

2020



PLAYBOOK



A NOTE TO ALL READERS:

The information contained in the TEGRA NDNW Playbook represents TEGRA's practices regarding the 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 employees is our number one priority, and it is imperative that you become familiar with and adhere to all information specific to your role and work location. These protocols will be in effective during the pandemic and until further notice.

NEW DAY NEW WAY PLAYBOOK USER'S GUIDE - INTERACTIVE PDF

This document is interactive, allowing you to move through content in a way that enables you to access the information you need quickly. This document also works traditionally, so you are able to view content page-by-page, and it is additionally print-ready, so you can take the Playbook into the field.


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 [blue underlined links](#) to jump directly to a section.

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Dear TEGRA Team:

We are keenly focused on keeping our employees, customers, and suppliers safe while working at our facilities and supporting our business operations. As we continue to navigate this new normal, we have tapped into our global Human Resources, Compliance, Manufacturing Operations, Maintenance & Facilities, Health and Safety and IT leaders, to develop a New Day New Way (“NDNW”) program. This New Day New Way playbook lays out protocols to reopen the manufacturing plants and offices in a safe manner and also raises awareness of new health and safety procedures required by law or regulation. It additionally provides guidance for communication, cross-functional collaboration, operating discipline, and training for managers and employees.

While it is not a one-size-fits-all approach, this playbook includes practical recommendations, based on guidelines from the Centers for Disease Control and the World Health Organization and requirements established by governing bodies in the cities and countries where we operate. Regular updates will be made to the playbook based on real-time feedback and as the legal landscape evolves.

The playbook covers a wide range of topics, including:

- Step-by-step guides for appointing local implementation teams
- Cleaning and disinfection procedures
- Social distancing strategies and recommendations
- On-site health screening
- Protocols for isolating employees who become ill at work
- Plans for communicating and training

This has been a difficult time for everyone, and reestablishing a workplace where employees feel comfortable performing their jobs safely is a multi-faceted challenge. The NDNW Playbook provides general recommendations for use in all TEGRA facilities. Because there may be circumstances unique to a location, there may be some cases in which a TEGRA facility must adapt the recommendations of the Playbook to address that facility’s specific requirements. Such exceptions must be coordinated with the Local Implementation Team and authorized by EXLT leadership. Additionally, all facilities must comply with all applicable laws; if there is a conflict between the recommendations in the NDNW Playbook and applicable law, the facility must follow applicable law.



Local Implementation Team

The Local Implementation Team (LIT) is a cross-functional team lead by the Plant Manager (or relevant EXLT leader for office locations) and is comprised of representatives from the following categories:

Plant Manager/EXLT Office Leader – Site manager who has overall responsibility for the site’s preparedness & response plan, coordinating and aligning with the COVID-19 Crisis Response Team and the NDNW Project Team.

Screening & Social Distancing Lead – Works with the site manager to coordinate implementation of the approved screening processes and social distancing logistics regarding arriving and departing shifts, as well as visitors and contractors. Will further lead implementation of site-specific options regarding social distancing within the plant or office.

Sanitization & Disinfection Lead – Works to manage daily and periodic disinfection logistics, including routine and deep cleaning disinfection processes. Drives continual process improvement and ensures 100% compliance with NDNW Disinfection Protocol, and any approved regional or site variations.

Communication & Training Lead (HR Business Partner) – Works to manage all related communications and trainings, in accordance with Corporate Communications and HR guidelines. Manages the training function across the sites, including employee “Re-boarding” and management and local implementation team training, in accordance with the NDNW Playbook.

PPE & Materials Lead – Works to manage personal protective equipment inventory necessary to implement and sustain the site pandemic response plan. In the US, this role leads direct procurement for the plant/office, or in Central American locations, this role coordinates with Tegra Procurement related to accessing centrally located supplies or leveraging supplies from other Tegra facilities.



Screening Protocol

ON-SITE HEALTH SCREENING PROTOCOL

The On-Site Health Screening Protocol is designed to prevent sick or symptomatic personnel from entering the facilities and decrease the likelihood of employee exposure to the virus.

The protocol applies to (a) All Tegra employees, (b) All staff members of subcontracted services such as Cafeteria, Security, and Janitor personnel, and (c) Visitors, contractors, customers and suppliers. Also refer to the [Visitor/Work Traveler Protocol](#).

The protocol will be executed at the beginning of each shift, day and night, by the Screening & Social Distancing Lead on the Local Implementation Team. The process starts when employee arrives at the work location at the beginning of his/her shift.



On-Site Health Screening Protocol – Central America

Overview of Steps:

1. Self-Screening at home. (Employees are encouraged to self-screen at home and if symptomatic, to not report to work. Instead call the wellness hotline and seek medical care.)
2. Sanitization of hands and shoes
3. Temperature reading
4. On-Site wellness questionnaire
5. Reinforcement of daily self-screening

Resources:

Screening teams will be provided with:

- Thermometer Gun
- Hard copies of Screening Questionnaire (where applicable)
- Board (where applicable)
- Pencil (where applicable)
- Highlighter (where applicable)
- Access to HR system (where applicable)
- Tablet or Laptop (where applicable)
- Appropriate PPE (facemasks and gloves)

Process:

1. Employee arrives at the screening area, located outside of the entrance of the building, and will form in a line, according to the social distancing guidelines. The floor will have marked spots for easy compliance.
 - a. The Screening Team will verify that the employee is wearing his/her face mask, had their hands sanitized, and where applicable, had their shoes sanitized.
 - b. The Screening Team will take employee temperature using a thermometer gun.
 - c. Apply Screening Questionnaire to each Employee (*see Notes below*)
 - i. **Return to Work Screening Questionnaire – CA:** Comprehensive Questionnaire for employees returning for the first time.
 - ii. **Daily Operations Screening Questionnaire – CA:** Simplified Questionnaire to be applied daily to all employees, once they have rejoined the operation.
2. If employee responds YES to any of the critical questions or if body temperature is 37.5 C (99.5 F) or higher, he/she will be directed to follow **Clinic/Triage Process**.



3. If employee responds NO to the critical questions and body temperature is below 37.5 C (99.5 F), he/she will be directed to follow [Clock-In/Clock-Out Protocol](#).
4. A second temperature reading will be taken for all personnel, after lunch break for day shift and after dinner break for night shift.
5. If body temperature is 37.5 C (99.5 F) or higher, the employee will be directed to follow the **Clinic/Triage Process**.
6. If body temperature is below 37.5 C (99.5 F), no further action is required.
7. For temperature reading, please follow country guidelines.

Notes:

1. *Completion of the questionnaire will be done confidentially by Screening Team, using laptop, tablet or hard copy format.*
2. *Employees and the Screening Team members must comply with the [Social Distancing Protocol](#) while conducting screening process.*
3. *Hand gestures such as thumbs-up or thumbs-down are valid to provide a positive or negative response to a question.*



On-Site Health Screening Protocol – US

Resources:

Screening Teams will be provided with:

- Hard copies of Screening Questionnaire
- Board
- Pencil
- Highlighter
- Appropriate PPE (facemasks and gloves)
- Private area for screening. (All information collected from employees will be treated as confidential health information and kept in a secured area, separate from the personnel file.)

Process:

1. Prior to entering the building, employees will form a line, following social distancing guidelines. The ground will have marked spots for easy compliance. (Since the US facilities have fewer employees, there should be limited wait times for screening. If the wait time becomes an issue, staggered start times could be considered.)
2. Employees will be admitted to the screening area individually. The screening area should be located in a private area, office or tent near the facility entrance.
3. The Screening Team will:
 - a. Offer hand sanitizer to each employee
 - b. Maintain appropriate social distancing
 - c. Ensure each employee is wearing his/her PPE face mask
 - d. Apply Wellness Questionnaire to each Employee
 - i. **Return to Work Questionnaire – US:** Comprehensive Wellness Questionnaire for employees returning for the first time.
 - ii. For subsequent arrival dates, a simple confirmation that nothing has changed in the employee’s status from the original questionnaire.
4. If employee responds “YES” to any of the critical questions in the Wellness Questionnaire, he/she will:
 - a. Be advised to leave work and seek medical care. (Referrals to accessible health care providers in the area can be provided if requested).
 - b. Be advised to contact the Wellness Tracker Line so we can stay in touch and get updates on the employee’s status and wellbeing.
5. If employee responds NO to the critical questions, he/she will be directed to follow [Clock-In/Clock-Out Protocol](#).
6. Employees will be encouraged to follow the Daily Self-Screening Protocol at home each day before they depart for work to prevent symptomatic employees from entering the workplace. **Self-Screening Questionnaire for Employees.**



Personal Protective Equipment (PPE)

The Local Implementation Team and specifically the PPE and Materials Lead are responsible for ensuring there are adequate supplies to comply with local regulations and the NDNW Playbook.

Masks



Masks are required PPE for all employees while on company premises to include buses.

Note: N95, FFP2(3), or equivalent protection must be prioritized for use by medical team members as they are more likely to be exposed to employees who are COVID-19 symptomatic.

Gloves



Gloves are required PPE for a very limited number of employees within each facility:

- Medical team members
- Health screeners
- Disinfection team members
- Those with broad exposure to other employees (e.g. cafeteria workers and security guards)

However, the company should provide gloves if mandated by local laws.



Disinfection Protocol

The Sanitation & Disinfection Lead is responsible for ensuring that the General Disinfection Measures are followed and when applicable Deep-Cleaning & Disinfection Measures are implemented to comply with local regulations and the NDNW Playbook.

For US locations, the Sanitation & Disinfection Lead is responsible for identifying an approved external company to carry out the daily cleaning and deep cleaning measures prescribed in this playbook and also ensure the following requirements are met:

- Assign trained personnel to execute the process of cleaning, disinfection, and disposal of waste
- Ensure proper equipment is used and PPE is worn to perform the task
- All necessary authorizations or permits to perform disinfection services and manage any waste generated are in order
- Non-toxic, approved COVID-19 disinfectant chemicals are used. (MSDS sheets for all chemicals should be on file.)
- Note: The following products are effective for disinfection of hard, non-porous surfaces:
 - A 10% diluted bleach solution, an alcohol solution with at least 70% alcohol, and/or an EPA-registered disinfectant for use against COVID19
 - Prepare a 10% diluted bleach solution by doing the following: Mix five tablespoons of bleach per gallon of water. After application, allow 2 minutes of contact time before wiping, or allow to air dry (without wiping)

For Central American locations, Janitors will carry out all cleaning activity following the requirements listed above.

General Disinfection Measures

- Disinfect plant prior to anyone returning to work
- Replace HVAC air filters or clean/disinfect
- Implement the General Disinfection Measures; the cleaning steps outlined in the **Disinfection Frequency Checklist** should be made routinely, based on frequency mentioned to disinfect workplace surfaces, chairs, tables, etc. and protect employees

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



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

- Tools
- Workstations and equipment
- Screens on Plant Floors
- Restrooms
- Cafeteria
- Lockers
- Common surface areas such as handles, doorknobs, light switches or other surfaces in high traffic areas
- Computer screens and keyboards

Along with these workplace disinfection activities, proper personal sanitary practices including washing hands after bathroom use are also necessary.

Disinfection of cars, motorcycles, and bikes will be performed by the Free Zone Administration for CA facilities where applicable.

Deep-Cleaning and Disinfection Measures

Deep-cleaning is triggered when an active employee is identified as testing positive for COVID-19. Sites may opt to have a deep cleaning performed for presumed cases, at their discretion.

Deep cleaning should be performed as soon after the confirmation of a positive test as practical. If a delay is proposed, the site should take steps to disinfect potentially impacted common surfaces during the interim period. The scope of deep cleaning is presumed to be any area the infected employee may have been.

The Sanitation & Disinfection Lead will coordinate and supervise the cleaning and disinfection process. They will ensure that:

- There is a specific plan and strategy to clean all machinery/equipment, common areas, offices, and any typical areas where employees interact
- Only authorized people can access the site 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 employees are made aware that the work areas have been disinfected

Note: For the company's purpose, deep cleaning is defined as a more comprehensive cleaning using advanced technologies and more aggressive cleaning solutions.



Transportation Protocol

Tegra employees rely on multiple modes of transportation to safely commute to and from production and distribution facilities. COVID 19 presents a particularly challenging problem with public modes of transportation due to the historical density of riders on buses and commercial vehicles and will require special protocols to ensure all reasonable safeguards are implemented and sustained.

For United States, El Salvador and Nicaragua Facilities, there is no company procured transportation therefore all bus riders who use public transportation should follow published transportation protocols prescribed by local authorities. Employees are encouraged to wear masks, conduct social distancing, and utilize hand sanitizer prior to and after the completion of the bus route.

In Honduras, employees predominately utilize privately owned bus transportation with densely populated buses, which are highly conducive to the spread of COVID-19 if operated using historical processes. Special procedures will be put in place for the locations in Honduras as outlined below.

Tegra will provide safe transportation utilizing bus companies in strict compliance with prescribed sanitation measures required by the NDNW Playbook. Tegra Director of Compliance for Central America will ensure all safety protocols contained in the appendices are adequately communicated and understood and agreed to by the senior transportation representative. The bus operators, bus capacity, and Tegra Liaison employees are listed in the **Bus Driver List**.

Preparations prior to the first day employees return include:

1. All Associates will be provided a mask to be utilized while on the bus and in the production facilities. These masks shall be made available and expectations for the utilization of masks shall be communicated to employees prior to the first pickup. Bus drivers will be provided with a supply of masks on the bus in case an employee is not prepared to board to the bus.
2. Employees shall receive a communication prior to first day on procedures and expectations. Communication between the transportation lead and the bus company operators shall occur daily after the commencement of operations until all procedures are properly implemented and sustained. The Transportation Lead shall regularly audit with the Health and Safety Committee members the proper execution of the checklists and Employee adherence to the policies. A rehearsal of the employee pickup process with trained safety members shall be conducted to identify any potential seams in communication or procedural controls.
3. Coordinators have been designated to be a liaison between each bus company and will facilitate communications and requirements throughout the operation.
4. Additional buses to meet the capacity needs of the '1 employee per seat' requirement will be negotiated and contracted in advance.



Phases of protocol

The transportation operation will be conducted in 4 Phases. *Pre-embarkation, Embarkation, Transportation, and Disembarkation.*

Pre-embarkation Phase:

Employees must not use buses if they suspect they are sick or if they have symptoms such as fever, cough, shortness of breath or have been in contact in the past 7 days with other people confirmed sick of any respiratory disease.

1. Bus will be sanitized in accordance with the bus sanitization protocols in the **Bus Transportation Sanitation Checklist** and **Verificación de Sanitización para Buses**. All steps must be implemented before any rider embarks riding to the facility prior to the start of shift and prior to embarking at the end of the shift for the transport to home locations.
2. Masks shall be worn by all Employees while on Tegra procured buses. The bus driver will ensure that all riders have appropriate PPE and shall provide a mask for those individuals who do not possess them.
3. All employees will utilize hand sanitizer prior to entering the bus and minimize touching surfaces as they are entering and proceeding to their seats.

Embarkation Phase:

1. All Employees will enter the bus and fill in from the rear seats of the bus first. This will ensure minimal side to side contact is made between employees.
2. Each seat on the bus will contain no more than 1 employee. This will provide maximum possible distancing while being transported on the bus.

Transportation Phase:

1. Employees will utilize proper social distancing guidelines such as refraining from touching, coughing into arm if necessary, and avoiding speaking too closely.
2. Employees will minimize touching or holding surfaces to the greatest extent possible and avoid standing or movement throughout the bus to prevent side to side contact.

Disembarkation Phase:

1. Employees will disembark from the front to the back to avoid side to side contact and will initiate 2m (6 ft) distance separation when debarking from the bus and proceed to the screening process at the entrance of the facility.
2. Upon completion of the disembarkation phase, bus drivers will exit the arrival and screening areas to make space for follow on buses.

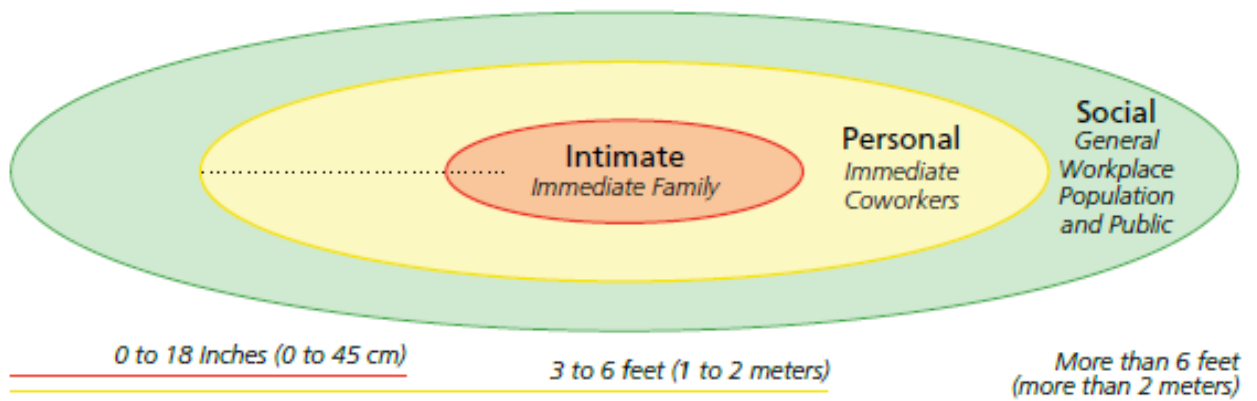


Social Distancing Protocol

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

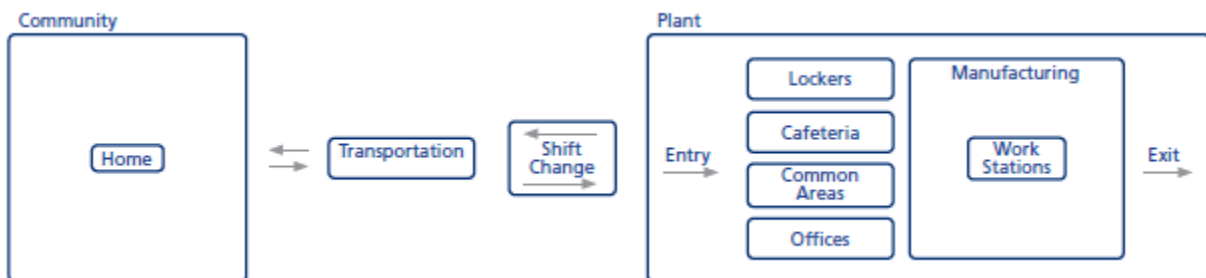
In practice this means:

- Staying 1 to 2 meters (3 to 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: Tegra should not allow any meeting of greater than 10 people 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.





Clock-In/Clock-Out Protocol

Shift 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 plants and add a gap of time in between each designated time.

Recommended Protocols:

- After screening, employees are to enter and exit at the designated entrances and exits only – these locations will be easily identified and posted.
- Plants should implement a staggered shift schedule depending on that site's needs.
- End of shift times should be scheduled to release the employees in the order they arrived.
- Supervise shift changes to avoid gathering when entering and exiting the facility.
- Advise employees to remain in their cars until their scheduled window of start time.
- Ensure 1 to 2 meters (3 to 6 feet) of space between each person while employees wait to clock in/clock out.
- Consider whether you have the ability to prop doors open at shift change to minimize door handle touching or to install toe kicks on the doors?
- Time clock must be wiped off each time it is touched by an employee unless employee's hands are sanitized both before and after clock-in/clock-out.
- Purchase additional tablets and/or badge scanning guns to expedite clock-in/clock-out process. Scanning guns facilitate "touchless" process.



Social Distancing During Breaks and Lunch

Management of employee breaks and lunch breaks to provide social distancing and proper hygiene is necessary. Start and end times should be staggered, and max occupancy enforced.

Seating and Capacity

- Count the number of allowable seats in break rooms and cafeterias considering the social distance of 1.2m to 1.8m (4 ft to 6 ft).
- Limit and/or space chairs appropriately.
- You may have to devise additional seating areas, such as tents outside of the facility.
- Stagger lunch shifts as needed.
- Place signage on table to ensure proper social distancing in each seat.
- Post capacity of the cafeteria and break room.
- Assign an auditor to check that occupancy and guidelines are being followed.
- Remind employees not to arrive early to break.
- Consider allowing employees to sit only on one side of table or add a separation screen to allow employees to sit in front of each other, as shown on the image below:



Cleanliness and Sanitation

- Provide enough supplies for employees to clean up after themselves. Ex: wiping down tables, etc.
- Encourage hand sanitizing before and after lunch and breaks.



Food Storage

- Consider adding additional refrigerators and/or shelves to accommodate additional bags if you are limiting locker access.

Plants with full-service Cafeterias

- Do not allow any self-service in full cafeteria setting.
- Mark floors to provide guidance of appropriate social distancing.
- Use outside pavilions.
- Look for options to increase the number of seating.
- Remove handrails, such as those used for the buffet line to avoid high contact surfaces.
- Evaluate the need to add hand washing stations in cafeteria.
- Evaluate the need to add food heaters and microwaves and define if food can be heated ahead of time and be ready for employees.

Bathroom usage during the workday and at break times

Increase cleaning intervals to ensure clean environment at all times. Make sure social distancing is maintained, and max occupancy is enforced.



Social Distancing for Locker Room

Recommended Protocols:

- Temporarily suspend the use of lockers.
 - Provide or allow employees to enter with a small bag for personal effects and cell phone.
 - Communicate and enforce cell-phone usage policy.

Additional Options

- Limit access only to employees who require a locker as a matter of health and safety and/or other specific needs. Employee must have management approval.
- Use shelves in lunchroom for lunch boxes.



Social Distancing in Common Areas

Recommended Protocols:

- Increase cleaning intervals to ensure clean environment at all times.
- Ensure social distancing is maintained.
- Avoid non-essential gatherings.
- Encourage employees to keep a safe distance when walking in aisles, ideally in one direction only.
- Encourage use of the Tegra greeting to eliminate contact with others, such as handshakes or embracing coworkers.

ATM – preparation

- Separate each ATM, by panels (acrylic, plywood).
- Install post and chain barriers to keep lines separated.
- Use bulletin-boards to communicate the importance of social distancing.
- Mark floors to provide guidance of appropriate social distancing.
- Install dispensers with hand sanitizer in front of each ATM and verify they remain stocked.
- Periodically clean and sanitize each ATM (at least 3 times a day).
- Allow only 7 people per row.*
** Note: Applies to SAC and 27th St., in the case of Barón, 4 people per row*
- Limit to one transaction per person, to avoid prolonged time.



Social Distancing in Offices and Meeting Rooms

- Office work should be organized to ensure social distancing to keep separation of employees within the social distancing guidelines.
- Avoid face to face desk layouts.

Recommended Protocols:

- When social distancing guidelines cannot be met, cubicles should have dividers.
- Meeting rooms should be organized to follow safe distance guidelines posting the max capacity and leaving in place the exact number of chairs needed.
- Communicate similar messages and arrange meetings over two or three shifts when possible to help reduce the number of people gathering at any given point in time.
- Interaction to exchange information or quick meetings on the office floor space should follow the social distancing guidelines.
- Remote work or WFH may be permitted when feasible or when mandated by the government.
- Meetings are to be scheduled only if business critical.
- Virtual meetings are highly recommended even if the attendees are in the same building.
- Ideally production floor meetings must be avoided unless social distancing can be applied.

Self-cleaning of the workspace is encouraged multiple times during the day. Special attention should be given to the most used surfaces such keyboards, monitors, chair armrests, desks, and cubicle dividers.



Social Distancing in Manufacturing

Recommended Protocols:

- Maintain a social distance of 1.2m to 1.8m (4 ft to 6 ft) throughout the manufacturing process and operations.
- Social distancing requirements by country:
Honduras: 1.2m (4 ft)
El Salvador: 1.5m (5 ft)
USA: 1.8m (6 ft)
- Where guidelines cannot be met due to workplace design, one or more mitigation strategies need to be implemented including physical barriers as appropriate.

Workstations:

- Workstations should be arranged to allow separation of 1.2m to 1.8m (4 ft to 6 ft) in all directions.
- Where equipment configuration prevents guidelines from being met, physical barriers should be implemented.
- Physical barriers should be cleaned at shift change by the employee.
- Employees should be provided cleaning supplies. Scheduled disinfections of every workstation should be performed at the beginning of the shift as well as every time the employee leaves their workstation.
- Employees must wash hands thoroughly with soap and water or utilize hand sanitizer several times during the work hours.
- Production meetings will be suspended unless social distancing can be applied.



Screen Printing

Equipment configuration prevents guidelines from being met, therefore, physical barriers must be installed between loaders/unloaders as well as catchers in the dryer area. See Figure 1 and Figure 2.

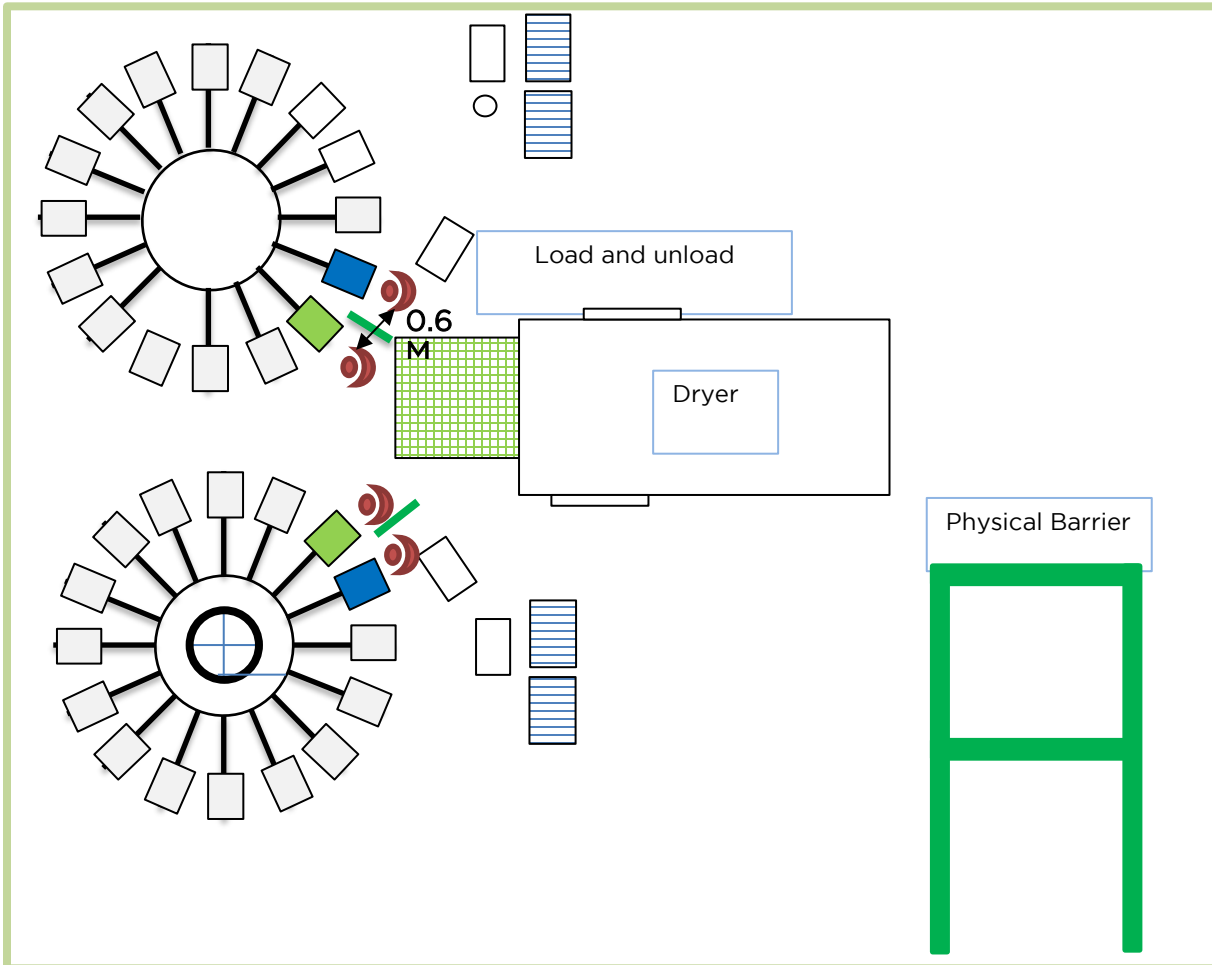


Figure 1

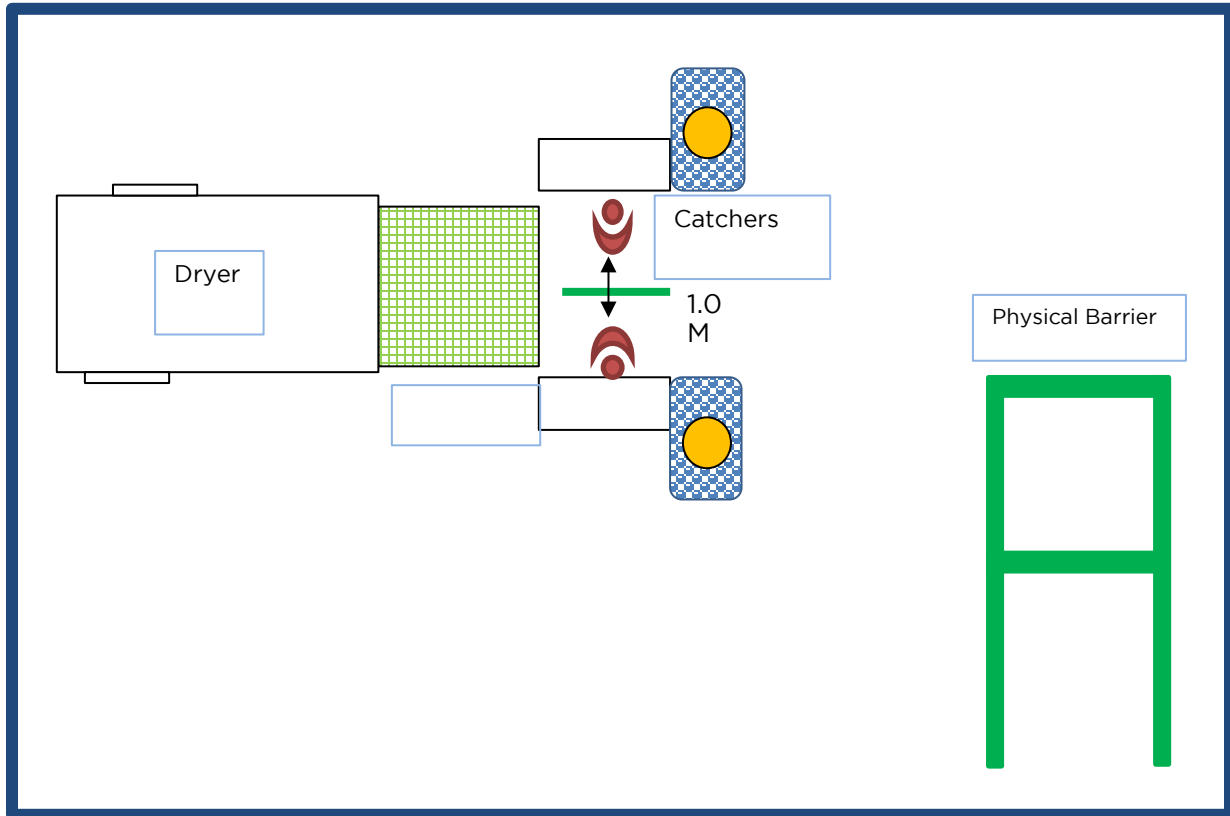


Figure 2



Pre-press area



Pre-press area

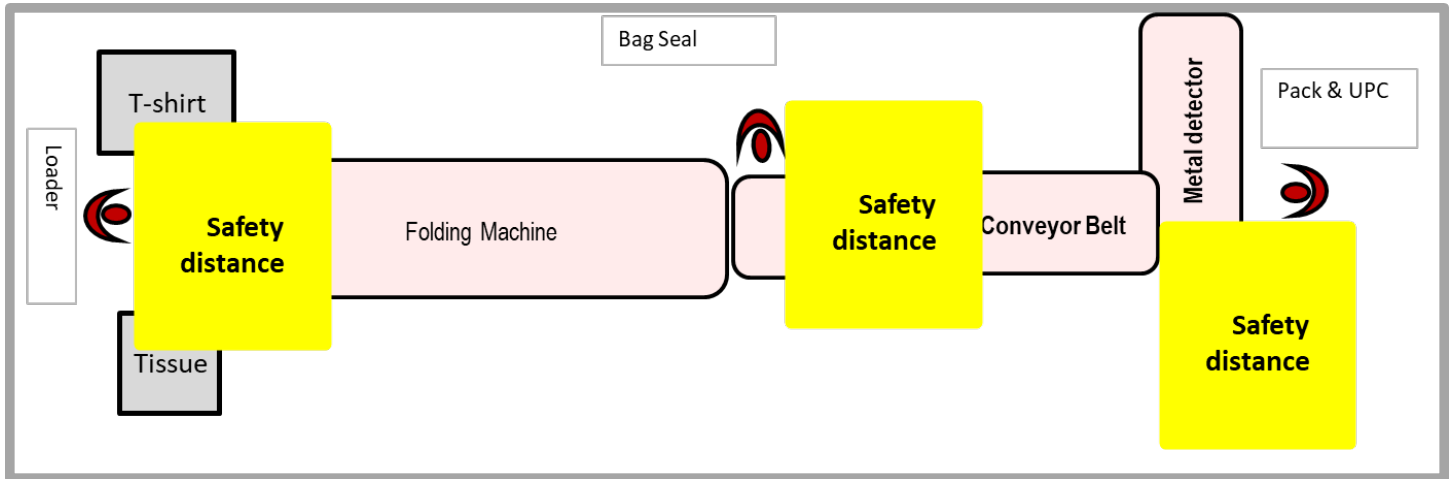


- Due to the different layouts and configurations of each area, managers should analyze their respective facilities and follow social distancing guidelines of 1.2m to 1.8m (4 ft to 6 ft).
- Staff should work side by side or facing away from each other rather than face-to-face if possible.
- Physical barriers should be cleaned at shift change by employee.
- Employees should be provided cleaning supplies. Scheduled disinfections of every workstation should be performed at the beginning of the shift as well as every time the employee leaves their workstation.
- Employees must wash their hands thoroughly with soap and water or utilize hand sanitizer several times during work hours.

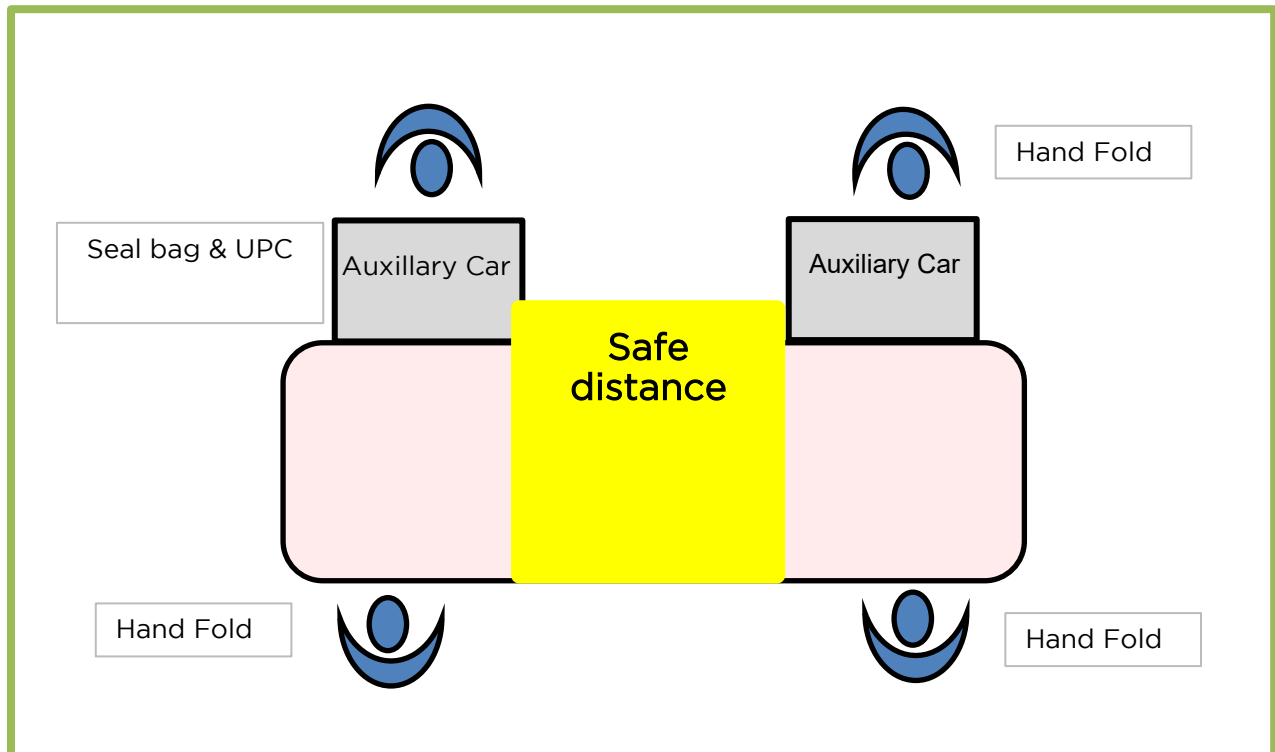


Packaging/VAS area

- Workstations should be designed to allow for a social distance of 1.2m to 1.8m (4 ft to 6 ft).
- Where equipment configuration prevents guidelines from being met, physical barriers and/or PPE should be implemented.



Automatic packaging - Figure 1



Manual Packaging - Figure 2



Sewing Recommendations

Where a minimum distance cannot be maintained due to workplace design, physical barriers should be implemented.

Decotex

Current Footprint at Decotex allows for 1.5 m (5 ft) social distancing in every direction with the current capacity, however it will restrict additional growth (20% loss over max footprint capacity).

Summary

- Physical barriers should be cleaned at shift change.
- Employees should be provided cleaning supplies. Scheduled disinfections of every workstation should be performed at the beginning of the shift as well as every time the employee leaves their workstation.
- Employees must wash their hands thoroughly with soap and water or utilize hand sanitizer several times during work hours.
- Production meetings will be suspended unless social distancing requirements can be applied.



Indirect Labor Guidelines

- Instructors will take other activities to avoid close contact with the sewing operators.
- Material handlers will not be affected since they move using the main aisles.
- Supervisors will not be allowed to walk between the lines. They will operate using the main aisles.
- Audit stations will be placed outside the lines to make sure social distancing requirements are met.



Work from Home (WFH) Protocol for Office Locations

Each office location (Atlanta, Charlotte, and administrative areas in factory locations) will determine WFH options for that location, balancing the needs of the business and the desire to minimize the number of people in the office to minimize the risk of exposure. The EXLT leader for each location will work with HR to set the protocol for each office, considering the following options.

- Allowing certain roles to WFH on a part time basis based on job responsibilities and the level of position. (i.e., offering WFH options 1-4 days per week).
- Non-exempt, hourly roles should WFH on a limited basis given practical challenge of supervising such roles and having proper oversight of hours worked. If an hourly employee is working from home, the supervisor is responsible for making sure that all hours worked are properly recorded.
- Consider developing a WFH rotation schedule (e.g., Team A is onsite on Monday, Tuesday, and Wednesday; Team B is onsite Thursday and Friday).
- Partner with IT to ensure WFH employees have the appropriate technology and equipment needed.
- Provide WFH employees the new **Temporary Telecommuting Policy** and **Temporary Telecommuting Agreement**. Signed agreements should be forwarded to the appropriate facility Human Resources Representative.
- All WFH assignments should be temporary in nature and should be re-evaluated every 3 months to determine whether there is a continuing need to WFH and whether the needs of the department are being met.
- WFH assignments are not a substitute for full-time childcare beyond the time of the immediate crisis.



Visitor/Work Traveler Process

Work travel by Tegra employees must be preapproved by an EXLT member prior to scheduling. In addition, the site EXLT leader must approve the need to travel to a manufacturing facility and consent to the business visit by a Tegra employee. Once approved, the Tegra employee must follow all employee safety and screening guidelines for the relevant facility.

In addition, outside visitors, customers, suppliers, vendors and contractors must have site EXLT approval prior to visiting a Tegra location. The Tegra employee host should obtain the site EXLT approval before he/she coordinates the visit. Once approved, all visitors must follow all NDNW safety guidelines.

Visitor and Contractor Protocol:

- The safety of our employees, suppliers, customers, contractors, and visitors remain Tegra's overriding priority. Where possible meetings should take place virtually going forward, to ensure protection of both employees and visitors and to avoid the need to travel.
- Where travel to a Tegra location is necessary, visitors should first fill out a **Screening Questionnaire for Visitors** when first seeking EXLT approval and prior to entering the facility.

[Note - Entry to the facility will be denied if there has been a "YES" response to the COVID-19 Self-Screening Form. If "Yes" is checked for any response, please ask the visitor to leave the premises, notifying appropriate site personnel to disinfect any common surfaces touched by the visitor and advising HR of the incident]

- Then, visitors should go through the Employee Screening process as set forth in this document. (For visitors in Central America, they will also be asked to go through the employee sanitation process prior to screening.)
- Finally, once screening is complete, visitors should receive the NDNW safety orientation, so they are aware of all safety and social distancing protocols.
- If a visitor fails to comply with Tegra's request to follow the NDNW safety protocols, he or she will be asked to leave the facility.
- Visitors should wear the appropriate PPE at all times.

Host Instructions for Visitors and Contractors:

- The Tegra host is responsible for visitors and contractors for the entirety of their time at the facility. The host should escort visitors at all times.
- The Tegra host should help visitors and contractors limit exposure to employees to the extent feasible, by:
 - Ensuring visitors/contractors take a direct route to meeting or work areas and do not unnecessarily interact with employees.
 - Instructing visitors to adhere to our social distancing guidelines.
 - Practicing expected hygiene regarding washing hands and covering coughs/sneezes, pointing out or providing company guidance on this topic.
- Use dedicated visitor meeting rooms where possible, which should have common surfaces disinfected between uses.



Labor Relations Alignment

For Unionized plants, communication, partnership, and alignment with the union leaders will help ensure that the protocols will be followed, and employees stay healthy and safe.

Details:

- Develop a cadence of conversations with Union Leadership to inform them of the plans in place and seek their input and suggestions.
- Union concerns about adherence to NDNW protocols are a priority and should be addressed promptly. These issues should be recorded in the weekly grievance meeting log.
- If possible, involve Union Leadership and assign them to the Local Implementation Team as appropriate.



Training

It is very important that ALL employees understand the safety requirements, protocols, and expectations to ensure everyone and their communities stay safe and prevent the spread of COVID-19.

We structured this training plan to effectively disseminate this information to the site's various teams and audiences.

Pre-Return to Work Training

The Communication and Training leader for the LIT will develop a plan to deliver the Pre-Return to Work training to relevant managers and administrative employees for each location. This training should be presented (virtual or onsite) immediately upon or prior to return to work to ensure understanding and preparedness in alignment with the playbook.

- The Communications and Training leader for the location will take the **standard training presentation (US) or (CA)** and customize it as needed for the location
- He or she will also host training for the ELT, middle management, and support staff, to review and ensure understanding of the NDNW Playbook

First-Day Re-Boarding

The Communication and Training leader will also develop a plan to deliver the **First-Day Re-Boarding training (US) or (CA)** to plant production staff, including the following actions/steps:

- Deliver first-day re-boarding training for all production staff following the employee screening protocol and social distancing protocols. This training may need to be staggered to accommodate staggered start times
- Document attendance for all training and obtain employee acknowledgments
- Deliver training for employees working from home, if applicable
- Deliver training specific to certain job functions as needed
- Deliver training to visitors on their first day as the need arises
- All training topics can be reinforced with signage in the plants
- For unionized facilities, work with the Union for ongoing support and feedback on training content