



ATF Cares

Coronavirus Response Guidelines



Message from the President



ATF Team,

As we prepare to restart our operations, our first priority remains the health and safety of our employees and the communities in which they live. We continue to closely follow the advice and recommendations of governments and health officials to ensure that the actions that we take will help keep our employees safe.

Our new safety protocols and guidelines, ATF CARES, will serve as the foundation for our safe restart, helping to minimize the risks for our employees and our communities.

Most importantly, please continue to communicate with your teams and coworkers to both listen to their concerns, and help them understand the importance of these extra precautions. A better understanding of the steps we are taking will help our teams feel as comfortable as possible in these unsettling times.

Finally, thank you for all that you do. While these are certainly challenging times, I remain encouraged by the incredible response of our employees and optimistic about an even brighter future for ATF.

Kevin Brennan

President & CEO

Safety Practice Overview



PPE Guidance

Personal Protective Equipment

1. **Employee Entrance Protocol** - Entry should be staggered and all personal items should be left outside the facility. Follow temperature, cleaning, social distance, mask and glasses guidance.
2. **Thermometers** - All employees' temperatures will be checked upon entrance. Measurements above 100.4 will be sent home.
3. **Masks** - For all employees - changed or washed on a daily basis.
4. **Safety Glasses** - Mandatory use in all areas.
5. **Disinfection and Cleaning** - Wash hands frequently and disinfect surfaces including offices and work stations before and after every shift.
6. **Social Distance** – 6 feet without a mask, 3 feet with a mask.

PPP Rules

Personal Protection Practices

1. **Meals** - Bring individual meal. Wash hands, disinfect area and maintain social distancing. Lunch rooms have been reconfigured for social distancing of 6ft.
2. **Increase remote interaction when possible** - Onsite individuals are restricted to those essential to plant operations. When available, team members will work remotely.
3. **Meetings** - All conference rooms will remain closed and meetings should be done via GoToMeeting or Teams.
4. **Self Check** – Know the symptoms and monitor your health.
5. **Contact your supervisor or Human Resources** – Immediately contact your supervisor or HR if any of the COVID symptoms are present or if you have been in contact with someone outside of work confirmed positive.

Social Considerations

1. Respect the government rules currently in place.
2. No international travel.
3. High-risk and potentially infected individuals may work from home.
4. Limit social gatherings and social contact.
5. Avoid non-essential services and crowded places.
6. Use online shopping services.
7. Avoid visiting elderly people.
8. Enforce social distance practices to your children.
9. Social Distance – 6 feet without a mask, 3 feet with a mask.

COVID-19



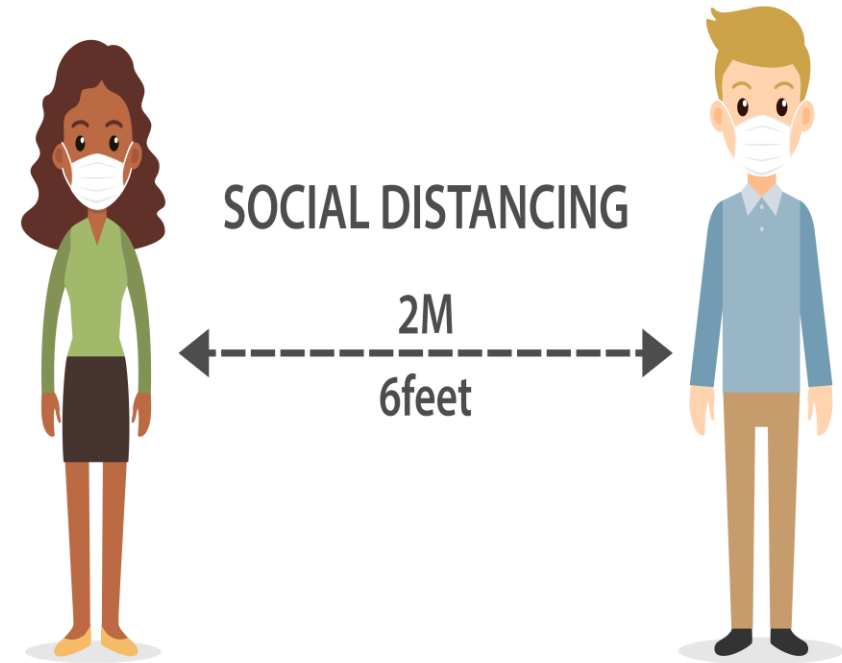
- COVID-19 is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The disease was first identified in December 2019 in Wuhan, the capital of China's Hubei province, and has since spread globally.
- Common symptoms include fever, cough, and shortness of breath. Other symptoms may include fatigue, muscle pain, diarrhea, sore throat, loss of smell, and abdominal pain. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days. While the majority of cases result in mild symptoms, some progress to viral pneumonia and multi-organ failure.
- As of 17 April 2020, more than 2.21 million cases have been reported across 210 countries and territories, resulting in more than 150,000 deaths.
- The virus is primarily spread between people during close contact, often via small droplets produced by coughing, sneezing, or talking. While these droplets are produced when breathing out, they usually fall to the ground or onto surfaces rather than being infectious over long distances. People may also become infected by touching a contaminated surface and then touching their eyes, nose, or mouth.
- Recommended measures to prevent infection include frequent hand washing, maintaining physical distance from others (especially from those with symptoms), covering coughs and sneezes with a tissue or inner elbow, the use of masks, and keeping unwashed hands away from the face.

Preparing locations for on site work

- **Safety Checks:** All employees will be asked to utilize specific entrances to the building that will be staffed with team members and equipment to facilitate our updated safety protocols.
- **Entrance Queue:** All employees will enter the facility one by one, using clearly marked lanes to enforce social distancing guidelines. Entrances will be limited to one per location to allow for staffing of safety checks.
- **Sanitizing Stations:** Additional supplies will be provided to encourage frequent hand washing and sanitization.
- **PPE Pick Up:** Additional PPE supplies including items such as masks and gloves will be available upon re-entry into our facilities along with training on how to properly use said PPEs.
- **Temperature Checks:** A specific location will be identified at established entrances to facilitate a temperature check for anyone entering an ATF facility.
- **Updated Clock In Procedures:** All employees will be “clocked” in by one designated leader to limit the use of any shared time clocks.
- **Doors:** All doors will be held open where possible to avoid unnecessary contact from opening or closing throughout the day.
- **Cleaning of Entrances:** All entrances, exits and common areas will follow cleaning and disinfecting standards.
- **Personal Items:** All personal items such as bags or purses will be asked to be left in your vehicle.
- **Common Areas:** All common areas have been temporarily closed (conference rooms) or reconfigured (break areas) to enforce social distancing guidelines.

Social Distancing

- Maintaining a safe distance of 6 feet or more is required even when entering an ATF facility. To prevent instances in which team members may be entering the facility at a similar time, please plan to place your mask on prior to entering. Barrier gestures (such as floor markings) should always be followed when available.
- Masks will be used across all facilities, however a social distance of 3 feet is still required when masks are worn.
- If 3 feet of distancing is not feasible, we employ a policy of **NO CONTACT** under any circumstance, along with barrier gestures and a higher frequency of hand sanitation. The only exception is in the event of an individual providing first aid support.



Personal Protective Equipment – Best Practices



Do's and Don'ts: How to Wear a Mask

- ✔ Do wear your mask so it comes all the way up, close to the bridge of your nose, and all the way down under your chin.
- ✔ Do your best to tighten the loops or ties so it's snug around your face, without gaps.
- ✔ Do wash and dry your cloth mask daily and keep it in a clean, dry place.
- ✘ Don't wear the mask below your nose
- ✘ Don't leave your chin exposed
- ✘ Don't push your mask under your chin to rest on your neck



Before putting on a mask, clean hands with an alcohol-based hand sanitizer or soap and water.



Cover mouth and nose with mask and make sure there are no gaps between your face and your mask.



Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand sanitizer or soap and water.

Cleaning and Disinfecting



- **Hand Washing:** Wash hands with soap and water throughout the day. At times when hand washing is not available, make use of provided hand sanitizer.
- **PPE:** Please make use of all provided PPE in line with current CDC recommendations including masks, gloves, and safety glasses. Procurement and management of PPE will be handled by our Operations Team.
- **Work Stations:** Please be sure to disinfect your work area prior to the start and at the end of your shift with the provided cleaning supplies in your work area.
- **Cleaning Supplies:** Please be sure to appropriately handle and follow the cleaning products safe handling instructions.

Ongoing Communication



We acknowledge that this situation is extremely fluid and we anticipate receiving new and additional/supplemental guidance from various governmental authorities and health experts. In light of this fact, we anticipate that we will be continually revising and/or updating our guidance and policies to reflect the latest updates.

Upon your return to a physical location, you will receive the latest training and policy education. As the situation continues to evolve, we will provide you with real-time updates and provide additional/supplemental training and policy education and acknowledgements.

Please stay tuned for additional information and contact us with any questions or comments.

Thank you!