest, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness remain at home until at least 24 hours after they are free of fever (100 degrees F) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines

3.6 Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

3.7 Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, and government officials as required by law.

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	Quality Procedure	Doc ID: QP-0024	01 Effective Date: 4/6/2020

4. Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, MJS may implement these social distancing guidelines to minimize the spread of the disease among the staff.


During the workday, employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six feet from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in work rooms, kitchens, other areas where people socialize.
5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).

5. In the event of an illness or outbreak

In the event of an outbreak in any of our locations, the following steps will occur:

1. An employee who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day will be immediately separated from other employees, customers, or visitors and sent home. Documentation must be provided by a medical professional indicating they are cleared to return to work
2. If the employee is confirmed to have an infectious disease infection, fellow employees will be informed of their possible exposure to that infectious disease in the workplace and released for the day. These employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).
3. Areas visited by the ill person will be closed off. Outside doors and windows will be opened to increase air circulation in the area as appropriate. After waiting 24 hours (or as long as practical), the area will be cleaned and disinfected according to CDC recommendations.
4. Once the area has been cleaned and disinfected, unaffected employees may return to work.

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6. Compensation applicable in the event of an illness or outbreak

1. Full time employees
 - Sent home with pay for that day
 - Paid during time out (Must seek medical consultation within 24 hours)
 - Documentation must be provided by a medical professional indicating they are cleared to return to work
2. Temporary Employee
 - Sent home with pay for that day
 - Refer to agency during time out past initial day
 - Documentation must be provided to their employer by a medical professional indicating they are cleared to return to work

Rev #	Doc #	Effective Date	DCO	Change made by:	Description of Change
01	QP-0024	4.6.2020	0015	S. Kehoe	Initial implementation of Infectious Disease Control Policy