



WOODBRIIDGE®

SAFE WORK PLAYBOOK

A GUIDE FOR COVID-19 PANDEMIC PREPAREDNESS AND RESPONSE

A NOTE TO ALL READERS

The information contained in the Woodbridge Safe Work Playbook represents the company's current practices regarding the recommended operation of its manufacturing facilities, where and when permitted by law, during this time of the unprecedented COVID-19 pandemic. The health and safety of our teammates is our number one priority, and our hope in sharing this information is that it may be of assistance to others.

**2ND EDITION
6.16.2020**

WGW-AB-HSE-W-032

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DISCLAIMER - LEGAL STATEMENT

Please be advised that some or all the information contained in this document may not be applicable to other businesses or places of work. We strongly recommend that before implementing any of the ideas contained herein you carefully evaluate, and consult with outside legal counsel as appropriate, the legality, applicability and potential efficacy of this information in your place of business. Please also note that this is a “living” document that may be updated at any time by Woodbridge given the fluidity of this situation.

Woodbridge bears no responsibility for any circumstances arising out of or related to the adoption, or decision not to adopt, any of the practices or procedures contained in the Woodbridge Safe Work Playbook.

PLAYBOOK USER GUIDE - INTERACTIVE PDF

This document is interactive, allowing you to move through content in a way that gives you to access the information you need quickly.

This document also works traditionally, so you're able to view content page-by-page, and it's print-ready, so you can take the Playbook into the facility.

Please use the guide below to help you navigate the interactive features.

Table of Contents Facility Opening Protocols Teammate Training & Notification Health & Wellness Facility Signage

On any page of the Playbook, you can return to the Table of Contents by clicking the shortcut in the top left corner, or you can click on one of the tabs to jump directly to a section.

Note:

Any changes that include a red bar in the sections/pages may have an impact on how a facility is implementing the protocols within the Playbook. Sections/pages with a yellow bar are management enhancements to the structure of the Playbook and should be reviewed.

Actual changes to the document are represented in the Playbook against this color background.



LETTER FROM THE CEO

Woodbridge Teammates,

As always, the health and safety of our teammates is our number one priority. As our customers prepare to return to work over the coming weeks, I want you to know that Woodbridge is working to ensure a workplace where teammates feel comfortable and can perform their jobs safely.

As such, we have developed the Woodbridge Safe Work Playbook and Teammate Training Guide. This initiative includes rigorous return to work protocols, for all Woodbridge Teammates working at our facilities and enabling our business. Our approach has been modeled after Government guidelines, the World Health Organization, the Center For Disease Control, as well as our customers and suppliers. We have also worked with our regional team in China, to understand how they managed and mitigated the Coronavirus situation to further enhance our planning efforts.

Upon your return to work, you can expect to receive training to understand new procedures we must follow to ensure we all do our part to maintain the health and safety of our teammates, our customers, and of course our communities. The Woodbridge Safe Work Playbook and Teammate Training Guide includes practical recommendations that cover a wide range of topics, including:

- Guide for setting up a Site Pandemic Response Team
- Cleaning and disinfection procedures
- Staggering shifts/days and lunch breaks and other social distancing strategies
- Self-Assessment Protocol
- On-site health screening
- Protocols for isolating potentially infected teammates

As we prepare to return to work, I want all our teammates to be familiar with the Woodbridge Safe Work Playbook and Teammate Training Guide. By providing this resource, we look to help relieve natural anxiety some of you may have, and reaffirm a workplace where teammates feel comfortable and can get back to work safely.

We are all looking forward to life returning to normal, but fully recognize this will take time. For now, we all have a role to play in controlling the spread of COVID-19. Woodbridge has taken very strict measures to ensure a safe workplace and we need every teammate to do their part in this process. The Woodbridge Safe Work Playbook will help outline everyone's roles and responsibilities in this process and identify the resources available. This will provide all leaders and teammates with the knowledge of how we will work, interact and behave at Woodbridge to maintain your safety. This will be different than how we interacted prior to the pandemic.

We acknowledge these times are not easy, both personally and as a business. However, we need every teammate to work together as one winning team. **We need everyone, everywhere doing their part in this process to ensure the continued health and safety of our teammates as we gradually return to work.**

Stay safe and please do your part for the health and safety of all teammates.

Charles Daly
President & CEO, Woodbridge



FACILITY OPENING PROTOCOLS



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This Playbook is to be used as a Corporate and Recommended Practice Guideline and aligns with the Centers for Disease Control (CDC) and World Health Organization (WHO) recommendations to the greatest extent possible.

This is a working document and will be updated to reflect changes in directives and introduce new recommended practices as they become available. **We recommend placing printed copies of the Playbook in the facility for easy access by all teammates**

The Safe Work Playbook provides general recommendations for use in all Woodbridge facilities. Because there may be circumstances unique to a location, there may be some cases in which a Woodbridge facility must adapt the recommendations of the Playbook to address that facility's specific requirements. Such exceptions must be authorized by senior leadership. Additionally, all facilities must comply with all applicable laws meaning that if there is a conflict between the recommendations in the Safe Work Playbook and the applicable law, the facility must follow the applicable law.

More information is located on OneSource in the Pandemic Response Toolbox or by searching the Woodbridge Operating Library (WOL) under Health, Safety and Environment. Reference the following documents:

- WGW-AB-HSE-S-032 - COVID-19 Return to Work Protocols (Standard)
- WGW-AB-HSE-V-009B - Pandemic Response Toolbox
- WGW-AB-HSE-TE-001 - Site COVID-19 Containment Room (Procedure)
- WGW-AB-HSE-TE-002 - Site COVID-19 Teammate Evacuation Protocol (Procedure)
- WGW-AB-HSE-TE-003 - Site COVID-19 Decontamination Protocol (Procedure)
- WGW-AB-HSE-TE-004 - Site COVID-19 Containment Team (Procedure)
- WGW-AB-HSE-TE-005 – Site Deliveries-Courier Management (Procedure)
- WGX-AB-HSE-F-032A - Woodbridge Ready to Start Audit



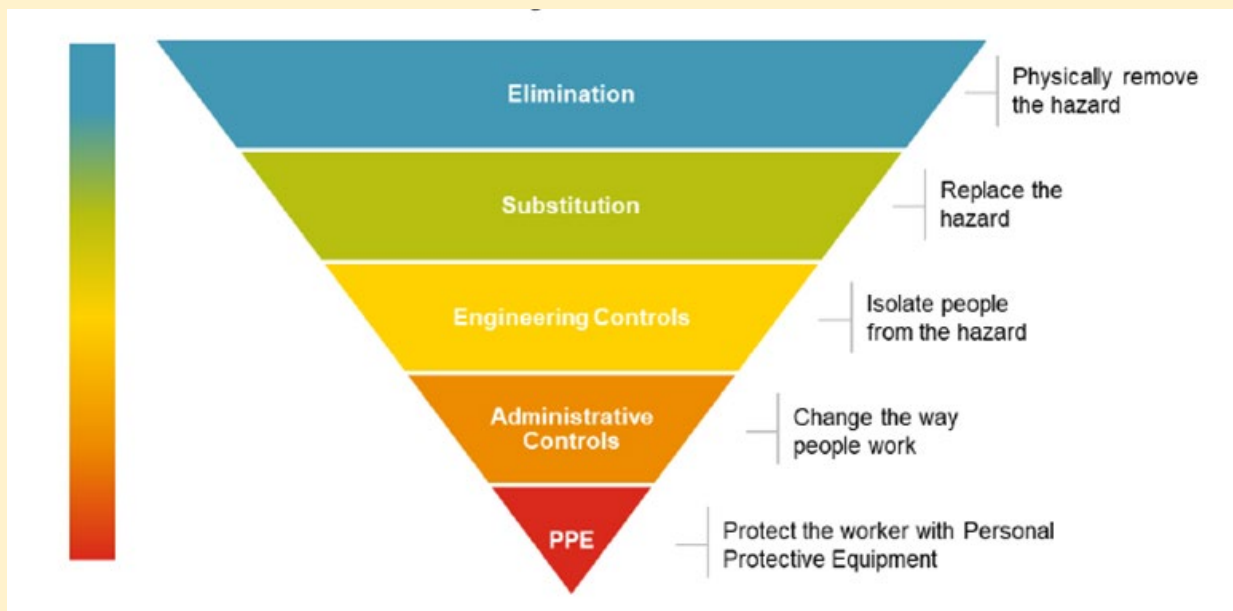
HIERARCHY OF CONTROLS

Identifying and mitigating potential exposures to COVID-19 is the objective of this Playbook. The following diagram offers a basic outline on the approach followed in the design of this Safe Work Playbook:

REDUCING EXPOSURE TO HAZARDS

In general, and applicable for the prevention of COVID-19, the following is a systematic approach to minimizing or reducing exposure to hazards. Using a sequence of elimination, starting at the base and working down to the apex of the triangle, controls are ordered by priority and in decreasing effectiveness.

HIERARCHY OF CONTROLS



FACILITY COVID-19 PANDEMIC RESPONSE TEAM

Tasks



- Set up the Site COVID-19 Pandemic Response Team (PRT)
- Have a plan in place to adopt this framework and develop site-specific protocols

ABOUT:

The Pandemic Response Team (PRT) is a cross functional team lead by Plant/Site Manager in the following categories/examples:

- **Facility Manager** - Facility manager who has overall responsibility for the facility's pandemic preparedness & response plan, coordinating and aligning with regional/global HS&E and the PRT.
- **Teammate Access Control Lead** - Works with the facility to manage social distancing logistics regarding arriving and departing shifts/days, as well as visitors and contractors. Will further support the Virus Prevention & Protocol leader by providing facility specific options regarding social distancing within the plant, including potential mitigation measures to manage risk of teammates required to work 2 meters (6 feet) from others.
- **Virus Prevention & Protocols Lead** - Works to develop protocols to ensure the wellness of all teammates, and the overall pandemic preparedness and response plan, ensuring alignment with Global HS&E and the PRT.
- **Sanitization & Disinfection Lead** - Works to manage daily and periodic disinfection logistics, including routine and deep cleaning, disinfection processes, in accord to the protocols set up by the Virus Prevention & Protocol leader. Drives process continual improvement and ensure 100% compliance of Woodbridge's disinfection protocol, and any approved regional or facility variations.
- **Communications & Training Lead** - Works to manage all pandemic related communications, in accord with regional and global Communications and HR. Manages the training function across the facility related to pandemic preparedness and response, including both teammates, management and pandemic response team training, in accord with Woodbridge's Safe Work Playbook.
- **Personal Protective Equipment (PPE) Lead** - Works to secure all necessary supplies to implement and sustain the site pandemic preparedness & response plan, including direct procurement by the facility, as well as coordination with Woodbridge Procurement related to accessing centrally located supplies or leveraging supplies from other Woodbridge facilities.



The Facility COVID-19 Pandemic Response Team (PRT) consists of:



DETAILS:

- The PRT should start to meet daily once established
- Include Union Leadership as appropriate
- Leverage Joint Health & Safety Committees and Members
- Work with Facilities to maintain sterile Containment Room see Containment Protocol



RETURN TO WORK PROTOCOLS

Tasks



- **Define the protocols required to allow teammates to safely enter facilities daily during the period of the COVID-19 Pandemic.**

More information is located on OneSource in the Pandemic Response Toolbox or by searching WGX-AB-HSE-V-009B-EN Pandemic Response Toolbox in the Woodbridge Operating Library (WOL) under Health, Safety and Environment. Reference the following documents:

- WGW-AB-HSE-S-032 - COVID-19 Return to Work Protocols (Standard)
- WGW-AB-HSE-V-009B - Pandemic Response Toolbox
- WGW-AB-HSE-TE-001 - Site COVID-19 Containment Room (Procedure)
- WGW-AB-HSE-TE-002 - Site COVID-19 Teammate Evacuation Protocol (Procedure)
- WGW-AB-HSE-TE-003 - Site COVID-19 Decontamination Protocol (Procedure)
- WGW-AB-HSE-TE-004 - Site COVID-19 Containment Team (Procedure)
- WGW-AB-HSE-TE-005 – Site Deliveries-Courier Management (Procedure)
- WGX-AB-HSE-F-032A - Woodbridge Ready to Start Audit

PREVENTATIVE MATERIAL INVENTORY

Tasks



- **Confirm operation has an adequate supply of soap, disinfection, hand sanitizer, paper towels and tissues**
- **Confirm stock of face masks, gloves, and glasses on-site and on-order with proper lead time**
- **Have “touchless” thermometers on-site for teammate screening**

DISINFECTANT SUPPLIES:

- Confirm operation has an adequate supply of soap, disinfection spray, hand gel, paper towels and tissue.
- Facilities should keep a minimum quantity of 30-day supply of disinfectant supplies.
- Disinfection portable stations are recommended for each line except for restricted/sensitive areas due to manufacturing processes.

PPE:

- Confirm stock of face masks, gloves, and glasses on-site and on-order with proper lead time.
- Facilities should keep a minimum quantity of 30-day supply of PPE.
- Medical teammates (where applicable) and cleaning crew teammates are required to wear gloves, masks, gowns, goggles, or face shield.



#	Item	Spec	Quantity
1	Barrier masks and/or face masks	Disposable masks (1-day)	Min. 30-day supply
2	Nitrile gloves	Disposable Nitrile Gloves	Min. 30-day supply
3	Infrared thermometer	Medical infrared thermometer/ Measures ranges 32°C to 42.5°C meets ASTM E965-1998 (2003)	Min. 2 per facility
4	Disinfectant spray/wipes	10% bleach (sodium hypochlorite) solution made fresh daily, or a hospital-grade disinfectant (refer to approved disinfectant listing)	Min. 30-day supply
5	Spray bottles	1-liter plastic spray containers	Min. 5 bottles
6	Sanitization floor stand	Hand sanitizer dispenser floor stand	1 available in work area per 50 teammates
7	Hand sanitizer (refills)	Sanitizer with Alcohol 70%/Local Brand "Sanitizer"	Min. 30-day supply
8	Hand soap	Hand soap	Min. 30-day supply
9	Paper towels	Paper Towel	Min. 30-day supply
10	Glasses	Safety glasses / Polycarbonate	Min. 30-day supply
11	Bio-hazard container	Bags that can be sealed and tagged as contaminated material (Please see 'refuse' section of the COVID-19 Policy and Guidelines Directive)	Min. 30-day supply
12	Disposable smock for PRT & Thermal Screeners	Full suit and booties	Min. 30-day supply



PERSONAL PROTECTIVE EQUIPMENT (PPE)

Tasks

- Review and understand protocol for PPE





ABOUT:

Protection of the company’s general workforce is afforded via the protective triad of:

1. Personal hygiene
2. Social distancing
3. Frequent disinfection of common surfaces

The Site COVID-19 Containment Team for PPE and Sanitization are responsible for ensuring there are adequate supplies as required per your company’s Pandemic Plan.

	<p>Masks</p> <p>N95 respirators are not required for COVID-19 protection. Barrier face masks (e.g. the Woodbridge INOAC Face Mask), are sufficient for those within each facility and are mandatory for:</p> <ul style="list-style-type: none"> • Shift / day thermal (temperature) screeners • Disinfection team members <p>Those with broad exposure to other teammates (e.g. cafeteria workers and security guards)</p> <ul style="list-style-type: none"> • When working less than 2M (6ft) apart: <ol style="list-style-type: none"> a) On a moving production line, whether barriers are present or not - masks are required. b) In a stationary workspace, with adequate barriers present - masks are not required. • When working less than 2M (6FT) apart <u>in an office environment</u>: <ol style="list-style-type: none"> a) While seated and working, with adequate barriers present - masks are not required. b) While traveling anywhere other than personal workspace - masks are required. <p>Filtering facepiece respirators such as N95, KN95, FFP2 will be supplied to and worn by containment team and medical team members, as they are more likely to be exposed to teammates who are COVID-19 symptomatic.</p>
	<p>Gloves</p> <p>Our top priority is always protecting people. Based on CDC findings, the company does not require or recommend that our teammates wear gloves except for:</p> <ol style="list-style-type: none"> 1. Site PRT and, 2. Those performing disinfection of common surfaces per the Playbook. However, the company should provide gloves if mandated by local laws.



	<p>Note: Gloves put teammates at higher risk of exposure and are not recommended for general protective use for the following reasons:</p> <ul style="list-style-type: none">• The COVID-19 virus does not harm your hands, so gloves provide no protection, and touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection.• Gloves often create a false sense of security for the individuals wearing them; people are more likely to touch contaminated surfaces because they feel they are protected from the virus because of the gloves when in reality, they are not.• When wearing gloves, people are less inclined to wash their hands; this is counterproductive and puts others at higher risk; we want people to wash their hands because it is the number-one defense against any virus.• Proper removal of gloves takes training; if contaminated gloves are not removed properly, our teammates are exposed to greater risk.
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DISINFECTION MEASURES

Tasks



- Disinfect facility prior to anyone returning to work.
- Replace HVAC air filters or clean/disinfect.
- Implement the General Disinfection Measures; the cleaning steps outlined should be taken routinely, based on frequency mentioned to disinfect work place surfaces, chairs, tables, etc. and protect teammates.

The goal is to establish a sanitary baseline before the facility opens. The facility should be 100% disinfected prior to anyone returning to work.

Utilize your local HS&E teammate for specific guidance. Take unique facility-specific circumstances into consideration when sanitizing and disinfecting.

Providers or teammates should sanitize and disinfect all areas of the plant with special attention to:

- Tools
- Bathrooms
- Cafeteria/Lunchroom
- Break areas
- All work areas and operations
- All equipment utilized
- Locker rooms
- PPE machines
- Vending machines
- Common storage areas, including lockers and refrigerators.
- Entrance and exit doors, and time clocks where applicable

Put tight controls in place on who enters and exits the facility during the cleaning shutdown:

- Security
- Sanitization vendors
- Site COVID-19 Containment Team

General Disinfection Measures:

- This checklist should be implemented in facilities to reduce the risk of spread of infection
- The cleaning steps outlined below should be taken routinely, based on frequency mentioned to disinfect workplace surfaces, chairs, tables, etc. and protect teammates
- Along with these workplace disinfection activities, proper personal sanitary practices including washing hands after bathroom use are also necessary



DISINFECTION FREQUENCY IN WORKSHOPS AND OFFICES

#	Area/Place	Disinfection Content	Disinfectant	Disinfection Method	Frequency
1	Work cell common surfaces (would also apply to Maintenance and Tool Shops)	Including control buttons, tools, and other common surfaces	Select an appropriate disinfectant from the list below: <ul style="list-style-type: none"> • Hospital-grade disinfectants; • 10% bleach/water solution; • 60-80% alcohol-based disinfectant; 0.5% to 3% Hydrogen Peroxide solution	Spray with hand held sprayer or wipe Only wipe down control button and switches	At the beginning and end of each shift/day. Generally, 3 or more times per shift including after all breaks and meals
2	Offices, desk, and conference rooms	Table and chair surfaces		Spray with hand held sprayer or wipe	Minimum at the end of each shift/day
3	Conveyor belts	Wipe areas of common teammate interphase		Spray with sprayer	At least once respectively in the morning and afternoon
4	Moveable trays or containers	Handles and other commonly touched areas		Spray with sprayer	Based on use; Once per shift/day if contacted by 1 person only; otherwise, between users
5	General objects often used or touched	Doors and windows, handles, faucets, sinks, and bathrooms		Spray with hand held sprayer or wipe	At least four times per shift/day
6	Tableware	Disinfection of tableware		Place in high-temperature disinfection cabinet, with temperature higher than 60°C, and time longer than half an hour	After cleaning
7	Vending machines	Interface surfaces (pay, selection and vending surfaces)		Spray with sprayer	Daily



8	Forklifts	Wipe areas of common human interaction		Spray with sprayer	After each use
9	Multi-user safety vest and other PPE	All surfaces		Spray with sprayer	Between use
10	Transport vehicles	Common surfaces (e.g. seat surfaces rails, belts, door and window controls)		Spray with sprayer	After each use
11	Wet and Dry Labs, QA Labs	Control buttons, tools, and other common contact surfaces		<p>Spray with hand-held sprayer and wipe down</p> <p>Note: Only wipe down control button and switches</p>	At the beginning and end of each shift/day. Generally, 3 or more times per shift including after all breaks and meals



FACILITY COVID-19 CONTAINMENT ROOMS

Tasks

- Review, understand, and prepare for a facility containment room.



ABOUT:

Defined a safe place within each building to take potentially affected teammates to keep them away from other teammates, while obtaining necessary medical treatment.

Each facility shall have a designated COVID-19 containment room, where potentially infected persons can be segregated from other teammates to minimize transmission of the virus. The room shall be designated as a containment room only, with no other daily activities conducted in the room until approved by the facility HSE representative. The room shall be clearly identified but marked as off limits to all people but the facility containment team, but not be locked to prevent being unable to use the room in a critical situation.

Reference: WGW-AB-HSE-TE-001 - Site COVID-19 Containment Room (Procedure)

DECONTAMINATION PROTOCOL

Tasks



- **Review, understand, and prepare for the triggering of the Deep-Cleaning and Disinfection Protocol**

ABOUT:

The Disinfection Measures should be followed regularly whereas the Decontamination Protocol is triggered when a teammate has potentially been infected with COVID-19.

COVID-19 DECONTAMINATION PROTOCOL

COVID-19 “decontamination” is triggered when a person has potentially been infected with COVID-19 at a facility and the containment protocol is engaged.

Decontamination should be performed as soon after the confirmation of a potentially infected person with COVID-19. The Containment Team shall conduct the decontamination protocol, while still wearing the PPE used to remove the potentially infected teammate from the production area. If available, all surfaces shall be sprayed with hospital grade anti-viral cleaning solutions. Should anti-viral cleaning solutions be unavailable, utilize the formulas provided in the “Disinfectants/Hand Sanitizers” tab in the WG-AB-HSE-V-009B - Pandemic Response Toolbox.

- 1. Identify an approved external company that should carry out the deep cleaning activity, this company must have the minimum requirements of:**
 - Trained personnel to execute the process of cleaning, disinfection and disposal of hazardous waste
 - Proper equipment and PPE to perform the task
 - All necessary procedures and local authorizations or permits to perform disinfection services and manage any wastes generated.
 - Use of approved COVID-19 disinfectant chemicals to perform this activity (see Woodbridge Disinfection Measures).
- 2. The facility COVID-19 Containment Team must coordinate and supervise the cleaning and disinfection process. They must ensure that:**
 - There is a specific plan and strategy to clean all facility, machinery / equipment, common areas, offices and any typical areas where teammates interact
 - Only authorized people can access the facility during the cleaning operation
 - All 3rd party team members are using any required PPE and that it is also properly disposed at the end of the process
 - Assure that teammates are made aware that the work areas have been disinfected

Note: For the company’s purpose, decontamination is defined as a more comprehensive cleaning using advanced technologies and more aggressive cleaning solutions that are administered by an external 3rd party, or if an external party cannot be found, an internal team will be used.



3. Personal Protective equipment (PPE) requirements for the facility COVID-19 Containment Team:

- The use of PPE is to be determined by the cleaning contractor based on the chemicals used to conduct the disinfecting process including proper wearing, storage, cleaning, decontamination and disposal of PPE as biohazard waste per the WGW-AB-HSE-TE-003 - Site COVID-19 Decontamination Protocol (Procedure)

4. Disposal

- At the end of the process the Cleaning company must follow the local regulations to dispose all the PPE and cleaning material used in the proper manner per the WGW-AB-HSE-TE-003 - Site COVID-19 Decontamination Protocol (Procedure).

Reference: www.epa.gov

Note: For the company's purpose, decontamination is defined as a more comprehensive cleaning using advanced technologies and more aggressive cleaning solutions that are administered by an external 3rd party.



FACILITY DELIVERIES/COURIER MANAGEMENT

Tasks



- **Manage courier shipments and freight to minimize exposure to COVID-19 coronavirus.**

The World Health Organization advises it is safe to receive packages from areas where COVID-19 has been reported, advising that:

“The likelihood of an infected person contaminating commercial goods is low, and the risk of catching the virus that causes COVID-19 from a package that has been moved, traveled, and exposed to different conditions and temperature is also low.”

The virus does not survive on surfaces for long and the length of shipment time and other environmental factors should inactivate the virus.

All facilities must have a mandated location for all courier shipments to be delivered. At no time is the courier allowed to enter the building past the defined drop location. If direct service is required, the teammate shall be called to the receiving area, and follow the WGW-AB-HSE-TE-005 – Site Deliveries-Courier Management (Procedure)

If you are concerned about surface contamination, consider these steps:

- Wash your hands frequently with soap and water
- Use hand sanitizer when soap and water are not available
- Avoid touching your face, eyes, nose or mouth

If packaged materials have been in transit and/or storage at the facility for more than 48 hours from last human contact, no further action need to be taken. While not necessary, where teammate apprehension remains high, facilities may suggest the following additional precautions:

- Personal protective equipment usage, such as disposable nitrile gloves and/or the use of disposable barrier masks and/or face masks.
- Disinfection of surfaces with a 10% bleach (sodium hypochlorite) solution made fresh daily, or a hospital-grade disinfectant - as appropriate to the surface(s) being treated (noting that these chemical agents should only be used by trained and authorized personnel).



LAYERED AUDIT CHECKLIST

Tasks



- Implement Audit
- Checklist is located here: WGW-AB-HSE-V-009B - Pandemic Response Toolbox

COMPREHENSIVE CLEANING & DISINFECTING CHECKLIST

Comprehensive Cleaning and Disinfecting Checklist	
Date: _____	Time: _____
Check off all surfaces cleaned and disinfected in the box to the left of the surface topics below:	
Common Areas (check as completed)	Production Areas (check as completed)
Lunchrooms	Production Line
Vending Machine Controls	Hand Rails
Appliances (e.g. Toasters/Microwave Ovens)	Knee Rails
Tables	Component Racks
Chairs	Hand Tools
Fridge	Keyboards
Trash Can Lids	Table/Counter Tops
Dishwasher Controls	Door Handles
Doorhandles	Control Buttons
Countertops	Storage Bins/Racks
Washrooms	Production Offices
Faucets	Tables
Towel Dispenser/Hand Dryer	Desktops & Drawer Handles
Stalls Doors	Chairs
Toilet/Urinal Handles	Meeting Tables
Toilet Seat	Keyboards
Tissue Paper/Napkin Dispenser	Telephones
Soap Dispenser	Trash/Waste Receptacles
Change Rooms	Forklift Trucks
Locker Handles	Seat
Soap Dispenser	Steering Wheel
Benches/Chairs	Control Levers
	Mounting Handles
	Propane Cylinder
	Hand Brake
	Seat Belt Buckle
Entrances	Other Production Areas
Door Handles	Warehouse Door/Gate Controls
Check-In Device (e.g. Time Clock)	Door Handles
Offices	Maintenance/Tooling
Tables	Locker Handles
Desktops & Drawer Handles	Hand Washing Area
Chairs	Shop Equipment Controls
Meeting Tables	Tabletops and Chairs
Keyboards	
Telephones	
Trash/Waste Receptacles	
The cleaning crew involved in the cleaning and disinfection was trained on the appropriate methods.	
A hospital grade disinfectant or fresh chlorine bleach solution was used as appropriate.	
Completed By: _____	
Notes: _____	
2nd Layer Audit	3rd Layer Audit
Audit of the above performed by a higher level manager	Audit of Layer 2 by HS&E/HR or a higher level manager
1. Were non-conformities raised? Yes <input type="checkbox"/> No <input type="checkbox"/>	Were all non-conformities closed
If yes, were they actioned? _____	If no, please provide reasons:
If no, please provide reasons.	_____
_____	_____
_____	_____



WOODBIDGE READY-TO-START AUDIT

Woodbridge Ready-to-Start Audit		
Business Unit :	Auditor :	
Plant:	Site Manager :	
Audit Date :	Site Manager Signature :	
Audit Questions	Yes / No	Evidence of Compliance / Comment / Corrective Action / Plan
"Return to Work" (RTW) Protocol		
<i>0 Has your Site Leadership received all of the RTW Protocols ? These include :</i>		
<i>The RTW Standard, Pandemic Toolbox, COVID-19 Containment, Delivery/Courier Procedures ?</i>		
<i>The Woodbridge Safe Work Playbook and the Teammate Training Guide ?</i>		
Communication		
<i>1 Have all Teammates and the Local Bargaining Unit (if applicable) been informed about the COVID-19 RTW protocols ?</i>		
<i>2 Has the HR team contacted Teammates to inform them they are being called back to work?</i>		
<i>3 Where applicable, has the HR team issued "Site Announcement / Stay-at-Home" letters to all Teammates ?</i>		
<i>Have all the new COVID-19 related posters from the Safe Work Playbook been posted ?</i>		
Management Training		
<i>4 a Has site Management been trained on the Pandemic Response Toolbox ?</i>		
<i>The Woodbridge Safe Work Playbook and the Teammate Training Guide ?</i>		
<i>Has site Management been trained on The Delivery and Courier Management Procedure ?</i>		
Teammate Training		
<i>4 b Have all Teammates been trained on the Teammate Training Guide ?</i>		
<i>Have all Facility-Specific Changes been included in the training ?</i>		
Deep Cleaning & Workplace Inspection		
<i>5 Has an Ongoing Deep Cleaning Schedule/Checklist been created for all common areas ?</i>		
<i>Has an SOT for Decontamination been created ?</i>		
<i>Are all necessary supplies for cleaning and decontamination in place?</i>		
<i>6 Has the Site Workplace Inspection been completed ?</i>		
<i>Has a designated Containment Room been identified and labeled ?</i>		
<i>Has the route to containment room been defined and marked ?</i>		
Pre-Entrance Screening		
<i>7 Are Visitor/Teammate COVID-19 Screening Forms available in defined areas ?</i>		
<i>8 Is the SOT for Temperature Scanning Protocol in place?</i>		
<i>Has the scanning team been identified?</i>		
<i>Has the team been trained on the scanning process and reaction ?</i>		
<i>Are social distancing markers in place for the scanning area ?</i>		
<i>Is PPE made available to the scanning team?</i>		
Social Distancing		
<i>9 Are all Teammates informed on Good Hygiene and Social Distancing Protocols?</i>		
<i>Are reminders and signage posted in all common areas?</i>		
<i>10 Are all Jobs that do not conform to social distancing guidelines identified ?</i>		
<i>Are all appropriate PPE provided to teammates working in these areas?</i>		
PPE		
<i>11 Are existing Site PPE requirements already defined ?</i>		
<i>Are all required PPE supplies obtained and stored securely ?</i>		
<i>12 Are COVID-19 Specific PPE requirements defined ?</i>		
<i>Are sufficient quantities of masks available for jobs non-conforming to social distancing and for any teammate who requests one ?</i>		
Local Pandemic Response Team		
<i>13 Has the Site COVID-19 Emergency Response Team been identified ?</i>		
<i>Are the Team Members for each shift identified ?</i>		
<i>Are all Team Members trained on critical procedures related to COVID-19 ?</i>		
<i>Have all required PPE been provided to each team member ?</i>		
<i>Are Decontamination supplies available ?</i>		

WGX-AB-HSE-F-032A - Woodbridge Ready to Start Audit



TRANSPORTATION (MEXICO)

Tasks



- **Hold meetings with transportation provider(s) to review protocols and implement disinfection protocol for buses**

Bus drivers are considered contractors/visitors and must follow the company's Visitors/Teammate COVID-19 Screening Form.

Service provider must disinfect the buses multiple times following the company's requirements and as a minimum disinfect:

- Right before starting a route to pick up company teammates
- Right after the company's teammates arrive at company facilities
- All surfaces, seats, dashboards, door handles, seatbelts, etc., must be washed down with a disinfectant solution in advance of transporting teammates.
- Supply of antibacterial gel/hand sanitizer for teammates to use upon boarding the busses.
- It is the supplier's responsibility to ensure drivers are in good health condition.
- Bus drivers must wear a mask all the time while providing the service.
- Temperature check of drivers must be done before the start of the route and must be documented.
- The mandatory use of mask is defined by local authorities for public transportation, the use of masks is encouraged for vulnerable people or pre-existing health conditions.
- Note: Bus drivers are considered contractor/visitor and must follow the Visitors/Teammate COVID-19 Screening Form.

TEAMMATES

Teammates must adhere to the On-Site Health Screening before entering transportation.

- Teammates must not use buses if they suspect they are sick or if they have symptoms such fever, or difficulty breathing or have been in contact in the past 7 days with other people confirmed sick of any respiratory disease. Reference the Daily Self-Screening Protocol for symptoms.



FACILITY COVID-19 CONTAINMENT TEAM & TRAINING

Tasks



- Review and understand procedure
- Facility COVID-19 Containment Team identified and trained
- Protocol in place is to isolate teammates if they are symptomatic on site
- Must include: room to isolate the teammate, PPE, communication with local health authorities and transport based on their instructions, disinfection of the room
- Print out forms and protocol to be available as needed

Each facility shall have a defined COVID-19 Containment Team to address any facility concerns with a potentially infected teammate and manage the protocol of removing that teammate from the work area in a safe and effective manner. All facility emergency response personnel and first aid trained personnel shall be trained to be members of the facility COVID-19 Containment Team.

There shall be a minimum of three teammates trained and available per shift/day. The Senior Facility Leader shall be trained as an Incident Commander specifically to handle a COVID-19 incident. Training shall include, but is not limited to:

- Internal communication protocols
- Required response for legislative and regulatory requirements
- How to handle potential media inquiries
- Critical COVID-19 management protocols
- Situation management protocols for additional teammates:
 - WGW-AB-HSE-TE-001 - Site COVID-19 Containment Room (Procedure)
 - WGW-AB-HSE-TE-002 - Site COVID-19 Teammate Evacuation Protocol (Procedure)
 - WGW-AB-HSE-TE-003 - Site COVID-19 Decontamination Protocol (Procedure)
 - WGW-AB-HSE-TE-004 - Site COVID-19 Containment Team (Procedure)

Telephone communications are preferable, so the COVID-19 Containment Team can wear the appropriate PPE prior to aiding an ill teammate.

	<p>COVID-19 Containment Team, determined by each facility, should be selected from the following teammates, as appropriate:</p> <ul style="list-style-type: none"> • Health and Safety Leader • Human Resources Manager • Supervisor • Emergency team and/or First Aid team leaders
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If the COVID-19 Containment Team is directly contacted by a teammate with a suspected infection, they must ask the teammate to go directly to the designated Containment Room by the most direct route.



OVERVIEW

- Each Containment Team member shall be issued their own COVID-19 PPE. This includes:
 - Non-permeable shop coats or one-piece disposable suit
 - Booties
 - Protective mask (N95, KN95, ISO MP1 or equivalent)
 - Rubber gloves
 - Goggles or face shield
 - The Senior Facility Manager shall maintain a stock of the disposable items, to replenish stocks should an incident occur.

PROCEDURE

Each facility shall have a defined COVID-19 Containment Team, to address any facility concerns with a potentially infected teammate and manage the protocol of removing that teammate from the work area in a safe and effective manner.

- Identify
- Isolate
- Quarantine
- Clean
- Notify
- Report

Reference WGW-AB-HSE-TE-004 - Site COVID-19 Containment Team (Procedure)

LOCATION

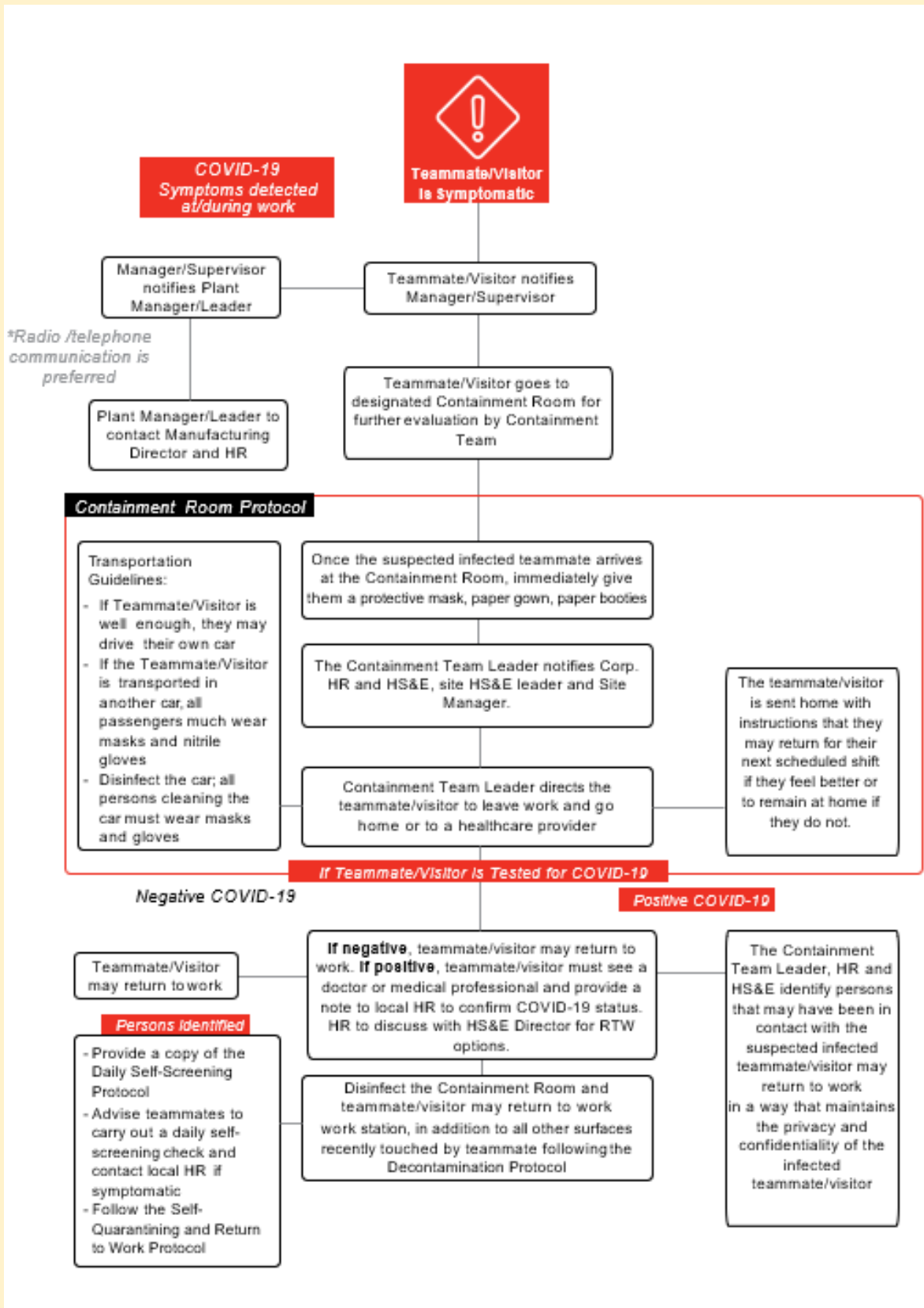
Where possible, the Containment Room should be an exterior room. If not, then an enclosed area away from the general population can be used.

PPE

Although the facility containment team members are not expected to touch the virus, nitrile gloves are recommended if a non-touchless scenario occurs.



TEAMMATES SYMPTOM & CONTAINMENT ROOM PROTOCOLS



SOCIAL DISTANCING GUIDELINES

Tasks

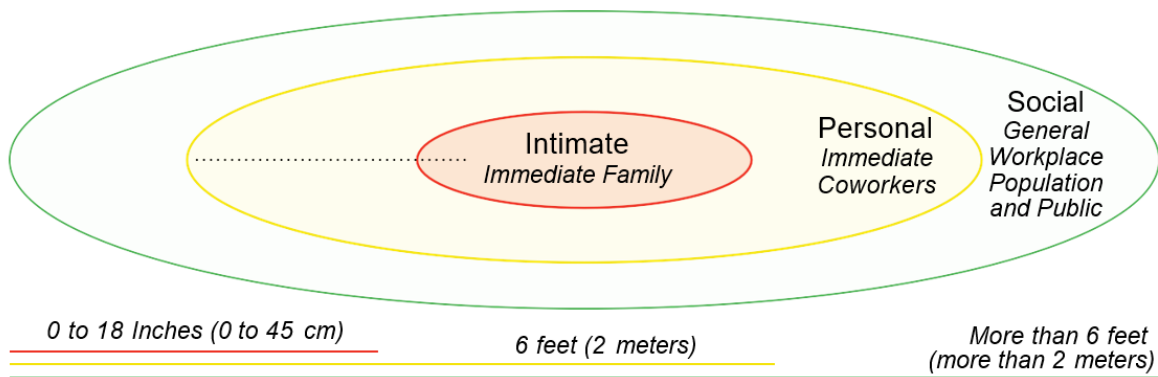


- Review and understand the Social Distancing Protocol
- Complete and continue to adhere to the Social Distancing checklist

Social distancing is a simple yet very effective mechanism to prevent potential infection, that relies on simple distance to avoid infection.

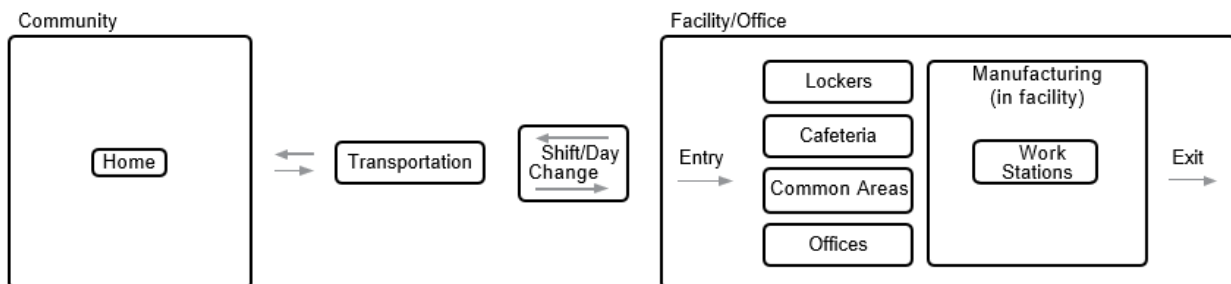
In practice this means:

- Staying 2 meters (6 feet) away from others as a normal practice
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or friends
- Avoiding touching surfaces touched by others, to the extent feasible.
- Avoiding anyone who appears to be sick, or who is coughing or sneezing.



Note: The company should not allow any meeting of greater than 10 persons to occur until further notice, even when the meeting area is large enough to accommodate appropriate 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.



SOCIAL DISTANCING IN MANUFACTURING

Social distancing in manufacturing is intended to provide a safe environment reducing risk of any potential person to person infection.

Guideline:

- Maintain a social distance of 2 meters (6 feet) throughout the manufacturing process and operations.
- Where a minimum distance cannot be maintained due to workplace design, one or more mitigation strategies need to be implemented including engineering, PPE and/or administrative controls as appropriate.

RECOMMENDED

Work Stations

- Whenever possible, work stations should be arranged to allow separation of 2 meter (6 feet).
- Clear signage about the desired position of the operators may be placed in each work station but is not required.
- Utilize production transfer aids (such as inclined shelves, push boards) to minimize the risk to social distance violations.
- Conveyor lines need to have operator boundaries clearly marked on the floor. Operators need to stay within their marked areas.
- Workers are strongly encouraged to disinfect their own work space multiple times during the shift/day, giving special attention to common surfaces.
- Teammates must be reminded to avoid touching their face and must wash thoroughly with soap and water several times during the work hours to reduce risk and prevent person to person potential infections.

What to do if the work stations are less than the recommended spacing?

- Work designs should avoid face to face operations with less than the minimum requirement (2 meter or 6 feet), if this condition cannot be met, then teammates should be provided with alternative measures to mitigate their exposure such as the following:
 - Face Masks
 - Body Orientation
 - Physical barriers may also be installed where practical; the barriers must be cleaned multiple times a shift/day
- Teammates with symptoms of illness and/or if other teammates make a complaint – reference WG-AB-HSE-TE-004 - Site COVID-19 Containment Team (Procedure).



SOCIAL DISTANCING DURING SHIFT/DAY CHANGES

Shift/day changes must be managed thoughtfully to reduce infection risk and to leverage the opportunity they present to ensure optimal disinfection of the workplace. Start times must be staggered for facilities and add a gap of time in between each designated time.

RECOMMENDED

- Teammates are to enter and exit at the designated entrances and exits – these locations will be easily identified and posted
- End of shift/day times should be scheduled to release the teammates in the order they arrived

HELPFUL TIPS TO COMMUNICATE

- Avoid gathering when entering and exiting the facility
- Remain in your car until your scheduled window of start time
- Ensure 2 meters (6 feet) of space between each person while you wait in line to enter the facility
- When you talk to someone in line make sure you do not point your head directly at them
- Where there is concern of hand contact and/or damage to biometric clocks - implement this practice:
 - 1) Station an extra teammate to spray or dispense an alcohol-based hand sanitizer to each teammate after they have used the biometric scanner.
 - 2) Biometric scanner is to be disinfected after every 10 teammates using non-corrosive disinfectant (e.g. alcohol based)
- Do not touch your face before you have had a chance to wash your hands

THINGS TO CONSIDER

- Security stationed near entry doors at start and stop times
- Waiting lines outside of facility in Inclement Weather
- How and when to hand out PPE
- Do you have the ability to prop doors open at shift/day change to minimize door handle touching or to install toe kicks on the doors?
- Turnstiles, lead with elbow
- Consider if it is practical and effective to do away with punching in and out for a few weeks and pay teammates an automatic 40 hours and reconcile the time by the Team Leader or Coach or Supervisor.



SHOP FLOOR INFORMATION AND/OR START-UP MEETINGS

- Safe meeting spaces could be painted on the floor to encourage the Social Distancing of 2 meters (6 feet).
- Manufacturing (Shop) Floors and other large indoor areas –
When calling teammates together into a common area for purposes of communication, please keep these guidelines in mind.
 - 1) The proper spacing of individuals, whether seated or standing, should be made as visual as possible.
 - 2) The area must allow spacing of 2 metres / 6 feet or greater between individuals. Do not crowd more teammates into a space that social distancing allows (whether wearing masks or not).
 - 3) Confirm that all teammates can hear the person speaking after implementing the new distancing requirements.

Several meeting spaces can be designated for one large area; for example, meetings may be held at the same time on different conveyor/assembly lines, in different manufacturing cells, meeting rooms, offices, etc.

SOCIAL DISTANCING DURING BREAKS AND LUNCH

Management of teammate breaks to provide social spacing and proper hygiene is necessary.

RECOMMENDED

- Maintain traditional break and lunch schedules.
- Create additional capacity (i.e. training rooms, conference rooms) to support social distancing.

SEATING AND CAPACITY

- Align the break room seating arraignment to support the social distancing guidelines of 2 meters (6 feet) between chairs
- Limit and/or space chairs appropriately
- Place signage on table to ensure proper social distancing in each seat – sign says yes or no to sit
- Post capacity of the break room
- Consider allowing teammates to sit only on one side of table
- Remind teammates not to arrive early to break

BREAK TIMES

- If break times are staggered, separate times by 10 minutes to have enough time to wipe tables, seats, all surfaces, refrigerator, vending machines and microwave ovens after each use

CLEANLINESS AND SANITATION

- Station one to two teammates to observe the safe 2 meters (6 feet) distance and to disinfect the items noted above if they are inadvertently touched



- Provide enough supplies for teammates to clean up after themselves. Ex: wiping down tables, etc.

FOOD AND DRINK MANAGEMENT

- Personal water bottles (either re-usable or disposable bottles) are allowed on the production floor. Teammates must wash or disinfect their hands before drinking from these bottles.
- Food is not allowed on the production floor, with the exception for any temporary alternate lunch area. These areas need to be added to the site-specific cleaning and disinfection checklist.
- Consider adding as many refrigerators and/or shelving to accommodate additional bags if you are limiting locker access.

HELPFUL ALTERNATIVE TIPS

Where applicable, staggered breaks and lunch could be utilized. For example, stagger by line or work area.

FACILITIES WITH FULL SERVICE CAFETERIAS

- Do not allow any self-service in full cafeteria service
- Place a permanent mark on the floors to ensure proper distance (anywhere where there is a line)

ADDITIONAL OPTIONS:

- Schedule Food trucks that have the necessary municipality credentials and certified by the local Health Department.
- Designate their parking space(s)
- Place a permanent mark on the pavement to ensure proper distance (anywhere where there is a line)
- Use outside pavilions
- Increase the number of seats
- Place signage on tables to ensure proper social distancing in each seat – sign says yes or no to sit
- Post capacity

BATHROOM USAGE DURING THE WORK DAY AND AT BREAK TIMES

Increase cleaning intervals to ensure clean environment at all times and make sure social distancing is maintained.

RECOMMENDED

- Establish maximum capacity for the facility that allows for social distancing
- Post the maximum capacity and reduce available facilities (i.e. sinks, urinals) to ensure social distancing



- Cleanliness & Sanitation
- Station one to two teammates to observe the safe 2 meters (6 feet) distance and to disinfect the items noted above if they are inadvertently touched
- Provide enough supplies for teammates to clean up after themselves. Ex: wiping down tables, etc.)

SOCIAL DISTANCING FOR LOCKER ROOM

Recommended

- Access to locker room
 - Follow shift/day start and end times, break and lunch schedule.

HELPFUL TIPS TO COMMUNICATE

- Re-assign lockers to ensure distancing by each teammate groups start time
- Ensure proper social distancing during shift/day change

ADDITIONAL OPTIONS

- Limit access to only teammates who must have a locker as a matter of health or safety and/or clothes
- Subsidies with food – limiting the lockers for females or people who need it
- Shelves in lunch room to put lunch boxes

SOCIAL DISTANCING IN COMMON AREAS

- Increase cleaning intervals to ensure clean environment at all times
- Ensure social distancing is maintained
- Avoid non-essential gatherings

RECOMMENDED

Access to locker room

- Social distancing is a simple yet very effective mechanism to prevent potential infection, that relies on simple distance to avoid infection. In practice this means:
- Staying a minimum of 1 but preferably 2 meters (6 feet) from others as a normal practice.
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or friends
- Avoiding touching surfaces touched by others to the extent feasible
- Avoiding anyone that appears to be sick, or is coughing or sneezing

SOCIAL DISTANCING IN OFFICES

- Office work should be organized to ensure social distancing to keep separation of teammates between 2 meters (6 feet) as a minimum.
- Avoid face to face desk layouts.



RECOMMENDED

- Cubicles should have dividers when people are working in 2 meters (6 feet) of one another.
- Conference Rooms
 - 1) Large conference rooms must be evaluated for the maximum capacity that social/physical distancing guidelines will allow.
 - 2) Until properly evaluated, the maximum capacity is limited to 10 people.
 - 3) The proper seating or spacing of individuals should be made as visual as possible.
 - 4) After proper evaluation, the capacity may be increased to a higher number with the Maximum Capacity of the room posted on all doors.
 - 5) Face Masks shall be worn on entry and exit of the room. Communicate similar messages and arrange meetings over two or three shifts/days when possible to help reduce the number of people in office at any given point in time.
- Interaction to exchange information or quick meetings on the office floor space should respect the Social Distancing of 2 meters (6 feet).
- Remote work may be assigned when possible or when mandated by the government to keep the operation efficient and communications flowing.
- Self-cleaning of the work space is encouraged multiple times during the shift/day with special attention of the most used surfaces such keyboards, monitors, chair arm rest, desks, cubicle divider among others.

COMMUNAL TRANSPORTATION

Individual commuting to and from work is preferable; however, when carpooling or public transportation are used, social distancing guidelines must be followed.



DEPLOYMENT OF THE SAFE WORK PLAYBOOK IN AN OFFICE SETTING

To deploy the Woodbridge Safe Work Playbook in an office setting, the phased framework below will be followed, with each office site undergoing a “Readiness-To-Start Audit.”

OFFICE AND ADMINISTRATION PHASES

Overall	<ul style="list-style-type: none"> • Communications, startup, signage, screening, and cleaning/disinfecting protocols per the Woodbridge Safe Work Playbook • Audited compliance of playbook elements per the Readiness to Start Checklist
Phase 1	<ul style="list-style-type: none"> • Only critical personnel on-site and only when required • Balance of staff works from home/remotely • If a teammate requires something from the office, coordinate with facilities management for access
Phase 2	<p>“Soft” Opening with limited access (while risk of infection exists)</p> <ul style="list-style-type: none"> • Teammates may return to the work environment in a structured manner on a limited or rotational basis • Adherence to hygiene, cleaning/disinfection, and social distancing requirements per the Safe Work Playbook • Teammates with adjacent work modules with less than 2 metres / 6 feet of space between will be rotated to provide the clearance or have physical barriers installed to provide protection.
Phase 3	<p>Full Opening of facilities (while risk of infection is low)</p> <ul style="list-style-type: none"> • Offices formally re-open with teammates gradually returning to work through established rotation cycles • Same RTW policies in place as in Phase 2 (although some adjustments may be made to ease restrictions if warranted).
Special Needs	<ul style="list-style-type: none"> • Teammates with special needs/risks will be treated on an individual basis to address concerns • Teammates who travel to work by bus/train or due to a medical condition are at a higher level of risk may need to remain at home based on local conditions



ON-SITE HEALTH SCREENING

Tasks



- Ensure protocol for pre-shift/day screening prior to facility entry
- Ensure barriers are in place to prevent anyone from missing screening protocol

OVERVIEW OF ON-SITE HEALTH SCREENING PROCEDURE

1. Complete Visitor/Teammate COVID-19 Screening Form
2. Temperature reading
3. Observation for symptoms
4. Verbal/non-verbal confirmation of daily self-screening

DETAILS:

- Ensure controlled entry point for teammates at health screening location.
- Perform screenings at all facilities. A teammate listing will be used as a checklist during screening measurements to ensure each teammate is screened and no one is missed.
- There are two stages of screening that teammates will need to complete prior to be given access to enter the facility to begin work:
 - Teammates will need to answer all 4 of questions relating to their activities on the screening form as follows:
 - Initially as close to the date of their return to work
 - If a work absence is more than 3 days in length
 - For all visitors to the facility prior to the thermal scanning
 - Temperature check to not exceed the threshold within the established “Thermal Scanner Procedure” (37.5°C (99.5°F) or higher) in the WGW-AB-HSE-V-009B - Pandemic Response Toolbox, unless the scanning device has been calibrated specifically to the body core temperature range as identified in the User Manual
 - Ensure all teammates and visitors receive a thermal scan daily as a pre-condition to enter the facility.

Reference WGW-AB-HSE-V-009B - Pandemic Response Toolbox

- See – Visitor / Teammate Screening Form
- See – Thermal Scanner Procedure



ON-SITE HEALTH-TEMPERATURE SCREENING PROTOCOL

The company should periodically update company guidance on current recommendations from the Centers for Disease Control (CDC) and the World Health Organization (WHO).

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our teammates and visitors, temperature and health screenings will be implemented at all company facilities. **On-site screenings to be completed daily of all incoming teammates/contractors/suppliers before accessing company facilities/offices:**

If temperature is 37.5°C (99.5°F) or higher (unless the scanning device has been calibrated specifically to the body core temperature range as identified in the User Manual), or the teammate exhibits visible symptoms of illness consistent with COVID-19, the teammates will be denied access to the facility. If teammate carpooled to work, all teammates will be denied access to the facility.

Teammates returning to work from an approved medical leave should be directed to contact their HR representative and reference the Self-Quarantine and Return to Work Protocol.

Note: Please refer to the country Health Department recommendation/guidelines to manage medical leaves due to COVID-19.

- If a teammate does not accept the screening, the company will request them to depart work, obtain medical clearance and provide an official certificate prior to returning to the company premises, following the country's medical leave regulation. (Legal requirements should be reviewed in each country.)
- If a teammate is confirmed to have COVID-19, the company will inform teammates in the immediate work area. Unless required by the local health authority, the name of the infected teammate should not be provided. Quarantine of any healthy teammates will be determined upon consultation with local health officials, generally occurring when COVID-19 is not prevalent in the vicinity, but not where the virus is prevalent in the community. **Teammate personal data and confidentiality must be protected.**
- Communication of current protocol to all teammates needs to be delivered with a preventive approach to avoid alarm.



DAILY SELF-SCREENING PROTOCOL

Tasks



- **Daily Self-Screening protocol is distributed to all teammates for voluntary, home self-screening**
- **HR team prepared to receive inquiries or reports of symptomatic teammates prior to shift/day**

The Daily Self-Screening Protocol is in place to try and prevent sick or symptomatic teammates from leaving their homes and decrease the likelihood of spreading infection.

- If the teammate does not recognize symptoms in their Daily Self-Screening and:
- If the teammates is deemed symptomatic upon reporting to work, reference the On-Site Health Screening Protocol.
- If the teammate is deemed symptomatic during the teammate's shift/day or after the teammate has spent any time in the facility (after the On-Site Health Screening), reference the Decontamination Protocol.
- Reference the Self-Quarantine and Return to Work Protocol for teammates who are confirmed positive for COVID-19 by a medical professional.



SELF-QUARANTINING AND RETURN TO WORK PROTOCOL

Tasks



- Review and understand protocol and adjust as necessary for local, legal and cultural environment

Note: Any adjustments made to the standard playbook protocol (below) should comply with local legal requirements and health authority direction.

GUIDANCE FOR SELF-QUARANTINING AND RETURN TO WORK: COVID-19

Clarification of “self-quarantine” requirement: teammates are requested to remain off the property for 14 days if COVID-19 symptoms are believed to be present (see the COVID-19 Self-Screening Information), directly exposed to COVID-19 or if a test shows positive results. Teammates should avoid leaving the home if possible, but if necessary should practice exceedingly good hygiene and social distancing. Work while at home is expected to continue where possible.



LABOR RELATIONS ALIGNMENT

Tasks



- Educate local union on company's pandemic response plan and return-to-work protocols for their cooperation

For Unionized facilities, communication, partnership, and alignment with the bargaining leaders will help ensure that the protocols will be followed, and teammates stay healthy and safe.

Details:

- For Unionized facilities, there should be some discussion with the local union to advise as appropriate on the measures we're taking to keep our teammates safe.
- The request to return to work will be communicated to each teammate.
- Prior to return to work, engage the Joint Health & Safety Committee to review the Safe Work Playbook.



TEAMMATE TRAINING & NOTIFICATION



WOODBIDGE®

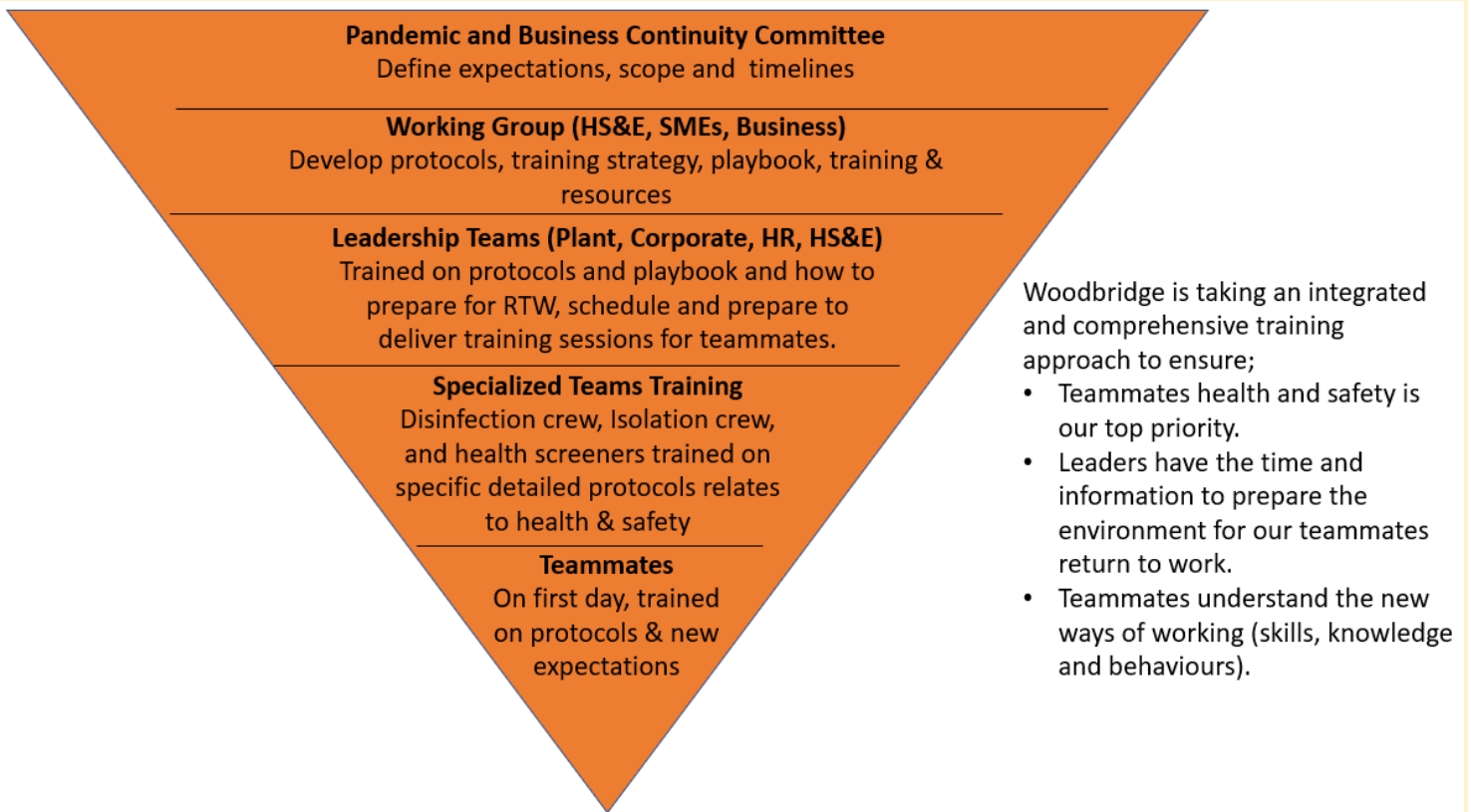
RETURN TO WORK TRAINING & NOTIFICATION STRATEGY

OUR TRAINING STRATEGY

At Woodbridge, our goal is to ensure all teammates at our facilities understand the steps our company has taken to ensure the safety of our teammates during this Pandemic and how we are protecting them as it relates to Return to Work (RTW) Protocols for COVID-19.

All teammates in the organization will be trained and knowledgeable on protocols, guidelines and health information provided in the Safe Work Playbook so they feel safe going to work and minimize any potential health risks to themselves, coworkers and their communities.

Our approach will be multi-faceted to ensure our leaders and teammates are prepared for this return to work process. The below visual outlines how we have engaged leaders and cascaded the required skills and knowledge to support this safe return to work process.



All training is based on our Pandemic Response Toolbox as it relates to the RTW protocols. We have developed the following resources to support the business and our teammates with the required resources, training and clear directions as it relates to Return to Work.

- Pandemic Response Toolbox located on OneSource (WGW-AB-HSE-V-009B)
- Woodbridge Safe Work Playbook (WGW-AB-HSE-W-032)
- Teammate Training Guide (WGW-AB-HSE-T-032)
- Posters to support our protocols (WGW-AB-HSE-V-009B)
- Teammate Safe Work Tips and Guidelines (WGW-AB-HSE-G-032A)

LEADERSHIP TEAM TRAINING (PLANT, CORPORATE, HR, HS&E)

- **Purpose:** Provide an overview of the Woodbridge Safe Work Playbook and the Teammate Training Guide and all other relevant resources.
- **Agenda:** Review the Woodbridge Safe Work Playbook, the Teammate Training Guide, Teammate Safe Work Tips and Guidelines and the Pandemic Response Toolbox protocols (including RTW, Communications, Visitor / Team Screening Form, Thermal Scanner Procedure, Suspected Covid-19 Case protocol, and Cleaning and Disinfecting protocols.)
- **Proposed Timing:** This training should occur 1 week before RTW is initiated or as a min 2 days in advance of RTW.
- **Delivered by:** Working Group

SPECIALIZED TEAMS TRAINING

Cleaning and Disinfecting Containment Teams

- **Purpose:** Provide a detailed training session on protocols we expect Cleaning and Containment teams and Health Screeners to follow. This training will be delivered to all Plant Managers, Facility / Office Cleaning Teams, Containment Teams and HR Managers.
- **Agenda:** Detailed review of the Pandemic Response Toolbox protocols for Decontamination, Deep Cleaning, Cleaning Checklist, Hand Sanitizers, Cafeteria, Washroom, Transportation, teammate and visitor screening and Thermal scanning protocols.
- **Proposed Timing:** This training should occur 1 day before any teammates are RTW.
- **Delivered by:** HR/ HS&E – Local Language. Similar sessions will be held at our corporate facilities.



Teammates Assigned for Thermal Scanning

- **Purpose:** Train assigned teammates on the Thermal Scanning protocol and how to use the thermal scanning device.
- **Target Audience:** Plant Managers, Containment Teams, anyone assigned to Thermal scanning and HR.
- **Agenda:** Walk through of the Pandemic Response Toolbox protocols for Thermal Scanning and the RTW form for teammate / visitor screening.
- **Proposed Timing:** This training should occur 1 day before any teammates are RTW.
- **Delivered by:** HR/ HS&E – Local Language. Similar sessions will be held at our corporate facilities.

TEAMMATE TRAINING

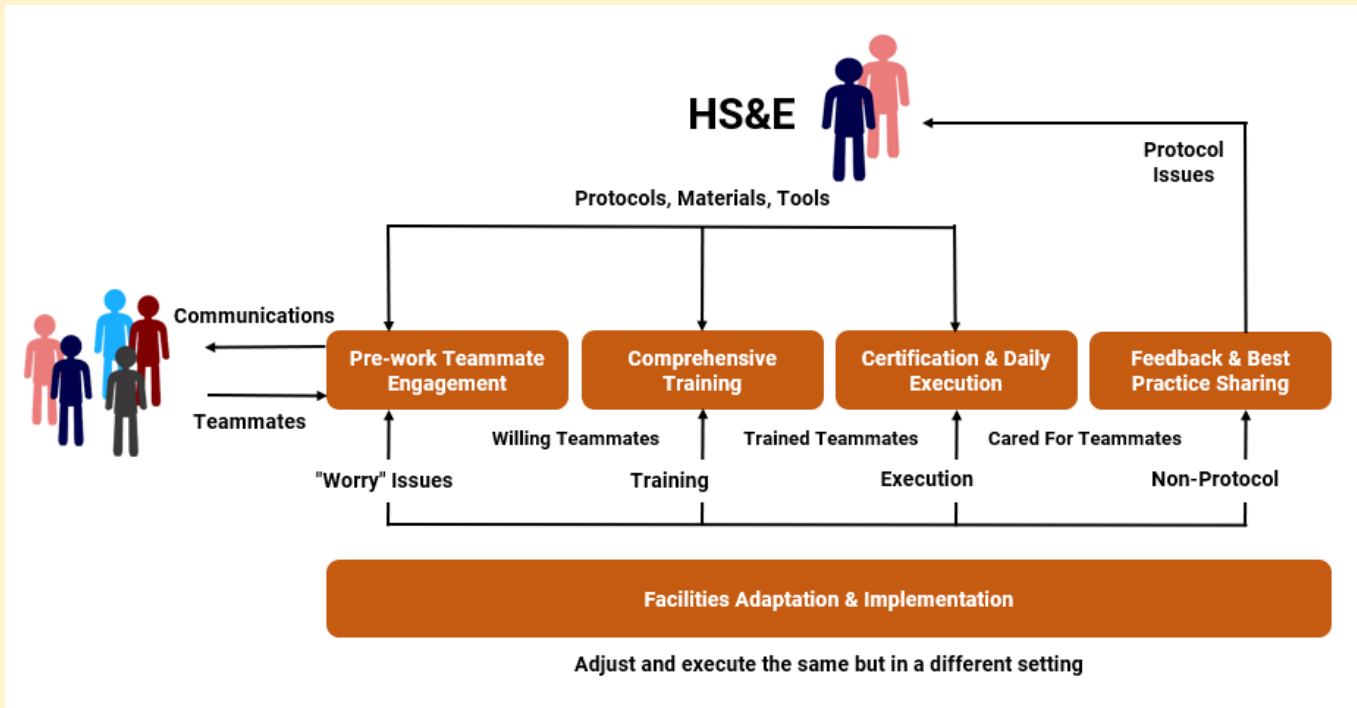
- **Purpose:** To provide all teammates with an overview of how we are preparing the workplace for their safe return. This training will outline the company expectations to maintain the health and safety of our teammates and the role of all teammates in this process. This training will cover the Woodbridge Safe Work Playbook as it relates to Teammates: including deep cleaning, teammate / visitor screening, social distancing, personal hygiene, PPE, and our relevant protocols.
- **Target Audience:** All Teammates
- **Agenda:** Present the Teammate Training Guide (WGW-AB-HSE-T-032), Teammate Safe Work Tips and Guidelines and answer any questions or concerns our teammates may have.
- **Proposed Timing:** This training should occur in small teams and will happen within the first 2 hours of the teammate's first return to work shift/day.
- **Delivered by:** Leadership teams in the local language. Similar sessions will be held at our corporate facilities.

COMMUNICATION STRATEGY

WOODRIDGE SAFE WORK PLAYBOOK DEVELOPMENT & REVIEW PROCESS

Specific workstreams were formed to clearly define the steps required to achieve the deliverables in this safe work playbook

The workstream members involved with the creation of this playbook collaborated with subject matter experts to determine what processes were required and how to integrate the Safe Work Playbook into the day-to-day operations. The same process will be followed to integrate feedback and any ongoing revisions to this playbook. Below is a diagram that explains the development and interplay processes.



In an effort to ensure Woodbridge remains aligned and focused on the top priorities, the following committees have been meeting and we are providing an outline of our teammate communications strategy.

PANDEMIC PLANNING AND BUSINESS CONTINUITY COMMITTEE

- Chaired by the CEO, this committee is comprised of all members of the Senior Operations Committee (SOC) at Woodbridge and all members of the Working Group to action the required decisions. The agenda includes daily teammate updates on COVID-19 cases, customers, global procurement, materials management, production scheduling, general business updates and a status report from the Working Group on RTW activities.

WORKING GROUP MEETINGS

- Daily and ongoing working group meetings are established to meet the work and timelines agreed upon in the Pandemic Planning and Business Continuity Committee meetings.
- HS&E collaborates with the business to set up plant and office return to work committees to ensure all protocols and clearly understood and implemented at each location.
- HS&E, HR and Plant Leadership regular meetings to engage

LEADERSHIP AND TEAMMATE COMMUNICATIONS

- CEO Communication
 - Bi-weekly CEO message to all teammates. The purpose is to provide a business update, reinforce our role in flattening the curve, and address topics that may be top of mind.
- SVP HR/HS&E Communication
 - A weekly HR HS&E communication is sent weekly to all teammates and the message is posted on our intranet home page (OneSource). These communications are focused on cascading information on our COVID-19 cases and providing resources and information to keep our leaders and salaried teammates updated.
 - Bi-weekly email updates to corporate employees on RTW approach and current expected timelines
- CEO Video
 - One every 3 weeks, provide a video of our CEO sharing his perspective on the current pandemic and how everyone, everywhere must do their part.
- Text Messages
 - For those teammates who do not have a Woodbridge email address or network account, they receive a text message on their personal mobile devices with a link to all relevant information.

DRIVING OUR CORPORATION WITH INTENTION

Woodbridge has worked to build a corporate culture that serves our customers, our people, and the world in which we live and work. By sharing a strong mission, vision, and purpose across a global network, and instilling strong values and guiding principles in all teammates, our organization continues to make a difference.

Our Mission is to provide products globally that continuously improve the consumer experience through superior comfort and appearance in a socially responsible way. **Our Purpose** is to deliver safe workplaces and the profitability required to create and sustain rewarding jobs. **At Woodbridge, our teammates safety is our number 1 priority during the COVI-19 Pandemic and our focus is on ensuring we continue to provide a safe workplace for our teammates to return to.**

COMMUNICATING WITH OUR TEAMMATES

We are providing regular communications and updates on COVID-19 using email and posting information on OneSource (Woodbridge Intranet). We have also leveraged some new text messaging software to send important messages and videos to our plant teammates who do not have access to our Woodbridge network and email systems.

Listening to our teammates is critical for us in this type of environment. We want to ensure we are addressing your concerns and questions and responding in a timely manner. Here is how we plan to continue to stay connected to all teammates.

- **Leader and HR Support:** Reach out to your leader, if you have any questions, special health, or logistical concerns related to your return to work. Alternatively, you may also reach out to HR for a confidential discussion.
- **Teammate Survey** - For those who are returning to work, we would like to hear your feedback. An online survey will be available from **June 1 to June 5** for our teammates to complete. A survey link will be sent via email to our salaried teammates and texted to our plant teammates. This survey is intended for those teammates in Canada, USA, Brazil, Argentina and Mexico.
- **Email us your questions** – covid19questions@woodbridgegroup.com

Reference our Frequently Asked Questions (FAQs)

SURVEYS

Woodbridge has been pro-active in sharing updates on OneSource and emails and we also want to hear from our teammates. Listening to teammates is proven to help everyone feel more connected with their company and in turn feel more engaged and motivated to do the best work under the current circumstances.

Survey #1 - COVID-19

- Purpose: Designed to ensure our Teammates were aware of the resources available to support them during COVID-19 including resources, Employee Assistance Programs (EAP), and a covid-19 email to submit any questions they may have.
- Timing: Within 30 days of Pandemic being declared
- Audience: All teammates
- Duration: Survey was open for 5 business days.
- Languages: English, Spanish and Portuguese

Survey #2 - Return to Work

- Purpose: In an effort to continue to listen to our Teammate's feedback, we developed an RTW survey to assess the effectiveness of our RTW efforts and protocols.
- Timing: Within 2-3 weeks post RTW timelines
- Audience: All teammates who have been called to RTW in Canada, USA, South America, Mexico, and India.

- Duration: Survey will be open for 5 business days.
- Languages: English, Spanish and Portuguese

COMMUNICATION SCRIPT FOR TEAMMATE CALL BACK

If the facility is unionized, there should be some discussion with the local union to advise as appropriate on the measures we're taking to keep our teammates safe. The request to return to work will be communicated by phone to each teammate. The message below will be the script to follow when communicating that message. The Woodbridge leader who is assigned to call back teammates will initiate the call backs based on the plant schedule provided.

If a teammate cannot be reached by phone, then alternate methods are to be employed (e.g. registered letter, e-mail with confirmation of receipt, etc.). In each instance, the message below is to be used.



Return to Work Script

Standard Messaging for Calling Back Plant Teammates Post Lay-Offs

Hi, this is (Name) calling from Woodbridge to update you on your teammate status. As our government has deemed transportation an essential service, as well as our customers are requiring us to resume our operation. As a result, we have been working hard to ensure our work environment continues to be safe for our teammates returning to work.

We are calling today to confirm that you are able to return to work.

- If Yes, continue to next section
- If No, probe as to the reasons: H&S, Childcare, Someone ill at home, etc. Prior to reporting to work, we are required to complete a COVID-19 Screening Form with you over the phone. I will now cover each question with you:
- If there is opposition, probe the reasons.
- Only teammates who have completed the screening over the phone will be permitted to enter the facility.

Complete the Visitor / Teammate COVID-19 Screening Form over the phone.

- If the teammate answered no to all questions, please proceed to the next section.
- If the teammate answered yes to any of the questions, please consult the Pandemic Toolbox to determine next steps as per the screening guide.
- Thank you for completing this form with me.

I would like to inform you that Woodbridge has taken an overabundance of caution in protecting the health and safety of our teammates during this global pandemic and continue to do so.

There are several rigorous protocols in place to protect our teammates as you come back to work and ongoing in your daily work.

What we have done:

- During our recent closure we have completed a deep cleaning of our facilities and disinfected all common areas.
- Increased availability of hand sanitizes and cleaners to wipe down common areas and surfaces
- We will ensure social distancing during breaks and lunches.
- Our bathrooms and common areas will have an increased frequency in cleaning and sanitization.
- If one of our teammates is feeling unwell or suspects exposure to someone with COVID-19, we have set-up containment rooms and have extremely strict protocols which all our leaders are aware of.
- You will see an increased number of posters promoting the importance of personal hygiene and how to properly socially distance
- You will see regular communication updates from HR and the CEO to ensure you are aware of all our communications.
- You will be asked to keep social distance in entering the facility. Please do not gather when entering and follow site instructions upon arrival.



Before you are admitted to the plant, there are two requirements from a Health and Safety perspective we need you to complete:

1. You must complete the screening form as you answered your questions over the phone and sign.
2. In addition, we will take your temperature using a device that does not involve contact prior to entering the facility. This measure is intended to ensure Teammates do not enter the plant with potential symptoms as a further measure to ensure Teammate safety. Should you have a fever, you will be sent home and can return the next day unless you develop any of the following symptoms (or a combination of these symptoms)
 - a) Fever
 - b) New cough
 - c) Difficulty breathing (for example, struggling for each breath, cannot hold breath for more than 10 seconds)

You may be required to arrive earlier to allow for completion of the screen time. We will advise you as to our plant process.

Please plan to arrive:

Date:

Time:

Looking forward to seeing you soon



HEALTH & WELLNESS



WOODBIDGE®

HEALTH AND WELLNESS RECOMMENDATIONS

The COVID-19 pandemic can be a very stressful time for those dealing with this situation and for those living in self-quarantine. Teammates are encouraged to continue their diligence in this COVID-19 Pandemic. Please continue to exercise good personal hygiene, wash your hands frequently, and continue to practice social distancing.

We understand these are challenging times and want to remind all teammates to leverage our free Employee Assistance Programs should you require any support.

For our teammates in Canada please reach out to Lifeworks (<https://www.lifeworks.com/ca/>)

In the US you can reach out to New Directions (<https://www.ndbh.com/>)

If you work in another location, feel free to visit the New Directions website to access free online resources.



FACILITY SIGNAGE



WOODBIDGE®

SIGNAGE MAP

An additional resource available for facilities is a Signage Map document.

The map provides recommendations on what posters are available, where to post them in the facility and indoor or outdoor considerations.

Sample excerpt from Signage Map is provided below.

	Location to be Placed											
	Parking Lot	Security/ Gatehouse	Shipping & Rec.	Front Visitor Entrance	Emp. Entrance	Reception	High Traffic Hallways	Cafeteria/ Lunch Room	Locker Room	Washroom/ Bathroom	Conf. Rooms	First Aid
This Bathroom is Regularly Disinfected										X		
For Your Safety, This Facility is Regularly Disinfected		X	X	X	X	X	X	X	X	X	X	
This Lunch Room is Regularly Disinfected								X				
These Trays are Regularly Disinfected								X				
Hand Washing Instructions								X	X	X		
Social Distancing Tips	X	X	X	X	X	X	X	X	X	X	X	
Personal Hygiene Tips		X	X	X	X	X	X	X	X	X	X	
Please Practice Social Distancing	X	X	X	X	X	X	X	X	X	X	X	
Temperature Check-Point		X		X	X							
Visitors Temporarily Not Allowed	X	X	X	X		X						
Quarantine Area											X	X
Thank You For Working Safely Today	X	X		X	X	X			X			



EDITABLE SIGNAGE



Click here to download signage.

PRINTING GUIDELINES

Option 1: Poster Size

- Poster size should be 30" x 40" / 76 cm x 100 cm
- Orientation portrait (vertical)
- Material: Foam core

Option 2: Letter Size

Poster size should be 8.5" x 11"

Orientation portrait (vertical)
Material: regular paper