A NOTE TO ALL READERS

The information contained in this resource represents our current practices and recommendations for our manufacturing operations and office locations around the world, during this time of the unprecedented COVID-19 pandemic.

Applicable policies include The Companies’ Infectious Disease Protocol and COVID-19 Workplace Contingency Plan.

Rev. 05/2020
Argent International/Argent Tape & Label Team Members:

Argent International/Argent Tape & Label’s COVID Operations Playbook is designed to address start-up, continuity and response planning for getting back to work in the “new normal,” as business recovers from the COVID-19 pandemic. It provides a framework for (re)starting and operating our facilities and office locations with a consistent response and strategy throughout the company, while protecting employees and making sure everyone stays safe, healthy and confident about returning to work.

This go-to resource for COVID-19 pandemic preparedness and response will increase the knowledge and competence of teams by saving time, preventing mistakes, encouraging independence and autonomy, and ensuring safe workplaces.

It includes practical recommendations based on guidelines from the Centers for Disease Control and Prevention and the World Health Organization. This plan highlights the responsibilities of managers and employees.

While readjusting to work will pose unique challenges, the Argent International/Argent Tape & Label COVID Operations Playbook is a critical tool to have as we implement and adapt to a “new normal”, while continuing to respect our commitment to a safe and healthy workplace. While we implement various protocols to ensure personnel safety, it is up to the person and co-workers to execute on these protocols daily. By releasing this playbook, we intend to clearly communicate our plans moving forward, highlight workplace protocols in place to protect safety and establish a level of comfort for all employees who are at, have been and are returning, to work. As well, we do understand that every employee’s situation is different and encourage those with specific risks or concerns to reach out to their manager or HR to discuss alternate arrangements, should they be necessary.

Finally, as we continue through this adjustment and into our “new normal,” we are likely to experience changes, to identify improvements and/or to reduce or increase measures per the recommendations of governmental authorities, including MIOSHA and the CDC. Any updates or changes will be communicated via email to all employees and will be appended to this Playbook.

Sincerely,

Fred Perenic
Argent International, Inc.

AND

Lynn Perenic
Argent Tape and Label Inc.
The Argent International/Argent Tape & Label COVID Operations Playbook constitutes a series of recommended industry best practices, dealing with various Health, Safety, Environmental, and Public Health focused measures, designed to enhance the health and well-being of employees working in a COVID-19 environment.

These protocols represent our current practices regarding the operation of Argent International/Argent Tape & Label facilities during a highly uncertain time and are designed to be a “living” document, recognizing that applicable public health guidance regarding COVID-19 is evolving on almost a daily basis.

The various protocols set out in this document constitute recommendations, based on various guidance provided by the World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC), as well as various country specific public health authorities.

The recommendations set out in this document are standards generally applicable across the Argent International/Argent Tape & Label organization. However, where local public health and/or country/state specific regulatory requirements impose a more rigorous standard, Argent International/Argent Tape & Label facilities should defer to the local legal requirement, as applicable.

Where local situations require it, Argent International/Argent Tape & Label should consult with Company Health, Safety and Environmental and Medical advisors, as well as Company legal counsel, where assistance is required with interpreting or applying these recommendations.

**Legal Disclaimer**

The information contained in this document does not constitute legal advice. Argent International/Argent Tape & Label bears no responsibility with respect to third party reliance on the recommendations set out herein. Where applicable or necessary, Argent International/Argent Tape & Label will consult with local legal counsel, medical as well as health & safety advisors specific to their jurisdiction and industry in developing strategies applicable to their unique workplaces.
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The following guidelines are designed to protect the safety of employees and others on the premises in relation to COVID-19. The categories provide guidance on the requirements for pre-screening when coming to work, PPE, cleaning and disinfecting, physical distancing practices, response to positive or suspect cases, education and training.

Communication will be critical to the plan, so a communication strategy will assist company leaders, supervisors and workers to understand the complexity of our current environment, and how we will respond, by implementing policies and programs to address the “New Normal”.

**Administrative Requirements**

Requirements for establishing an Emergency Contact Personnel and a response plan that involves key members of the organization. Instructions identify key response plans that must be created and procedures that must be reviewed and updated.

**Key Elements**
- Identification of essential and critical work – as of the date of publication of the first edition of this playbook, all manufacturing operations are permitted to resume (Executive Order 2020-77);
- Essential/critical work
- Ensure communication plan is implemented for employees and customers
- Establish reporting and tracking protocol
- Review and update cleaning and sanitizing procedures
- Guidelines to implement remote work where possible
- Establish restrictions for visitors and travel
- Stay abreast of guidance from federal, state, local and or territorial health agencies and consider how to incorporate those recommendations and resources into workplace specific plans

**Key Documents may Include**
- Emergency Contact Personnel Designation
- Audit Start up (if relevant)

**Communication / Education & Training**

Development of communication, education and training plan to ensure employees have an increased awareness of expectations and are reminded of behavioral changes.

**Key Elements**
- Who should symptoms or close contacts be reported to
- Communicate what division is doing to support employees
- What additional controls have been put into place
- What communications employees can expect during the process
- Resources posted
- Mental Health Supports

**Key Documents may Include**
- Training Documents
- Signage Map & Poster Library
- What to expect for return to work
- AI/ATL Reminders
Pre-screening

To help reduce potential risk of infection posed by workers, contractors & visitors to our facilities, proactive screening protocols will be in use.

Key Elements
- Limiting entry points to help ensure only screened personnel enter the plant
- Symptom Checker Survey completion prior to all entries at any time, even if they are repeated in the same day
- Ensure workers who have been ill return to work when safe for others and appropriate
- Limiting or prohibiting non-essential visitors; procedure to approve visitors
- Isolating or limiting entry of truck drivers / delivery personnel

Key Documents may Include
- Symptom Checker Online Survey & Visitor Questionnaire
- Employee Daily Temperature Check and Guidance

Social Distancing

In order to decrease the transmission of COVID-19, Argent International/Argent Tape & Label plants are practicing physical or social distancing. Social distancing involves taking steps to limit the number of people you come into close contact with, reducing the risk of transmitting the virus.

Key Elements
- Review workplace layout and methods to follow social distancing
- Utilization of barriers and layout modification where possible
- Implement visual reminders such as signage and floor markings
- Adjust work and break schedules to reduce crowding
- Review hours of work and shift structures to minimize potential overlaps of workers
- Review meeting requirements and replace with visual methods to limit face to face interaction

Key Documents may Include Signage
Cleaning/Disinfecting/PPE

Three key controls that help reduce the spread of COVID-19: (1) Handwashing a minimum of 20 seconds; (2) cleaning and decontamination; (3) Personal Protective Equipment

Key Elements
- Frequency for daily cleaning of high touch and common surfaces
- Pre and post shift cleaning added to daily routine
- Increase handwashing/sanitizer stations
- Establish inventory requirements for PPE and cleaning supplies
- Collection and cleaning of reusable PPE such as coveralls, leather gloves, etc.
- Decontamination response if an employee tests positive or reports symptoms at work

Key Documents may Include
- Decontamination Guidance (Plant-wide cleaning; quarantine/isolation if required)
- Hygiene supplies
- First Aid PPE Recommendations
- Handwashing/Sanitizing Procedures

Case Response Management

Outlines considerations for responding to an individual who reports symptoms at the workplace or how to respond when a person has declared close contact with a positive case, or a person presumed to have the virus.

Key Elements
- To whom should symptoms or close contact be reported
- How will the person be transported out of the workplace
- Who is responsible for ensuring cleaning is followed
- Follow up plan with symptomatic individual
- How will the individual be isolated
- Who is responsible for conducting contact tracing
- Plan for communication with employees
- Return to work pre-screening for individual who had symptoms

Key Documents may Include
- Health Risk Screening Tools (ex: Symptom Checker Survey)
- Informational handouts for employees on self isolation and self monitoring
- Contact tracing guidance
- Decontamination guidance (quarantine/isolation and plant-wide cleaning)
- Isolation protocol for symptomatic individual
### Overview

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<tr>
<td><strong>Administrative</strong></td>
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Establishment of Personnel (Manufacturing / Non-Manufacturing) to ensure the appropriate measures are in place for the safety of all Argent International/Argent Tape & Label employees | A) Identify key team members and communicate via playbook and on Playbook Responsibility Spreadsheet  
B) If situation requires, ensure the Start-up Layered Audit is assigned and completed. Implement corrective action plans when needed |

Establishment of report system to update team members. Refer to Playbook Responsibility Spreadsheet. May include: | A) Daily or weekly meetings (via teleconferencing, ZOOM or Microsoft teams where and when possible)  
B) May include divisional reports (HR, Operations/Plant, Shipping/Receiving, Purchasing, Safety/Maintenance)  
C) Assignment of responsibilities or documentation requirements (COVID designated documents in PLEX system)  
D) IT role (updates, tasks)  
E) Communication that cleaning schedules are completed  
F) Grievances or opportunities for improvement  
G) Establish touchpoints within groups/Argent International/Argent Tape & Label  
H) Communication methods also include email, onsite television, company website, argentaccess.com site  
I) Evaluate setting up a Task Force (and minimally establish task force functions) consisting of a small group of individuals, including representatives from all work shifts, to prepare, establish and implement a Preparedness and Response Plan and then designate and assume specific roles to ensure the Plan is being properly executed. Such and suggested roles for consideration when task force implemented in any form may include:  
• Team lead: overall responsibility for ensuring Plan is being executed and followed by employees; Coordinate with other team leads. Team lead and with company executives will determine proper phase with which company should reopen  
• Logistics Coordinator: oversee and direct employee and third-party arrivals/departures and visitor sign in; identify specific social distancing options for company adoption  
• Structural Inspector: to update and maintain safety measures to the physical building, in conjunction with schedules and duties contained in PLEX, including air-filter changes, separation of workspaces, installation of physical barriers, etc.  
• Disinfection and Materials Supervisor: monitor and periodically disinfect common areas requiring sanitation and disinfection; ensure necessary supplies and materials are properly stocked and ordered  
• Task Force Liaison: works with employees, management and Task Force to solicit feedback and ensure compliance with the Plan  
• Training Administrator: review updates to regulatory guidance and proposes corollary changes to the Plan |

Scheduling considerations of Social Distancing | In the ordinary course of business, and if practicable, establish work schedule layout to distance team members as effectively as possible |
<table>
<thead>
<tr>
<th>Task Description</th>
<th>Actions</th>
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<tbody>
<tr>
<td>Complete Full Assessment of Any Planned Travel (including regular commuting)</td>
<td>A) Identify any scheduled upcoming/expected travel</td>
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<td></td>
<td>B) Review latest information about COVID-19 and areas of spread</td>
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<td></td>
<td>C) Assess any business travel to ensure it is essential</td>
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<td></td>
<td>D) Individual travel is preferred (bike, car, etc.)</td>
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<td>E) Remind employees of concerns related to personal travel</td>
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<tr>
<td>Ensure Appropriate Actions are taken to ensure the Safety of all Argent</td>
<td>A) Instruct employees to wash their hands regularly and maintain social</td>
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<tr>
<td>International/Argent Tape &amp; Label Employees that are identified for Essential</td>
<td>distancing at all times</td>
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<tr>
<td>Travel</td>
<td>B) Ensure employees have information for contacting help for assistance</td>
</tr>
<tr>
<td></td>
<td>while/if travelling</td>
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<tr>
<td>Plant Functions</td>
<td>As in the ordinary course of business, review of key production activities for continuance of essential business functions (e.g. preventative maintenance, tool repair, raw material purchasing). Continue to execute all functions through PLEX scheduling.</td>
</tr>
<tr>
<td>Follow Country, State, Region, County, City, Town, Area requirements set by</td>
<td>Wayne County – Plymouth Facility and Westland Facility</td>
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<td>specified governing body.</td>
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### Case Response / Management

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| **Ensure Safety of all Argent International/Argent Tape & Label Employees Returning to Work after Travel** | A) Employees returning from international and domestic travel will be assessed through the symptom checker with follow up, advise and continued monitoring by HR  
B) If symptoms develop, workers must seek medical attention and are advised to report recent travel to doctor |
| **Response plan for symptomatic or confirmed case** | A) Response plan (or modify existing emergency response plans) to address where an employee / agency worker:  
* is / has been at work with symptoms including screening checks,  
* has been confirmed to have COVID-19  
* has been in close contact with a person who is confirmed to have COVID-19  
* has traveled out of the country  
B) Identify local health agency notification requirements and directives  
C) Ensure the plan maintains confidentiality  
D) Procedures for having a symptomatic employee who is at work, moved to an isolated area (e.g. their car, pre-determined isolation room)  
E) Provide appropriate notifications to Argent International/Argent Tape & Label  
F) Procedures for contact tracing  
G) Protection of employees at the plant (isolating area, sending employees who may have been in close contact for self-isolation)  
H) Implement cleaning procedures and identify cleaning contractor(s) for areas that may be contaminated  
I) Include employee communication  
I) Response procedures to include consultation with the plant safety personnel |
| **Identify & Designate Isolation Area (Car/First Aid room or equivalent)** | A) Identify quarantine location (individual's car or appropriate isolation room)  
B) Identify person responsible to verify stock of PPE  
C) Create a plan for isolation of ill person and how to limit contact with the individual.  
D) Create notification plan for person in quarantine - allow them to drive home.  
E) Direct employee to call Public Health  
F) Identify plan for thorough cleaning of area after use.  
G) Posting to communicate to workers that area has been cleaned |
| **Establish Return to Work Procedure** | A) Identify who will monitor and conduct health risk screening  
B) Series of questions to be completed by HR upon employee’s initial return following plant shut down, travel, vacation or quarantine  
C) Establish monitoring system and record keeping procedure for tracking health evaluations & ensure employee confidentiality  
D) Implement employee daily screening protocol |
| **Vulnerable Workers** | A) Review demographic information for age related vulnerable workers  
B) Encourage employees to see their HR Manager if they identify as a vulnerable worker  
C) Keep all medical information is strictly confidential  
D) Consider accommodation options for those who identify as vulnerable worker  
   1. Work from home where possible  
   2. Work in isolation at workplace, including little to no contact with others  
   3. Job protected leave where possible or applicable |

*Definition of vulnerable workers and applicable accommodation requirements will be subject to local laws*
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<td><strong>Cleaning / Disinfecting / PPE</strong></td>
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| Hand Washing | A) De-activate hand dryers, replace with disposable paper towels  
B) Ensure all workers have access to soap and water. Increase availability of hand sanitizer/disinfecting wipes, disinfecting stations  
C) Post visual reminders of proper hand washing in all areas where workers wash their hands |
| Kitchenette Area Safety | A) Temporarily restrict or eliminate the use of serving trays, reusable cutlery, glasses, mugs, silverware  
B) Increase cleaning of refrigerators, microwaves, vending machines  
C) Provide wipes for cleaning areas subject to general use  
D) Instruct employees of policy for using kitchenette areas  
E) If allowing ongoing use of communal kitchen appliances is practical, emphasize need for additional social distancing and regular cleaning and disinfection  
F) Add to cleaning service the disinfection of microwave and vending  
G) Implement measures to maintain social distancing at tables and waiting areas |
| Personal Protective Equipment Use and Selection | A) Establish PPE requirements that will be required  
B) Ensure employees understand new requirements and how to wear the PPE and dispose of PPE  
C) Designate disposal receptacles for PPE  
D) Post signage reminding employees of requirements  
E) Require workers to follow requirements for wearing PPE  
F) Remove shared PPE (i.e. visitor safety glasses, face shields)  
G) Establish PPE inventory requirements at a minimum week by week basis (i.e. masks, gloves, soap, cleaning agents, sanitizer, wipes)  
H) Establish purchasing schedule to maintain minimum numbers (supply within Argent International/Argent Tape & Label vs external purchase) |
| Personal Protective Equipment Cleaning | A) Instruct employees to avoid sharing PPE  
B) Use disposable PPE  
C) Users shall be trained in the care of PPE  
D) Users are trained to safely don / remove / dispose of PPE  
E) May decide to provide designated PPE disposal receptacles |
Verify that 3rd party janitorial companies are exercising proper sanitation protocols

A) Review contract and expectations to ensure any additional requests are documented and agreed upon for daily cleaning
B) Ensure capacity for deep clean/decontamination requirements or identify alternative company if required

Ensure proper PPE & proper cleaning chemicals are used by company for cleaning and disinfecting
## Cleaning / Disinfecting / PPE

### Cleaning and Disinfecting protocols

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<tr>
<td>A) Specify cleaning areas (include, and not all inclusive, kitchenette, bathrooms, office area, plant, etc.)</td>
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<td>B) Affirm contract with hired cleaning service that performs daily cleaning</td>
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<td>C) Secure contract for full building deep sanitation</td>
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<td>D) While conference rooms are temporarily and currently closed from use, as part of return of office personnel, establish disinfecting practices and timelines for offices, conference rooms, common areas, bathrooms and production areas (daily - pre and post shift)</td>
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<tr>
<td>E) Secure increased disinfecting stations throughout plant and office areas</td>
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<tr>
<td>F) Provide alcohol wipes or hand sanitizer at locations such as - vestibules, reception, break areas and time clocks</td>
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<td>G) Increase signage</td>
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### Food Services Area Safety

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<td>A) Continue to assess practicality of use of communal appliances</td>
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<td>B) Continue regard to the need for additional social distancing and regular cleaning and disinfection</td>
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<tr>
<td>C) Provide sanitizing wipes and encourage workers to clean equipment prior to and after use</td>
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<td>D) Assure kitchen areas are part of daily and weekly cleaning rotations</td>
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### Other Public Areas

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<tr>
<td>A) May establish disinfecting practices and timelines (e.g. every 2-4-hours high touch areas) for offices, conference rooms, common areas, bathrooms</td>
</tr>
<tr>
<td>B) May establish daily pre and post shift wipe down/disinfection direction</td>
</tr>
<tr>
<td>C) Provide alcohol wipes or hand sanitizer at locations such as - vestibules, reception, break areas and time clocks</td>
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### Air Circulation Management

Continue to follow existing preventative maintenance schedule established and effective to address Air Circulation, HVAC Maintenance and filter replacement through established preventative maintenance system (PLEX)

### Equipment/material being brought in from outside

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<tr>
<td>A) Equipment (i.e. Laptops) being brought into the plant/office area is disinfected by owner prior to being brought into the area</td>
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<tr>
<td>B) Provide alcohol wipes or hand sanitizer for owners to clean equipment</td>
</tr>
<tr>
<td>C) Mail/packages that are being brought into the plant are handled using appropriate PPE</td>
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<tr>
<td><strong>Communication/ Education/Training</strong></td>
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<tr>
<td><strong>Establish System to Communicate Regularly with Employees</strong></td>
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<td><strong>Increase/maintain visual communications - posters and video messages throughout plant to ensure workers know how to keep themselves safe</strong></td>
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<tr>
<td><strong>Mental Health Support Awareness</strong></td>
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<tr>
<td><strong>Management / Leaders Training on COVID-19 and methods for prevention and control.</strong></td>
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<td>Details</td>
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| Pre Screening                                                          | A) Conduct daily employee screening (including temporary or agency workers and contract workers)  
B) Appropriate PPE and monitoring practices established and followed.  
C) Employ Symptom Checker Survey and use touchless thermometer to take temperature of every building entrant, setting threshold temperature for disallowing building entrance |
| Establish a procedure for managing Visitors (includes Customers and Contractors) to facilities | A) Identify customers and contractors and evaluate if they are critical (Equipment repair, new installations etc.)  
B) Communicate business critical visitors only permitted in facility – post at building entrances  
C) Identify person responsible for coordinating & evaluating visitor questionnaire  
D) Communicate expectations that all visitors must complete health risk questionnaire to confirm exposure risk prior to entry  
E) Designate individual to approve visitors  
F) Ensure escort will be provided in plants for all visitors  
G) Limit visitors to facility and maintain social distancing |
| Limiting Entry Points to Buildings for the Safety of all Workers       | A) Limit entry points into building to allow for increased surveillance/screening of employees coming into building while ensuring social distancing  
B) Deactivate electronic entry of other doors to require use of designated entrances/exits (ensure to not create fire exit risk) |
| Evaluation of Visiting Truck Drivers/Contractors/Delivery Drivers       | A) Communicate with customers and delivery companies the need for the completion of the Health Risk Screening Questionnaire  
B) Isolating truck/delivery driver from general population & prohibit entrance into plan |
| Additional/Future Return to Work Considerations                        | A) Require daily screening protocol in the form of each building entrant taking the Symptom Checker Survey prior to each time they enter the building  
B) Employee/building entrants subject to temperature checks shall be implemented daily. |
### Details | Activity
--- | ---
**Social Distancing**
Reducing hand contact where possible | A) Prop inner doors open to minimize employees touching handles  
B) Consider providing individual instruments to operate time clocks  
C) Provide hand sanitizer at time clocks  
D) Evaluate installation of automatic doors where employees can tap access cards for entry (touchless)  
E) Instruct employees to avoid handshakes and close contact greetings  
F) Where hand contact cannot be avoided, increase access to hand sanitizer/disinfecting products  
G) Explore potential implementation of foot-based pulls for doors where doors must remain closed for specific reason (ie: fire safety).

Conference/Meeting Room Safety | A) Limit access to conference and meeting rooms to avoid in-person gatherings, limit number of chairs; consider locking rooms and prohibiting access  
B) Require meetings to be online or teleconference  
C) Provide technology installations to support teleconference meetings  
D) Consider, when appropriate, posting signage limiting meetings to five people, setting meeting maximum duration of 30 minutes and requiring masks where there is a risk that social distancing cannot be maintained  
E) In the event conference or meeting rooms are to be used, establish cleaning requirements for after use - wipe down tables/chairs, remotes, screens, switches, etc., and post signs stating same and post applicable signage stating same. Also provide applicable cleaning products to enable fulfillment of cleaning requirements  
F) Consider “stop” or “go” type tagging to indicate the condition of the room available for use

Production Work Station Safety | A) Evaluate changes to stagger shift & break times  
B) Evaluate if space between employees can be increased (ideally greater than 2m/6ft)  
C) Establish work practice to distance employees or limit employees in same space  
D) Evaluate barriers provided between work stations where distance cannot be ensured  
E) Use PPE (face masks, gloves, face shields)  
F) Ensure any additional measures taken do not create a safety hazard  
G) If and where possible, temporarily suspend all job rotation unless other controls can be implemented (e.g. cleaning when starting and prior to leaving a workstation, maintaining social distancing, time to change PPE if required etc.)  
H) Assess feasibility, in light of production demands, of deactivating plant floor fans

Social Distancing Communication and Implementation | A) Implement social distancing protocol  
B) Post informational posters on how to maintain social distancing  
C) Controls for social distancing may include consideration of:  
   • rescheduling shifts over various days to reduce number of workers on any one shift;  
   • stagger shifts to minimize gatherings at plant entrances and exits (timeclocks);  
   • stagger break times and establish a cafeteria capacity directive based on square footage or layout;  
   • markings on floor to assist with distance and spacing of greater than 2m / 6 ft in production areas  
D) Review plant walkways to ensure social distancing (i.e. one way, walk on opposite sides of aisleways)

Encourage home office where technical support assets are present (Laptops, VPN) | A) Inventory of hardware associated with employees (Laptops, etc.)  
B) Identify who is able to work from home (VPN, RSA)  
C) Identify a schedule for contact and follow up of status of employees at home
| Reception Area Safety | A) Where social distancing cannot be maintained, install clear plastic barrier at reception  
B) Provide markings on the floor to promote social distancing  
C) Require visitors/contractors to use personal pens  
D) Disinfect sign-in tablet prior to each use, provide disinfectant wipes |
<table>
<thead>
<tr>
<th>Details</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Social Distancing</strong></td>
<td></td>
</tr>
<tr>
<td>Changeroom / Washroom Area Safety</td>
<td>A) Advise against gathering in the changerooms /washrooms for all workers safety</td>
</tr>
<tr>
<td></td>
<td>B) Address social distancing in locker area</td>
</tr>
<tr>
<td></td>
<td>C) Utilizing other visual cues (controlling urinals or sinks to every second one) to maintain social distancing</td>
</tr>
<tr>
<td></td>
<td>D) Where social distancing cannot be maintained, consider installation of barriers</td>
</tr>
<tr>
<td></td>
<td>E) Require workers to change at home where social distance in locker rooms cannot be maintained or is not available</td>
</tr>
<tr>
<td></td>
<td>F) Establish strict disinfecting practices and timelines</td>
</tr>
<tr>
<td></td>
<td>G) Consider posting written confirmation of cleaning times or sign offs</td>
</tr>
<tr>
<td></td>
<td>H) De-activate hand dryers, replace with disposable paper towels</td>
</tr>
<tr>
<td><strong>Company Transportation</strong></td>
<td>A) Implement cleaning and disinfecting of company delivery vehicle before and after each use by an employee</td>
</tr>
<tr>
<td><strong>Cafeteria/Lunchroom Area Safety</strong></td>
<td>A) Ensure strict adherence to prevent gathering in the lunchroom for all workers safety</td>
</tr>
<tr>
<td></td>
<td>B) Rearrange or move tables / chairs to maintain social distancing</td>
</tr>
<tr>
<td></td>
<td>C) Utilize other visual cues (ie: covering or removing chairs)</td>
</tr>
<tr>
<td></td>
<td>D) Remind employees to avoid sharing food with co-workers</td>
</tr>
<tr>
<td></td>
<td>E) Consider removal, prohibition or address sanitation of shared items, i.e. cutlery</td>
</tr>
<tr>
<td></td>
<td>F) Instruct employees to clean their chair and table when they finish eating or to clean area when they are about to or have finished using it. Place bottle and paper towel readily available.</td>
</tr>
<tr>
<td><strong>Smoking Area Safety</strong></td>
<td>A) Encourage strict adherence to not gathering in the smoking areas</td>
</tr>
<tr>
<td></td>
<td>B) Establish more smoking areas or increase the size current area to encourage social distancing</td>
</tr>
<tr>
<td></td>
<td>C) Stagger break times to administratively control the number of smokers</td>
</tr>
<tr>
<td></td>
<td>D) Consider marking off pavement to indicate acceptable smoke break/outdoor break distances</td>
</tr>
<tr>
<td><strong>Emergency Evacuation</strong></td>
<td>A) Develop or modify existing emergency response plans to address social distancing for:</td>
</tr>
<tr>
<td></td>
<td>i) plant evacuation and muster / meeting points</td>
</tr>
<tr>
<td></td>
<td>ii) tornado shelters</td>
</tr>
</tbody>
</table>
Manufacturing and Non-Manufacturing

Emergency Personnel – Prevent and Control Risk

Argent International

1. Fred Perenic – Owner/CEO – 734.582.9888 – fperenic@argent-international.com
2. Christopher Caron – COO – 734.582.9831/603.213.3111 – ccaron@argent-international.com
3. John Pelletier – Supply Chain Manager – 734.582.9839/734.892.7309 – jpelletier@argent-international.com
4. Paul Weinrauch – Process Manager – 734.583.9905/248.514.8956 – pweinrauch@argent-international.com
5. Tom Glenfield – Estimating Manager – 734.582.9843/248-214.9721 – tglenfield@argent-international.com
6. Pat Gariepy – Sales Director – 734.582.9870/517.518.1434 – pgariepy@argent-international.com
7. Brian Kahl – Production Manager – 734.582.9864/248.755.0519 – bkahl@argent-international.com
8. Roger Kahl – Manufacturing Manager – 734.582.9919/248-755-5429 – rkahl@argent-international.com
9. Marie Keller – Quality Manager – 734.582.9853/734-928-5223 - mkeller@argent-international.com
10. Karen McGuire – Executive Assistant – 734.582.9881/734.395.8649 – kmcguire@argent-international.com

Argent Tape & Label

1. Lynn Perenic – Owner/CEO – 734.582.9956 – lperenic@argent-label.com
2. Deborah Sellis – COO – 734.582.9809/734.892.9183 – dsellis@argent-label.com
3. Bekah Keehn – Quality Manager – 734.582.9861/734.218.1583 – rkeehn@argent-label.com
4. David Dustman – Purchasing – 734.582.9953/734.392.4653 – ddustman@argent-label.com
5. Kate Scott – Administrative Assistant – 734.582.9852 – kscott@argent-label.com

AI/ATL Shared Services & Functions

1. Shirley Atcho – Human Resources Manager – 734.582.9827/734.564.8912 – satcho@argent-international.com
2. Craig Ward – Controller – 734.582.9862/734.892.9111 – cward@argent-international.com
3. Ryan Stefanski – CIO – 734.582.9908/248.840.3159 – rstefanski@argent-international.com
Roles and Responsibilities

1. Create policies & processes, policy review and approval (all)
2. Emergency planning (Administrative)
3. Information collection, consolidation, and reporting (Administrative)
4. Internal communication (Communication/Education/Training)
5. Know of governmental requirements and if necessary, interface with local government (Administrative)
6. Facility Management (All categories)
7. Daily Checks (social distancing, screening, cleaning, disinfecting, PPE)
8. Front Line Communication (Communication, Education, Training)
9. Workforce Scheduling (Social Distancing)
10. Customer, supplier and contractor communications (Administrative)
11. Continual Evaluation of Business Risk (Administrative)
12. Purchasing – ensure appropriate supplies for cleaning, disinfecting and PPE (Cleaning/Disinfecting/PPE)
13. Manage risk from shipping and receiving materials (Prescreening/Cleaning/ Disinfecting/PPE)
14. Employ controls in a systematic process used to minimize or reduce exposure to hazards.
   - **Elimination**: remove the hazard from the workplace
   - **Substitution**: replace hazardous materials or process with less hazardous ones
   - **Engineering Controls**: includes designs or modifications to plants, equipment, ventilation systems, processes etc. that reduce the source of exposure
   - **Administrative Controls**: controls that alter the way work is done, including timing of work, policies, work practices, equipment maintenance and personal hygiene practices
   - **Personal Protective Equipment**: equipment worn by individuals to reduce exposure such as contact with chemicals or exposure to noise

**OPERATIONS**: Overall responsibility for the facility’s pandemic preparedness and response plans, coordinating and aligning with global/regional return to work plans. Ensure COVID-19 policies are communicated throughout the building, ensure appropriate personnel are deployed to support new policies and protocols, refine on-site occupancy needs to reflect work patterns over time, sign off return to work facility checklist & support validation process

**SITE MANAGEMENT**: lead and implement cleaning and disinfection protocol, ensure proper PPE is available for the workforce and visitors, establish the proper entry point(s) including but not limited to temperature scanning layouts, PPE and return to workplace guides, schedule and conduct the readiness for temperature scanning, create facility map to include in readiness, ensure workplace design allows for proper social distancing requirements, ensure fresh air is maximized and monitored, ensure all visual aids, signage and appropriate material is posted in common areas, determine food service items, complete and sign off on return to work facility checklist.

**HUMAN RESOURCES**: support communication and readiness, respond to questions and issues regarding return to work protocol, advise on COVID-19 reporting and case management protocol, direct employees to appropriate well being resources depending on situation
Argent International/Argent Tape & Label Guidance on PPE Use at Facilities

Effective April 16, 2020:

Requirements to safeguard employee health are adopted by AI & ATL after thorough review and adoption of the recommendations of the CDC and OSHA.

While there is no guarantee against virus transmission, the following requirements are designed to best safeguard all AI & ATL employees from the risk of COVID-19 while on-site.

1. *Stay home if you are sick!*
2. Do not enter the building if you have not taken the symptom checker
3. Assure that your temperature is taken promptly when you arrive at work and do not begin at your work station until your temperature has been taken
4. Wash your hands frequently
5. Use hand sanitizer if you cannot wash your hands
6. DO NOT touch your eyes, nose or mouth
7. ALWAYS remain AT LEAST 6 ft from each other
8. Sanitize/wipe down your work area frequently
9. Gloves
   a. Mandatory and provided by Argent when an employee is working on assembly (or line)
   b. Optional and not provided by Argent for employees working in the normal course of business (office, admin, etc.)
   c. Not recommended for machine operators for personal injury and safety reasons
   d. Recommended at employee’s discretion when an employee *may be* required to touch production parts or other objects that are likely to have been handled upstream by another individual. Once an employee is in the practice of touching parts previously handled by another individual, that employee *must* wear gloves
   e. Are never a substitute for:
      i. Washing your hands
      ii. Keeping hands away from your face
10. Face masks
    a. Everyone in the building must have immediate access at all times to a face mask or covering. If you do not have your own mask or covering, you must immediately contact and be provided an approved covering from your manager or HR
    b. Masks are not required to be worn *if* you are at your press, at your desk or in your office and *are* not in 6’ of proximity to any other individual
    c. Masks are mandatory for those working on assembly lines
    d. Masks are mandatory any time you leave your work area (even if just to use the facilities or ask a question of another individual, etc.)
    e. Masks are mandatory any time you are within 6’ of another employee
ADDITIONAL CONSIDERATIONS FOR PPE

There may be designated receptacles for PPE disposal

Mask Use

1. Mandatory mask use is required in the further following circumstances:
   a. Where a legal requirement due to government mandate or public health order is in effect.
   b. When an employee becomes ill at work.
   c. When a member of the emergency response team must stay in continuous close contact with an employee who has become severely ill and emergency services have been called.
   d. When conducting on-site temperature screenings for employees who do not know their temperature (due to lack of thermometer or any other reason).
   e. When an employee who has recovered from COVID-19 returns to work and has a residual cough, they must wear a mask
   f. When employees must work in close quarters and distancing of 6 feet (2 meters) is not possible. E.g. working inside vehicle cabin to install a 2-person part.
   g. When janitorial staff are cleaning or decontaminating affected areas.

2. Recommended mask use for COVID-19 purposes:
   a. When meetings are absolutely necessary, in boardrooms where there are more than 3 – 4 people and time expected is greater than 30 minutes. Social distancing must still be practiced.

Eye Protection – Safety Glasses, Goggles, and Face Shields

1. Eye protection may already used in our industry on the production floor when required. Additional wide scale measures are not required.

2. Mandatory eye protection use is required in the following circumstances:
   a. When a member of the emergency response team must stay in continuous close contact with an employee who has become severely ill and emergency services has been called.
   b. When janitorial staff are cleaning or decontaminating affected areas. Face shield use is required.

3. May be used when conducting on-site temperature screenings for employees

Vinyl or Surgical Glove Use

1. Wide scale glove use is not required.

2. In addition to that previously stated, mandatory glove use is required in the following circumstances:
   a. When a member of the emergency response team must stay in continuous close contact with an employee who has become severely ill and EMS has been called.
   b. When conducting on-site temperature screenings for employees.
   c. When janitorial staff are cleaning or decontaminating affected areas.

Medical Gown/Coverall Use

1. Wide scale gown/coverall/boot cover use is not required.

2. Mandatory gown/coverall use is required in the following circumstances:
   a. When a member of the emergency response team must stay in continuous close contact with an employee who has become severely ill and EMS has been called.

3. Optional gown/coverall use for COVID-19 purposes is limited to:
   a. When janitorial staff are decontaminating affected areas.
   b. When conducting on-site temperature screenings for employees
| Personal Protective Equipment Usage Chart  
(Suggested) |
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Glasses</td>
</tr>
<tr>
<td>------------------------------------------------</td>
</tr>
<tr>
<td><strong>Member of Emergency Response Team in continuous close contact with an employee who has become ill at work</strong></td>
</tr>
<tr>
<td><strong>Employee who becomes ill at work</strong></td>
</tr>
<tr>
<td><strong>Employee who has recovered from COVID and has residual cough</strong></td>
</tr>
<tr>
<td><strong>General Cleaning</strong></td>
</tr>
<tr>
<td><strong>Individual conducting on-site thermal scanning for employees who do not know their temperature</strong></td>
</tr>
<tr>
<td><strong>Employees who must work in close quarters (&lt; 6ft)</strong></td>
</tr>
<tr>
<td><strong>When travelling in Argent International/Argent Tape &amp; Label vehicles and not alone</strong></td>
</tr>
<tr>
<td><strong>Shipping &amp; Receiving (interaction with drivers)</strong></td>
</tr>
<tr>
<td><strong>Decontamination of affected areas (Follow chemical specific requirements for PPE)</strong></td>
</tr>
<tr>
<td><strong>Security Personnel (if on-site)</strong></td>
</tr>
<tr>
<td><strong>Essential Visitors</strong></td>
</tr>
<tr>
<td><strong>Reception/Entry Area</strong></td>
</tr>
<tr>
<td><strong>Public Areas / General Plant Area/Offices</strong></td>
</tr>
<tr>
<td><strong>Cafeteria/Kitchen/Eating Area</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Off-site Visits (Customers Sites)</strong></td>
</tr>
<tr>
<td><strong>Company Travel (Planes, Trains, Automobiles)</strong></td>
</tr>
</tbody>
</table>
• Provide/maintain 14-day supply of personal protection equipment such as masks and gloves

• Provide/maintain appropriate stock of gowns and face shields

• Provide/maintain 14-day supply of core cleaning and disinfection supplies such as hand sanitizer soap, soap, bleach or suitable disinfectant, paper towels
<table>
<thead>
<tr>
<th>Item</th>
<th>Spec</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mask (low level surgical or procedure)</td>
<td>Disposable low level surgical or procedure masks; Cloth masks</td>
<td>14 day supply</td>
</tr>
<tr>
<td>Gloves</td>
<td>Vinyl or Nitrile Gloves</td>
<td>14 day supply</td>
</tr>
<tr>
<td>Safety glasses</td>
<td>Safety glasses</td>
<td>3-5 day supply</td>
</tr>
<tr>
<td>Face Shields</td>
<td>Standard full cover face shield</td>
<td>100 pieces</td>
</tr>
<tr>
<td>Gowns/Coveralls</td>
<td>Disposable medical gowns</td>
<td>20 piece supply</td>
</tr>
<tr>
<td>Disinfectant spray and wipes</td>
<td>Can include 10% bleach (sodium hypochlorite) solution made fresh daily, or a hospital-grade disinfectant (refer to approved disinfectant listing)</td>
<td>14 day supply</td>
</tr>
<tr>
<td>Spray bottle</td>
<td>plastic spray containers</td>
<td>24 bottles or sufficient number for high use areas</td>
</tr>
<tr>
<td>Sanitization floor stand</td>
<td>Hand sanitizer dispenser floor stand</td>
<td>Number and placement to be determined for high traffic areas and easily accessible for floor and office employees</td>
</tr>
<tr>
<td>Hand sanitizer and refills</td>
<td>Sanitizer with Alcohol, recommended minimums</td>
<td>Number and placement to be determined for high traffic areas and easily accessible for floor and office employees</td>
</tr>
<tr>
<td>Hand soap</td>
<td>Hand soap / Local brand</td>
<td>14 day supply</td>
</tr>
<tr>
<td>Paper towels</td>
<td>Paper Towel</td>
<td>14 day supply</td>
</tr>
<tr>
<td>Trash bins</td>
<td>Garbage container and bags</td>
<td>Per current cleaning standards and continual assessment</td>
</tr>
</tbody>
</table>
## Frequency in Workshops and Offices

<table>
<thead>
<tr>
<th>Area of Concern</th>
<th>Details</th>
<th>Decontamination Frequency</th>
<th>Decontamination Solution</th>
<th>Decontamination Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work cell common surfaces</td>
<td>Control buttons, tools, other common surfaces</td>
<td>Start and end of shift (minimum)</td>
<td>Cleaning solution, and/or disinfectant</td>
<td>Spray and wipe per signage</td>
</tr>
<tr>
<td>Office area</td>
<td>Desks, chairs, Conference rooms</td>
<td>TBD; recommended continuously on a rotational basis every 2 – 4 hours.</td>
<td>Cleaning solution, and/or disinfectant</td>
<td></td>
</tr>
<tr>
<td>General objects/common surfaces touched</td>
<td>Doors, windows, handles, faucets, sinks, bathrooms, floors, etc.</td>
<td>Start and end of shift OR with change of operator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forklifts/Hi-lo</td>
<td>Areas of common human interaction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation vehicles</td>
<td>Shuttle buses</td>
<td>After each use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shared equipment</td>
<td>Welding masks, Hard hats, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tableware</td>
<td>Utensils, mugs, glasses, etc.</td>
<td>Eliminate all reusable items. Single-use plastic wrapped items only.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kitchen / cafeteria</td>
<td>Microwaves, fridges, warmers, vending machines, etc.</td>
<td>Limit use where possible and clean after each use; provide cleaner in the areas to be cleaned and instruct via signage of requirements of wiping before and after use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drinking fountain</td>
<td>Drinking fountain</td>
<td>Disabled at present time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Complete process layered audit to verify practices have been fully implemented.

Argent International LPA

<table>
<thead>
<tr>
<th>NONCONFORMANCE</th>
<th>NO NONCONFORMANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operation:</td>
<td>COVID-19 Layered Process Audit</td>
</tr>
<tr>
<td>Audit Results:</td>
<td></td>
</tr>
<tr>
<td>TOTAL NC's Identified</td>
<td></td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Were NC's Fixed Immediately?</td>
<td></td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Was a supervisor notified of the NC's?</td>
<td></td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Supervisor's Name:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Audit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case:</td>
</tr>
<tr>
<td>1. Walk the floor and office areas to observe if all employees are wearing proper PPE.</td>
</tr>
<tr>
<td>NO</td>
</tr>
<tr>
<td>2. Has HR been made aware of anyone having a limit? Are they still in the building?</td>
</tr>
<tr>
<td>NO</td>
</tr>
<tr>
<td>3. Observe people cleaning their areas as required.</td>
</tr>
<tr>
<td>NO</td>
</tr>
<tr>
<td>4. In social distancing (minimum of 6 feet) being observed by all people.</td>
</tr>
<tr>
<td>NO</td>
</tr>
<tr>
<td>5. Confirm safety stock of PPE (in production office at AI)</td>
</tr>
<tr>
<td>NO</td>
</tr>
<tr>
<td>6. Confirm employees for proper hand washing is still visible and does not need replaced.</td>
</tr>
<tr>
<td>NO</td>
</tr>
<tr>
<td>7. Confirm sanitzer levels are ok at sanitizing stations</td>
</tr>
<tr>
<td>NO</td>
</tr>
<tr>
<td>8. Are doors propped open when available to limit employees touching handles?</td>
</tr>
<tr>
<td>NO</td>
</tr>
<tr>
<td>9. Confirm conference rooms are closed. If not closed, confirm the maximum amount in a room is 5 people.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UPON COMPLETION OF THIS AUDIT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Complete the information below</td>
</tr>
<tr>
<td>2. FOLD this card - THIS PANEL INSIDE and place it back in the display case</td>
</tr>
<tr>
<td>Leave PDA outside (if there were no non-conformances)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AUDITOR INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditor:</td>
</tr>
<tr>
<td>Date audit completed:</td>
</tr>
<tr>
<td>Team:</td>
</tr>
</tbody>
</table>

Note: Any/all nonconformances identified MUST be acknowledged by a supervisor/line manager (see Nonconformance part of this audit card)
### Process Audit COVID-19 Playbook

All questions are to be answered with a "Y", "N" or "NA" in the corresponding box. Non-compliances need to have corrective action recorded in the space provided and identified with the date (MM/DD/YY).

<table>
<thead>
<tr>
<th>Item No</th>
<th>These Items are to be Checked Every Audit</th>
<th>Y / N</th>
<th>Notes</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Walk the process floor, do you see anyone not wearing PPE?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Walk the revised area, do you see anyone not wearing PPE?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Walk the office area, do you see anyone not wearing PPE?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Has HR been made aware of anyone having a temperature above the limit? Are they still in the building?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Observe people cleaning their areas as required</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Is social distancing (minimum of 6 feet) being observed by all people?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Confirm safety stock of PPE in Production office or All</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Confirm that hand hygiene and water fountains are disinfected</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Confirm signage for proper hand washing is still visible and does not need replaced</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Confirm sanitizer levels are ok at sanitizing stations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Review other information posters to confirm they are visible and do not need replacing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Are doors propped open when available to limit employee touching handles?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Confirm conference rooms are closed. If not closed, confirm maximum amount in a room is 5 people</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Argent Facility Visitor Procedures
Effective: March 18, 2020 and posted at all facility entrances

Given the coronavirus outbreak’s continued spread and to protect the health of everyone at our sites, only business critical visitors will be permitted at any Argent facility. We will now require additional screening of all business-critical visitors prior to entry into Argent facilities and events.

Effective immediately, all visitors entering Argent facilities are required to complete the “Argent COVID-19 Visitor Questionnaire”. If any questions are answered “yes,” access will be denied, and the visitor will be asked to reschedule their meeting or make other arrangements.

If you have traveled to any of the following countries, had close contact with someone diagnosed with COVID-19, or have cold or flu-like symptoms within the last 14 days, access will be denied. Given the dynamic situation concerning the virus pandemic spread this will likely change.

- China, South Korea, Iran, Italy, France, Japan, Laos, Macau, Malaysia, Myanmar, Singapore, Taiwan, Thailand, Vietnam

Thank you for your patience with these health and safety measures as we continue to address this outbreak together.

Please know we are only collecting this information for the purpose of assessing the risk of COVID-19 exposure for our employees, we will not share it or store it longer than is necessary.

Visitess & Contractors COVID-19 Self-Screening Checklist

The safety of our employees, customers and visitors, remains Argent’s primary concern. As the corona virus (COVID-19) outbreak continues to evolve and spread globally, Argent is monitoring the situation closely and will periodically update company guidance on current recommendations from the Center for Disease control and the World Health Organization.

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in the building.

Thank you for your time and co-operation.

<table>
<thead>
<tr>
<th>Visitor’s Name:</th>
<th>Mobile phone number:</th>
</tr>
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<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Visitor’s Company / Organization:</th>
<th>Name of Argent Host:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Facility Name:</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

If the answer is yes to one or more of the following questions, access to the facility will be denied.
<table>
<thead>
<tr>
<th></th>
<th><strong>Self – Declaration by Visitor</strong></th>
</tr>
</thead>
</table>
| 1 | Have you returned from any COVID-19 affected area within the past 14 days? *(Site EHS to provide current listing)*  
   | □ Yes  □ No |
| 2 | Have your immediate family or others to which you have frequent contact returned from any COVID-19 affected area within the last 14 days?  
   | □ Yes  □ No |
| 3 | Have you had close contact with or cared for anyone diagnosed with COVID-19 within the last 14 days?  
   | □ Yes  □ No |
| 4 | Have you shown or are you showing any signs of one or more of the following symptoms?  
   | Temperature >38ºC (100.4 ºF) or higher, cough, shortness of breath, difficulty breathing, tiredness?  
   | □ Yes  □ No |

**Signed (visitor):** _____________________________  
**Date:** _______________

**Note:** If you plan to be onsite for consecutive days, please immediately advise your Argent host if any of your responses change. The information collected on this form will only be used to determine your access rights to Argent facilities.

**Access to the facility approved? (tick one)**  
□ Yes  □ No

**Signed (Argent Host):** _____________________________  
**Date:** _______________

**Name:** _____________________________
Host Directions for Visitors and Contractors - Please adhere to Argent’s Pandemic Preparedness and Response Plan with respect to Visitors and Contractors. This means:

- Visitation or contractor work is forbidden if there has been any YES response to the COVID-19 Self-Screening Checklist. If Yes is checked for any response please advise the visitor to leave Argent premises, notifying appropriate site personnel to disinfect any common surfaces touched by the visitor and advising site EHS and HR of the incident.
- Visits or contractor work that do occur should limit exposure to Argent employees to the extent feasible, by
  - Ensuring visitors/contractors take a direct route to meeting or work areas and do not unnecessarily interact with Argent employees
  - Practicing Social Distancing themselves at all times, and instructing visitors regarding our expectations regarding social distancing (e.g. no handshakes or embraces, keeping 1 to 2 meter distance when interacting, etc)
  - Practicing expected hygiene regarding washing hands and covering coughs/sneezes, pointing out or providing Argent guidance on this topic.
  - For visitors, using dedicated meeting rooms where possible, which should have common surfaces disinfected between meetings
Concern has been raised about transmissibility of the virus to employees from various materials. There are very limited reliable studies related to the survivability of the virus on surfaces or in specific environmental conditions. Generally, the belief is that,

• Survival of the virus in air suspended droplets is about 3 hours
• Survival of the virus on plastic and steel is about 72 hours
• Survival of the virus on copper is about 4-8 hours
• Survival of the virus on cardboard is about 24 hours

The times above are established within laboratory conditions and will vary depending on factors including temperature, humidity, ventilation and the amount of virus accumulated on the surface.

It is important to note that survivability and infectivity are not the same. Research has yet to show if the virus is still infectious even though it has survived.

Any part that has been in transit for more than 3 days (72 hours) has a very low risk of supporting survivability of the virus. If there is concern about possible surface contamination, employees can use gloves as they see fit.

If an expedited package arrives and there is concern about possible surface contamination, employees can use gloves as they see fit.
ISOLATION GUIDANCE, SCREENING AND DAILY HEALTH RISK ASSESSMENTS

All individuals are to be screened without exception. Screening must be done daily.

1. Employees and all other building entrants, including business essential visitors, must take the COVID-19 Daily Symptom Checker survey (located at argentaccess.com) every day and each time before entering the building.

2. Argent International/Argent Tape & label has identified a medical and public health need to screen employees with a temperature device in order to determine possible infection.

3. Daily hand-held touchless thermometer on-site screening will occur upon entry of employee or visitor or other building entrant.

4. Everyone entering the building, including employees, visitors, and employees returning from any international travel (business or personal), will be screened.

5. If an individual is identified as having a fever, they will be advised to go home and seek medical attention. They will not be permitted at the worksite until all symptoms have resolved. (further discussed below)

6. This temperature taking procedure should be carried out by a suitably qualified or appropriately trained individual. Training record/acknowledgement to reside with HR.

7. Only a medical grade non-contact thermometer must be used. Argent International/Argent Tape & Label will provide 1-2 non-contact electronic sensing thermometers for on-site use only. Each manufacturer has specific instructions. These instructions need to be explicitly followed in order to avoid inaccurate readings.

8. The temperature information of each employee should be treated as confidential medical information and should not be placed in any employee’s personnel file.

9. PPE - Individuals screening employees should wear disposable medical gloves, and face protection such as masks and eye protection or a face shield.

10. Current medical information suggests that individuals without any symptoms may nevertheless be infected with COVID-19 and can still transmit the virus to others; accordingly, employers should also follow other practices for avoiding the spread of COVID-19, including promoting remote work as much as possible; frequent hand washing and disinfecting; and, frequent cleaning and disinfecting of common areas and touch points throughout the workplace.
Key Guidance for Isolation of an Individual that arrives at work or becomes ill at work or who is determined to have a fever upon temperature taking procedure

1. If individual is discovered to have a temperature upon screening procedure:
   a. Discreetly notify the employee that he or she has a fever and do not allow him/her to enter the work environment
   b. The employee should begin quarantine procedures and investigate their condition with a medical professional. It may be determined that the individual may not return to work for 14 days, and then after 14 days and only if the employee has been fever-free for 3 days and is otherwise symptom free as well, can the employee return to work

2. If individual arrives at work or becomes ill at work:
   a. Isolate the individual by asking them to go to their car if available or in a designated isolation room.
   b. If severely ill, isolate in designated isolation area and have member of Emergency Management Team wear PPE and stay with individual while emergency services are called.
   c. Speak to the individual and identify close contacts.
   d. Send the individual home
   e. Have them contact their doctor or public health for further guidance and seek confirmation of potential COVID-19 infection
   f. Complete contact tracing at the site.
   g. Send close contacts home.
   h. Clean and disinfect potentially affected areas at the site.
   i. Contact the employee to determine what medical or public health guidance they were given.
   j. Records of all contact and information to be contained within Human Resources personnel file.
The current practice of Argent International/Argent Tape & Label is for a designated individual to perform daily temperature checks upon entry of all building entrants. If or when allowing an employee daily self-temperature check, observe the following Key Points:

1. Employees would complete the daily temperature check at home prior to coming to work. Any employee with a temperature of 99.5°F or higher is considered to have a fever. They cannot enter the site.
2. Employees who do not know their temperature, due to lack of thermometer or any other reason, are required to report to the site with sufficient time for temperature screening prior to the start of their shift. This practice is to be discouraged and employees should purchase a thermometer for their use.
3. Employees should be encouraged to purchase a suitable thermometer for home use if they do not already have one.
4. The onsite temperature screening of employees who do not know their temperature can be performed by a designated person. A medical professional or nurse is not required. PPE guidance has been provided.

If an employee gets sick at work or reports they have developed symptoms or has a family member who has developed symptoms, a tracing of close contacts must be performed:

1. Not all employees are close contacts. Distant contacts do not require tracing
2. Tracing of close contacts of employees should be done for the 7 days prior to the onset of an employee’s symptoms or the employee being told they have tested positive for COVID-19.
3. Tracing is done to ONE level of contact
4. Close contacts are defined as:
   a. living with or otherwise caring for an individual who has a confirmed or presumed case of COVID-19
   b. being within 6 feet of an individual who has a confirmed or presumed case of COVID-19
5. If a close contact is determined, the employee must isolate for 7 days

Employees who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-quarantine. When self-quarantining, employees should:

1. Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
2. Not allow visitors.
3. Wear a face mask if they have to be around people.
4. Avoid sharing household items, including drinking cups, eating utensils, towels and bedding.
5. Clean high-touch surfaces daily.
6. Continue monitoring their symptoms, calling their health care provider if their condition worsens.

If or when an employee tests positive for COVID-19, deep-cleaning procedures will be triggered. Furthermore, employees who have been in close contact with an individual who has tested positive for COVID-19 will be contacted and potentially instructed to self-quarantine.
**Return to Work**: Employees who are symptomatic or who have tested positive should not return to work until the conditions outlined in the table below are met:

<table>
<thead>
<tr>
<th>Employee was symptomatic but was not tested for COVID-19.</th>
<th>Employee was tested for COVID-19.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The employee may return to work if:</td>
<td>The employee may return to work if:</td>
</tr>
<tr>
<td>• They have not had a fever for at least 72 hours and have not used fever-reducing medication during that time.</td>
<td>• They no longer have a fever</td>
</tr>
<tr>
<td>• Coughs and other symptoms have improved.</td>
<td>• The employee has quarantined for the duration of their illness</td>
</tr>
<tr>
<td>• 7 days have passed since they first experienced symptoms.</td>
<td>• The employee has been fever-free for 3 days and is otherwise symptom free</td>
</tr>
<tr>
<td></td>
<td>• They have received two negative COVID-19 tests in a row</td>
</tr>
</tbody>
</table>
CLEANING AGENTS and DISINFECTING PROCEDURES

Agents - diluted household bleach

• Household strength bleach. Refer to the manufacturer’s instructions or guidelines

• Follow package directions to mix bleach with water to make a solution suitable for disinfecting surfaces

  • Always add bleach to water

  • For greatest effectiveness, prepare bleach solutions fresh daily, preferably just prior to use

  • Allow all bleach solutions to stand for at least 30 minutes before using

• Do not immerse electrical or battery-operated tools/equipment in solutions; wipe the outside of these objects with a disposable rag soaked with the solution and allow it to dry.

• Use gloves and eye protection when cleaning tools, equipment and surfaces.

• Use respiratory protection when there is a respiratory risk (selection of PPE should be based on a PPE assessment and the manufacturer’s instructions).

• All containers should be labeled “Bleach-disinfected water: DO NOT DRINK.”

CAUTION: Never mix bleach with products containing ammonia.
Cleaning and Disinfection Guidelines: These are for Argent International/Argent Tape & Label personnel. If and when a Third-Party Cleaning Party is retained, these guidelines should be addressed in their protocol and discrepancies or augmentations to such guidance will need to be addressed. Retention agreement and outline of protocol, duties, procedures, etc. of said third-party should be maintained centrally by Procurement.

- Ensure proper PPE is used and disposed of in accordance with the manufacturer’s instructions and local regulations.
- Disinfect all frequently touched surfaces daily including desks, conference room tables, cafeteria tables, restroom stalls/stall doors, door handles, keyboards/mice and sink fixtures.
- Disinfect after your routine cleaning is complete, including emptying trash, dusting and vacuuming to minimize cross-contamination.
- Remove any visible soil from the surface with a detergent-based cleaner before applying a disinfectant.
- Disinfect surfaces from “clean” areas, such as office spaces, to “dirty” areas, such as bathrooms, to minimize cross-contamination.
- For convenience, you may consider using a one-step disinfectant cleaner. Do not flush disposable wipes in toilets.
- When disinfecting, ensure surfaces remain visibly wet for the contact time specified on the product label.
- Employees should be encouraged to regularly clean their desks, laptops, computer mouse, phones, PC, phone etc.
- CDC advises people to use disposable wipes to clean surfaces regularly. Before touching a public surface, clean it with a disposable wipe and, clean your hands after touching surfaces. Use hand sanitizers and wash your hands with soap and water frequently.

Disinfecting

Using a recommended agent (see above), follow manufacturer’s instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Follow manufacturer’s instructions for application and proper ventilation and dermal protection. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. (CDC)

General use

- Apply a mist of solution from a spray bottle or use disposable wipes
- Ensure area remains wet for at least 60 seconds (follow manufacturer’s instructions)
- Wipe with a clean, dry rag
- For light switches, electronics, laptops, monitors etc. do not directly spray with the solution. Apply the solution to a rag and wipe the surface.
Pre-shift / post-shift workstation cleaning

Additional time may be allotted to employees at the beginning of their shift, workstation change and at the end of the shift for cleaning. The recommended time for cleaning in these periods is approximately 5 minutes each time.

Employees should be shown how to clean, including using any required PPE.

High-touch points should be cleaned (palm buttons, touch screens, control panels, table-tops / work surfaces, stools / chairs etc.).

Instruct employees to clean their assigned workstation at the start of their shift (or when initially assigned to that workstation), when transferring to a different workstation and, at the end of their shift/work period at their assigned station.

Where and when possible, do not rotate workstations. Best practice is to assign them long-term.

- Apply a mist of solution from a spray bottle OR use disposable wipes (disposable wipes desired)
- Ensure area remains wet for at least 60 seconds (or follow manufacturer’s instructions)
- Wipe with a clean, dry paper towel and dispose
- For palm buttons, touch screens, switches, electronics, laptops, monitors etc. do not directly spray with solution. Apply the solution to a rag and wipe the surface.

Tools and Equipment can also be cleaned. It is preferable that soap and clean water be used when available.

Cleaning and Disinfection PPE

It is highly recommended that PPE not be shared. Certain types of PPE may become damaged and unsafe if cleaned. Always read and follow the manufacturer’s cleaning and care instructions. If PPE looks damaged, do not use it and report it to your supervisor.

General Guidelines

- Dedicated equipment must be thoroughly cleaned/disinfected prior and after each use
- Equipment used to clean and disinfect contaminated areas should be disposable
- Particular attention should be paid to high touch areas

Note: The outside of protective eyewear/face shields maybe contaminated.

- Avoid touching the front surface of the eyewear/face shield
- Gloves should be removed so they are inside-out and properly disposed of
- Reusable protective eyewear should be placed into a container and washed in detergent and water and allowed to completely air dry
- Clothing should be washed in hot water and detergent and completely dried in a hot air dryer
Severe cleaning should be performed only when there is a confirmed case, medical grounds or when directed by a regulator and, should only be conducted by a professional cleaning contractor.

Plants may wish to shut the plant down and allow for the natural deactivation of the virus (depending on the types of surfaces), in lieu of decontamination.

- Before commencing work, cleaning contractors must receive an appropriate site/plant orientation and provide proof of insurance, proof of workers compensation coverage (where applicable), proof of PPE training, GHS etc.
- Cleaning contractors should clean and disinfect all areas used by the ill persons, focusing especially on frequently touched surfaces (CDC) such as:
  - Tools
  - Workstations
  - Touch screens, controls and all high-touch points
  - Restrooms including lockers, benches, wash basins etc.
  - Cafeteria
  - Common / public areas
  - Computer screens, keyboards mice, desktops
- Surfaces should be disinfected using an approved agent
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection
- Thoroughly douse surfaces that have heavy deposits of contaminants and allow to stand for 3 minutes (CDC)
- Wipe the contaminants from the surface with a paper towel. Discard the towel
- Douse the surface again and wipe off the residual contamination with a paper towel, discard the towel and allow surface to dry
- Cleaning staff should wear an appropriate face mask, disposable gloves and gowns for all tasks in the cleaning process, including handling trash
- Gloves and gowns should be compatible with the disinfectant products being used
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash
- PPE should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves
- Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor
- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol. If hands are visibly dirty, always wash hands with soap and water.
- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol. Always wash hands with soap and water.
SOCIAL DISTANCING

Social distancing is a simple yet very effective mechanism to prevent potential infection, that relies on simple distance to avoid infection. In order to decrease the transmission of COVID-19, Argent International/Argent Tape & Label plants are practicing physical or social distancing.

This practice of social distancing includes but is not limited to production lines, cafeterias, common areas, entrance/exit areas of work locations, and offices. These are examples, but the principle of social distancing is universally applicable.

Employees should follow social distancing best practices while at ’s facilities, including but not limited to workstations, cafeterias, common areas and office spaces. Specifically, employees are asked to:

- Stay 6 feet away from others when working or on breaks. Where a minimum distance cannot be maintained, engineering or administrative controls will be in place.
- Avoid job tasks that require face-to-face work with others when possible.
- Avoid contact with others whenever possible (e.g., handshakes).
- Avoid touching surfaces that may have been touched by others when possible.
- Distance themselves from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility. Employees should also only enter and exit designated areas.
- Follow any posted signage regarding COVID-19 social distancing practices.
Restricted Entry

• The company has imposed a ban on general visitation to facilities until further notice.
• Meetings should take place virtually or using small groups only
• All building entrants, including employees, business essential visitors, contractors or suppliers should follow the argentaccess.com Symptom Checker Survey to assess the risk of exposure to COVID-19
• Anyone who has known exposure to COVID-19 or who are experiencing symptoms of illness must not be and will not be permitted entry to the facility
• All doors have posted signage that states, “Given the coronavirus outbreaks continue to spread and to protect the health of everyone at our sites, only business critical visitors will be permitted at any Argent facility. If you have scheduled an appointment, please call the Argent employee and you will be met at the door. Thank you for your understanding.”
• All doors have the following posted:

  Given the coronavirus outbreaks continue to spread and to protect the health of everyone at our sites, only business critical visitors will be permitted at any Argent facility.

  If you have scheduled an appointment, please call the Argent employee and you will be met at the door.

  Thank you for your understanding.
Employee Relations

Comprehensive and regular communication with our employees, coupled with the proactive education of workplace leaders and employee representatives will help achieve support for these protocols among workers as well as alignment with labor/labor leaders.

Employee consultation and buy-in will be essential to ensuring that these protocols will be respected and applied by employees as a means of keeping everyone in the workplace safe and healthy.

A number of potential considerations apply:

• All Management should be mindful of and monitor any standards being adopted in their community to determine if these standards are consistent with Argent International/Argent Tape & Label’s standards or whether the Argent International/Argent Tape & Label standards need to be adapted;

• Where employee health screening is being implemented, consider the need to consult with local employee representation or legal counsel to resolve any concerns regarding the process being considered, the type of screening to take place, technology being applied, and any personal privacy concerns that might exist.

• Review and understand applicable regulatory requirements with respect to Joint Health and Safety Committee structures that exist, and the need to meet with the Committee, provide information, disclose testing results, and discuss proposed policy changes;

• Conduct a review with plant leadership with respect to employee’s rights to refuse unsafe work and applicable work refusal protocols;

• Develop a cadence of regular conversations and communications with employees, workplace, committees and local employee representatives to inform them of plans and ongoing progress.
EMPLOYEE TRAINING / COMMUNICATIONS
• Employees will receive various levels of training on the controls, procedures, protocols and safety requirements being used to prevent the spread of COVID-19 in Argent International/Argent Tape & Label facilities.

• Depending on an individual’s job, the following training will be made available in small groups, emails and in some cases by video conferencing:

  • **Orientation** – *If and when needed, training for all employees (may be done with communication pamphlets, emails or in small groups so that social distancing is maintained):*
    - New controls, procedures and protocols that will be used
    - Safe distancing and hand washing techniques
    - Entering the plant and screening requirements
    - Clock-in procedures
    - Emergency evacuation plan revisions (reporting illness, social distancing after a plant evacuation etc.)

  • **PPE** - *Training for the use, disposal or cleaning of PPE for employees who may be required to wear or use PPE.*

  • **Screening** - *Training will be provided for employees who will be conducting screening operations.*

  • **Social distancing and hygiene practices**

  • **Where required, additional training will be provided to employees for their specific jobs.**

• Training will be reinforced with bulletin boards, posters, signage, lunchroom & lobby TV’s and other employee communication methods.

• To ensure employees feel supported, it is important to communicate regularly with your staff. It is important to acknowledge that employees may struggle with change and be worried about the consequences of the pandemic. It is therefore important to promote different support strategies for positive mental health.
Information to be shared with employees who come back to the workplace

By email, website, on-site communications or other identified means before or at the time of return to work and reinforced daily or another periodic basis to best assure compliance and safety:

1. Who to contact if there are any questions
2. The date/time they are expected to come back to the workplace
3. Cleaning and disinfecting measures are taken and will continue
4. Emphasize social distancing
5. Personal Protection Equipment (PPE) instructions
6. Recommended that employees complete a daily temperature check at home prior to coming to work. A temperature of 99.5°F or higher is considered a fever. Employee cannot enter the site.
7. Employees who do not know their temperature, due to lack of thermometer or another reason, are required to report to with sufficient time for temperature screening prior to the start of their shift.
8. Employees should be encouraged to purchase a suitable thermometer for home use if they do not already have one.
9. Cite the building entrance they should use and the process to follow (i.e. line up, sign in, maintain social-distancing, etc.) and they must first take Symptom Checker Survey (argentaccess.com)
10. General Policies to best safeguard all Argent International and Argent Tape & Label employees from the risk of COVID-19 infection while on-site
   a. Stay home if you are sick
   b. Do not enter the building if you have not taken the symptom checker
   c. Assure that your temperature is taken promptly when you arrive at work and do not begin at your work station until your temperature has been taken
   d. Wash your hands frequently
   e. Use hand sanitizer if you cannot wash your hands
   f. DO NOT touch your eyes, nose or mouth
   g. ALWAYS remain AT LEAST 6 ft from each other
   h. Sanitize/wipe down your work area frequently
   i. Gloves
      • Mandatory and provided by Argent when an employee is working on the assembly
      • Optional and not provided by Argent for employees working in the normal course of business (office, admin, etc.)
      • Not recommended for machine operators for personal injury and safety reasons
      • Recommended at employee’s discretion when an employee may be required to touch production parts or other objects that are likely to have been handled upstream by another individual. Once an employee is in the practice of touching parts previously handled by another individual, that employee must wear gloves
      • Are never a substitute for:
   j. Wash your hands frequently and keep them away from your face
   k. Face masks
      • Everyone in the building must have immediate access at all times to a face mask or covering. If you do not have your own mask or covering, you must immediately contact and be provided an approved covering from your manager or HR
      • Masks are not required to be worn if you are at your press, at your desk or in your office and are not in 6’ of proximity to any other individual
      • Masks are mandatory for those working on assembly lines
      • Masks are mandatory any time you leave your work area (even if just to use the facilities or ask a question of another individual, etc.)
      • Masks are mandatory any time you are within 6’ of another employee
Confirm that Employees Should Expect:

Screening

- Before you enter the building, you will need to take the Daily Symptom Checker Survey. If you answer YES to a question on the Survey, or if you have a question, you should call Shirley Atcho at 734-564-8912.
- You may be asked and it may be recommended that you take your temperature at home. A temperature of 99.5 F is a fever that requires you to stay home. Call the Attendance Line and HR will reach out to you.

Communications

- You will receive communications on social distancing, proper hand washing techniques, use of personnel protective equipment, new procedures to keep you safe while you work, cleaning methods for workstations and other topics.

Social Distancing

- Social distancing means remaining out of group settings, avoiding mass gatherings and maintaining distance from others when possible.
- Employees are required to maintain a social distance of more than six feet when possible. In efforts to do so, we may reorganize and redesign office spaces to increase space between employees.
- There may be markings on the ground to clearly designate safe distances and desired positions of employees in various common areas.
- Physical barriers may be imposed (plexiglass, taping off, disabling, etc.)
- May stagger reporting to each shift and for breaks.
- Keep areas for lunches and breaks so workers can keep safe distances.
- Limit attendance of in-person meetings or consider pre-recorded or telephonic meetings.
- If meetings are necessary, limit group size to less than 10.
- Post visible reminders around the workplace.
- Increase ventilation, such as propping doors open when possible.

Personal Hygiene

- All employees should wash hands with soap and water for at least 20 seconds and this should be done:
  - Before eating or handling food.
  - After sneezing, coughing, or nose blowing.
  - After using the restroom.
- After touching or cleaning possibly contaminated surfaces.
- After using shared equipment.
- Use antibacterial gel with 60% alcohol if soap and water is unavailable.
- When sneezing or coughing, cover mouth and nose with the inner angle of arm or use a tissue.
- Turn away from others if possible.
- Dispose of soiled tissues immediately after use.
- Avoid touching their face.
- Drying hands with paper towels is preferred to air-blow dryers which can disperse any remaining viruses widely. Air-blow dryers have been disabled.
- Keep a distance of 6 feet from other people to avoid being sneezed, coughed, or breathed on by someone who is infectious.
Staggered Schedules

- Staggered shifts may be necessary to limit the number of people onsite at any given time allowing for greater opportunity of social distancing.
- If you are required to line-up to enter the building for any reason, always practice social distancing.
- Break and lunch schedules may be altered to ensure social distancing is maintained and reduce the potential of crowding in lunchrooms, bathrooms, smoking areas, screening areas or other common areas.

Additional Engineering Controls

- Barriers may be used to separate employees in close working proximity, floor tape may be used to indicate safe distances.
- Additional cleaning requirements in place for your workstation, at the start and end date of every shift.
- Limited entrances into buildings may be in place to ensure everyone has been screened and authorized to enter.

Personal Protection Equipment (PPE)

- Depending on your work task, you may be required to wear certain PPE. Your supervisor will ensure you have information on using and disposing of your PPE properly.
- Do not share your PPE with anyone.
- You may also wish to wear a non-medical mask from home. You may do so, as long as it does not pose a hazard to you or other workers (e.g. entanglement). Please see your supervisor or manager to discuss.

Response to Concerns

- Talk to your manager or supervisor about any health and safety concerns you may have. Argent International/Argent Tape Label is committed to timely responses and resolution of concerns.
ARGENT
INTERNATIONAL/
ARGENT TAPE & LABEL
RESOURCES

Signage Library
Signage Map
How To Documents
Your Health in Mind
Safety is a value at Levy so we have taken many steps and developed processes with your health in mind.

What We’ve Done:
To ensure you return to a safe work environment, we’ve implemented the following:

- Cleaned and disinfected all workstations and accessible offices
- Cleaned and disinfected all common areas – including break and lunch areas, entrances, restrooms and more
- Increased daily cleaning protocols.
- Established hand sanitizer stations in areas where soap and water are not nearby
- Implemented social distancing actions
- Developed reminder and instructional signage.

Self Check Assessment
If you have symptoms, do not come to work.
All employees will complete a daily self check text confirming that they are symptom and exposure free prior to starting work.

Social Distancing
Work stations and office areas continue to be evaluated to ensure six feet of social distancing. Employees and managers have been instructed on social distancing. Common areas, offices and workstations have been evaluated to ensure six feet of distancing.

Person Protective Gear
Face Coverings
Employees and necessary visitors are required to wear a face covering in the building unless alone in an office or work station.

Handwashing/Sanitizing
Regular hand washing is one of the best ways to prevent the spread of germs.

CDC recommends washing hands often with soap and water for 20 seconds

Breaks and Meals
- Levy Cafe is closed.
- Microwaves, refrigerators, vending, coffee and water stations are available for use. Employees are required to clean all touch points on appliances before and after each use.

Symptoms at Work
If you experience symptoms at work:
- Maintain a six-foot distance from others
- Notify your supervisor or human resources
- Report to Axiom. Go home, contact your healthcare provider.

What You Can Do
To ensure the health and safety of all, make the commitment to:

- Read and understand all communications
- Self-check your health daily
- Follow the processes and guidelines for social distancing
- Keep work station clutter free
- Participate in cleaning and disinfecting
- Practice proper hand washing and sanitizing
- Cough and sneeze into tissues or your elbow
- Ask questions and focus on your health and the health of your co-workers
- Coordinate your in office schedule with your supervisor
- Wear a face covering when in the building unless alone in your office
- Avoid sharing common office tools (staplers, pens, etc.). If you must share, please clean before and after each use.
- If you experience any symptoms, stay home
Please keep your social distance.
Building Capacity Limited

Social distancing means keeping
6 feet apart from others

For more information on coronavirus (COVID-19) go to:

cdc.gov/coronavirus
Signage Library

Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following:

Fever

If you have COVID-19, you may have mild (or no symptoms) to severe illness.
Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical attention immediately if you or someone you love has emergency warning signs, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

[cdc.gov/coronavirus]
Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Clean and disinfect frequently touched objects and surfaces.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

Avoid touching your eyes, nose, and mouth.

When in public, wear a cloth face covering over your nose and mouth.

cdc.gov/coronavirus
March 18, 2020

Coronavirus: Argent Facility Visitor Procedures

Given the coronavirus outbreak’s continued spread and to protect the health of everyone at our sites, only business critical visitors will be permitted at any Argent facility. We will now require additional screening of all business-critical visitors prior to entry into Argent facilities and events.

Effective immediately, all visitors entering Argent facilities are required to complete the “Argent COVID-19 Visitor Questionnaire”. If any questions are answered “yes,” access will be denied, and the visitor will be asked to reschedule their meeting or make other arrangements.

If you have traveled to any of the following countries, had close contact with someone diagnosed with COVID-19, or have cold or flu-like symptoms within the last 14 days, access will be denied. Given the dynamic situation concerning the virus pandemic spread this will likely change.

→ China, South Korea, Iran, Italy, France, Japan, Laos, Macau, Malaysia, Myanmar, Singapore, Taiwan, Thailand, Vietnam

Thank you for your patience with these health and safety measures as we continue to address this outbreak together.

Please know we are only collecting this information for the purpose of assessing the risk of COVID-19 exposure for our employees, we will not share it or store it longer than is necessary.
Signage Library

Putting on a surgical type mask

Putting on a surgical mask:
- Mask with elastic type:
  1. With the elastic or non-elastic side out, set the nose wire (if provided) at the top, and put your fingers through the ear loops, place the mask over your nose and mouth.
  2. Place the ear loops securely around the ears, pull the mask from the top of your head, and adjust the mask over your nose and mouth area.
- Mask with tie strap:
  1. Secure the non-elastic ends at the middle of your head and tie at the outside of your head with two ties (if provided) over the bridge of the nose, making adjustments.

Taking off a surgical type mask

Removing a Surgical Mask:
- Bend forward slightly, and touch only the ties or elastic bands. Start with the bottom tie/strap, and then remove the top tie/strap.
- Do not touch the front of your mask.
- Place mask in the garbage.

Putting on disposable gloves

Put on Gloves:
- Put gloves on and pull gloves until they reach cuffs of the clothing.

Taking off disposable gloves

Removing Gloves:
- Consider the outside of your gloves to be contaminated!
- Grab the outside edge of your glove near the wrist and peel away from your hand, turning the glove inside out.
- Hold the glove in the opposite gloved hand. Slide your un-gloved finger or thumb under the wrist of the remaining glove.
- Peel the glove off and over the first glove, making a bag for both gloves. Put the gloves in the garbage.

Taking off PPE

Hand Hygiene:
- Wash your hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer.
- Applying hand hygiene after removing soiled face coverings and disposable gloves reduces the risk of contaminating other parts of your body.
KEEP CALM AND WASH YOUR HANDS
Please adhere to the following guidelines to keep yourself and others safe
Everyone is responsible for their own work areas.

**Wash hands frequently with soap and water, 20 seconds**

**Use hand sanitizer often**

*Always wear gloves when cleaning and disinfecting*

### Sanitizing a hard surface?
1) Clean by spraying surface with cleaner and wiping surface with rag
2) Disinfect by repeating above process with disinfecting spray and new rag

### Sanitizing a soft surface?
1) Clean by spraying rag with cleaner and wiping surface with rag
2) Disinfect by repeating above process with disinfecting spray and new rag
What you should know about COVID-19 to protect yourself and others

Know about COVID-19
- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

Practice social distancing
- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.

Know how COVID-19 is spread
- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

Prevent the spread of COVID-19 if you are sick
- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.

Protect yourself and others from COVID-19
- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.

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cdc.gov/coronavirus
Signage Library

Other Approved signage can be found at:

https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Aasc
The following is a **Signage Map**. This may be used as suggestions as to where to post various signage and what signage should be posted.

<table>
<thead>
<tr>
<th>Locations to Be Placed</th>
<th>Parking Lot</th>
<th>Secured Entrances</th>
<th>Shipping &amp; Receiving</th>
<th>Front Visitor Entrance</th>
<th>Employee Entrance</th>
<th>Reception</th>
<th>High Traffic Hallways</th>
<th>Cafeteria Lunch Room</th>
<th>Locker Area</th>
<th>Bathrooms</th>
<th>Conference Rooms</th>
<th>Kitchen Areas</th>
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<tr>
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How To Isolate Yourself & Your Family
Because You Have COVID-19
Isolation means staying at home whenever you have symptoms of COVID-19 and avoiding contact with others to slow the spread of disease to others in your home and your community.

If you have been diagnosed with COVID-19 or are waiting to hear the results of a test for COVID-19, it is expected that you will isolate:

- For a minimum of 10 days
- AND
- At least 2 days (24 hours) after you first notice improvement of symptoms (e.g. cough) and no fever for 72 hours without medication

Limit contact with others

- Do not leave home unless absolutely necessary, such as to seek medical care.
- Do not go to school, work, or other public areas or use public transportation (e.g., buses, trains).
- Arrange to have groceries and supplies dropped off at your door or use a minimum-contact service.
- If possible, have a separate entrance and use a separate bathroom from other members of your household.
- If you have to have contact with others, limit it to at least 2 meters between you and the other person.
- Keep interactions brief and wear a mask.
- Avoid social interactions with others, especially when sick or in close contact with people who are sick.
- Avoid close contact with pets if you live with other people who may also be touching the pet.

Keep your hands clean

- Wash your hands often with soap and water for at least 20 seconds, and dry with an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth.
- Cough or sneeze into the bend of your arm or use a tissue.

Avoid contaminating common items and surfaces

- All doorknobs, doorknobs, doorknobs, and other high-touch surfaces that you or your children touch often, like bathtubs, toilets, door handles, phones, and television remotes.
- Do not share personal items with others, such as toothbrushes, towels, and money, a wallet, or electronics.
- Use separate household dishware, forks, and knives, and do not use one person’s toothbrush.
- Place contaminated items that cannot be disinfected in a clean container, secure the container and isolate it from others and other household members.
- Put the lid of the toilet clean before flushing.

Care for yourself

- Monitor your symptoms as directed by your healthcare provider or Public Health Authority.
- If you have symptoms or are not well, call your healthcare provider or Public Health Authority and follow their instructions.
- Get some rest, eat a balanced diet, and drink more fluids.

*This is a general recommendation. Consult with your healthcare provider for specific guidance.*
Argent International
Argent Tape & Label

Effective Thursday, June 4, 2020

(Addendum 01-060420 to Argent International and Argent Tape & Label Playbook)

Procedure has been that every employee and every entrant to both Argent buildings must take the symptom checker survey every time an entry to the building occurs, regardless of the reason for leaving the building or length of time away from the building.

The paramount purpose of this requirement is to protect the health and safety of our employees, visitors and all who enter our buildings.

We continue with this purpose and continually monitor and follow all federal, state, local and occupational authorities regarding COVID-19. It is of utmost importance that every employee take seriously and conform to all requirements that Argent International and Argent Tape & Label set forth. The companies continue to monitor compliance in a continued effort to preserve the health and safety of all and of our families.

AI/ATL changed requirements for all building entrants having to take the argentaccess.com Symptom Checker Survey are as follows:

Effective Thursday, June 4, 2020

The Symptom Checker Survey is required to be taken by every building entrant (employees, visitors, delivery persons, service personnel, etc.):

1. Upon first entry to the building every day (in the morning, afternoon, off-hours, or when reporting to work or other building duties)
2. Upon return to the building during the day and/or after first daily entry
   i) after having left the premises for any reason (errand, lunch, etc.) or
   ii) when having been outside the building for periods of more than 10 minutes.

This policy will be posted at all buildings’ entrances.
Addendum 02-060320 to Argent International/Argent Tape & Label Playbook

Argent International and Argent Tape & Label
Employee Symptoms/Confirmed with COVID-19 Procedure

As soon as Argent learns of an employee’s having symptoms or confirmed positive, they must quarantine. Pursuant to EO 20-36, the employee should not return to work until both (1) and (2):

(1) fourteen (14) days since either symptom(s) first appeared or they were tested for COVID-19. Employee waiting for their test results for COVID will quarantine until they receive their test results.

(2) three days have passed since all their symptoms have resolved. If they still have any symptoms, they must wait three (3) days until all of her symptoms have resolved.

The list of symptoms recognized by the CDC which currently include fever, cough, shortness of breath, chills, repeated shaking or chills, muscle pain, headache, sore throat, or new loss of taste or smell (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html).

If an employee develops COVID symptoms while at work, they must be sent home immediately. If they are not well enough to leave the facility, they will be isolated according to the COVID Operations Playbook.

The employee will be asked to identify all the areas in the facility they have physically been within a period of 15 days before the day they showed symptoms and the day they showed symptoms.

The employee’s workstation/area will be immediately vacated, and the area will be deep cleaned. Deep cleaning of the entire facility will be completed. According to the CDC, wait 24 hours before cleaning and disinfecting to minimize potential for others being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors, and windows to increase air circulation in these areas. If it has been seven (7) days or more since the infected employee used the facility, deep cleaning and disinfecting may not be necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

If the employee has been in contact with any outside partners, such as customers, suppliers, or vendors, the COO will contact the partner to share that Argent had an employee positive for COVID.

Under the Family and Medical Leave Act (“FMLA”) Argent can require a doctor’s note before the employee is authorized to return to work, but due to the current burdens on healthcare providers, the EEOC has noted that it may be impractical for the employee to see their doctor and get a note.

Argent must take steps to ensure employees have limited interaction and remain more than 6 feet from one another.

Close common areas for eating, breaks and employees take meal breaks in their vehicles. These steps make it unlikely that an employee will have had prolonged exposure to her at work.

Employees with “prolonged exposure,” the term prolonged exposure is not defined, and CDC guidance includes ranges between 10 and 30 minutes in a general workplace (but shorter durations constitute prolonged exposure in the healthcare setting). If the employee reveals that they have had prolonged close interaction with any colleagues, Argent should make note of that on the OSHA 300 log.
Notice to the other employees by sending a general notice to all employees that:
(1) informs them that one of the employees has tested positive but out of respect for privacy cannot state the individual’s identity,

(2) states the date the employee was last at work,

(3) educates regarding the steps the Company is taking to keep employees safe at work and the workplace clean and disinfected. Argent want to make sure we are complying with the CDC guidance: https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html,

(4) reminds employees to monitor their symptoms and seek medical attention,

5) states that although there is no evidence that any of the employees were exposed at work, that you are following up individually with employees who may be at heightened risk, and

(6) Advise the employees of their rights to take leave under the Families First Coronavirus Response Act (“FFCRA”).

In making this communication to the employees, Argent must safeguard the infected employee’s identity as much as practical, but, with their consent, Argent might reveal that the employee is at home at recovering. That can help assuage some fears.

When possible, allow the impacted employees to work remotely. For those non-exempt hourly employees that cannot work remotely, consider whether Argent will continue to pay them during the 14 days, or if Argent will require employees to use their accrued PTO. Encourage the impacted employees to reach out to a qualified health care provider to seek medical advice to their own personal health.

Argent is committed to keeping employees and partners informed while fulfilling our responsibility to maintain our employees’ privacy. Argent must balance this public health emergency with our employees’ rights under HIPPA. Argent must not share the names of any employees diagnosed with COVID-19.

Argent has rolled out an enhanced housekeeping plan designed to keep workspaces clean and disinfected for employees as stated in the COVID Operations Playbook.

Due to the circumstances surrounding the timing of the infected employee Argent will need to determine if the plant will need to close.

Employees with concerns are encouraged to contact the Human Resources Department.
Addendum 03-08072020 to Argent International/Argent Tape & Label Playbook

On 8/7/20 Executive Order 2020-166 changes the quarantine requirements for those who test positive/is symptomatic, and for those who have come into close contact with someone who has tested positive/is symptomatic. This rescinds Executive Order No. 2020-36 but renews (subject to some modification) prohibition on employers from discharging, disciplining, or retaliating against employees who stay home when they or close contacts are sick.

It is public policy that an employer shall not discharge, discipline, or otherwise retaliate against an employee for staying home when s/he is at a particular risk of infecting others with COVID

Employee rights pursuant to this Executive Order

1. Employers are prohibited from discharging, disciplining, or otherwise retaliating against an employee who stays home from work for the periods described below respective to their having tested positive or exhibited certain symptoms or who had close contact with someone who tested positive/is exhibiting symptoms
2. Employers must treat such an employee as if he or she were taking medical leave under the Paid Medical Leave Act, (2018 PA 338, as amended, MCL 408.961 et seq.)
   (a) If the employee has no paid leave, the leave may be unpaid.
   (b) Employers are permitted, but not required, to debit any hours that an employee under this order stays home from work from the employee’s accrued leave.
   (c) The length of such leave is not limited by the amount of leave that an employee has accrued under MCL 408.963 and must extend, whether paid or unpaid, as long as the employee remains away from work within the time periods described in sections 2 or 3 of this order.

No private actions are created by this order for an employers failure to comply or against an individual acting in contravention of this order.

Nothing in this section shall be taken to prevent an employer from discharging or disciplining an employee:

1. Who is allowed to return to work (based on the thresholds stated in this order) but declines to return
2. With the employee’s consent (e.g., if the employee asks to be discharged) or
3. For any other reason that is not unlawful.
4. Who has exhibited symptoms or illness or who is caring for or exposed to those who’ve had symptoms or illness but who voluntarily returns to work (i.e. without threat of discharge, discipline, or retaliation from their employer) prior to the periods specified below

Department of Labor and Economic Opportunity

1. Director has the authority to enforce this order in the same manner and to the same extent as the director enforces the Paid Medical Leave Act (sec. 7, MCL 408.967)
2. Director shall refer all credible complaints of violations to the relevant licensing authority.

Any and all individuals who test positive for COVID-19 or who display one or more of the principal symptoms of COVID-19 should (apart from seeking medical care) remain in their home or place of residence until:

1. 24 hours have passed since the resolution of fever without the use of fever-reducing medications;
2. 10 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; and
3. other symptoms have improved.

All people who have had close contact with an individual who tests positive for COVID-19 or with an individual who displays one or more of the principal symptoms of COVID-19 should remain in their home or place of residence (apart from seeking medical care) until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual; or
2. The individual displaying COVID-19 symptoms receives a negative COVID-19 test.

The requirements of those who have had close contact does not apply to the following workers, provided that their employers’ rules governing occupational health allow them to go to work

1. Health care professionals.
2. Workers at a health care facility (as defined by this order)
3. First responders (e.g., police officers, firefighters, paramedics, EMTs)
4. Child protective service employees.
5. Workers at child caring institutions, as defined in sec 1 of Public Act 116 of 1973, MCL 722.111.
6. Workers at adult foster care facilities, as defined in the Adult Foster Care Facility Licensing Act, MCL 400.703(4)
7. Workers at correctional facilities

It is the public policy of this state that individuals with a suspected or confirmed COVID-19 infection or who have had close contact with such an individual (i.e. Individuals described above) should leave the home or place of residence only:

1. To the extent absolutely necessary to obtain food, medicine, medical care, or supplies that are needed to sustain or protect life, where such food, medicine, medical care, or supplies cannot be obtained via delivery. All food, medicine, and supplies should be picked up at the curbside to the fullest extent possible.
2. To engage in outdoor activity, including walking, hiking, running, cycling, or any other recreational activity consistent with remaining at least six feet from people from outside their household.
For purposes of this order:

“The principal symptoms of COVID-19” are

1. fever,
2. sore throat,
3. new uncontrolled cough that causes difficulty breathing,
4. diarrhea,
5. vomiting,
6. abdominal pain,
7. new onset of a severe headache,
8. new loss of taste or smell

“Employer” means the same as it does in section 2(f) of the Paid Medical Leave Act, MCL 408.962(f), and it shall also include employers with fewer than 50 employees.

“Close contact” means being within six feet of an individual for fifteen minutes

“Health care facility” means the following facilities, including those which may operate under shared or joint ownership

1. The entities listed in section 20106(1) of the Public Health Code, 1978 PA 368, as amended MCL 333.20106(1).
2. State-owned hospitals and surgical centers.
5. Entities used as surge capacity

The most notable changes from the prior requirements of Executive Order 2020-36:

1. a negative test result for COVID-19 is no longer sufficient to cease the application of the required quarantine period
2. rather than the previously required 3-day period after symptoms have resolved, (1) this Order adds a specific 24-hour period from resolution of a fever, and (2) increases the period required after symptoms first appeared or since being swabbed for the test that yielded the positive result from 7 to 10 days
3. The Order also vaguely requires that “other symptoms have improved.”

This Order renews the requirement from Executive Order 2020-36 that any person who has had close contact with a COVID positive individual or with one who displays any of the principal symptoms of COVID-19 should remain in their residence (except if seeking medical care) until:

1. It has been 14 days since last close contact with the sick/symptomatic individual; OR
2. The individual displaying symptoms receives a negative COVID-19 test.
Addendum 04-091720 to Argent International/Argent Tape & Label Playbook

Argent International and Argent Tape & Label
Visitor Protocol

A visitor must be pre-approved pursuant to the visitor protocol set forth in the COVID-19 Operations Manual. A visitor to Argent International and Argent Tape & Label may avail themselves of the “visitor parking” outside of the main entrance of the building. The relevant company employee must meet the visitor at the main entrance, must ensure that the visitor signs in, must ensure that the visitor has taken the symptom checker survey, and must facilitate the taking of the visitor’s temperature. All of the relevant screening protocol must be complete before the visitor recipient escorts the visitor throughout the facility. Masks must be worn at all times in the facility by the visitor. The standard sign-in and sign-out requirements remain applicable.