



STOP THE SPREAD OF GERMS

COVID-19

Facility Restart Protocol

Keeping Our People Safe



“WELCOME BACK” to the facility after several long weeks!

Our management team here at the facility have gone through great strides to ensure that your health and safety are at the forefront. While conducting our workforce assessment to ensure that we have all the safety protocols in place that not only have been mandated by Hubbell, but the Centers for Disease Control we had your well-being in mind.

I encourage you to thoroughly read the information provided in this packet as there have been changes in policies and practices since you were last in the facility. In addition, signage has been placed throughout the facility reminding you to practice social distancing of 6 feet, maximum occupancy of areas such as conference rooms, restrooms, and break areas. Whiteboards and water fountains with the exception of the refillable stations have also been decommissioned.

If there are areas of concern or feedback that you would like to provide regarding the protocols, please feel free to reach out to our Operations Manager, Jason Nguyen, EH&S Manager Hassan Nunn, or myself with any questions or concerns that you may have.

Sincerely,

Ramonica

Ramonica H. Emerson

Human Resources Business Partner

What We Did to Prepare



Ongoing Cleaning and Disinfecting

Cleaning crews will clean and disinfect all touch surfaces at least once a day. A deep cleaning of the facility occurred prior to your return.



Promoting Social Distancing

We have closed off any smaller conference rooms that do not enable proper social distancing.



Redesigning Mealtime Protocols

In sites with cafeterias, the cafeterias have been redesigned to promote social distancing and services will be limited to mostly grab-and-go items. Also, cash will not be accepted for payment, so be sure you have your card or your phone.



Limiting Visitors

We are limiting visitors to the building to deliveries, cleaning crews and other essential staff.



Keeping Doors Open

Wherever possible, we are keeping doors open to limit contact with surfaces.

What We Need You to Do



Maintain Social Distancing

Stay 6 feet / 2 meters apart at all times and in all areas of the building.

Limit the number of people in conference rooms to ensure a safe distance.



Wear a Face Mask

Face masks are mandatory at all times except when eating or when in enclosed offices alone.



Keep Areas Clean

Wipe down any personal touch surfaces at least twice a day (phone, keyboard, monitors, desk, chairs).

Wipe down any common touch surfaces each time you use them (coffee pots, microwave, sinks, refrigerator).



Follow New Meal Protocols

No more eating in kitchenettes; but you CAN now eat in your office or at your desk.

Maintain proper social distancing and small groups if eating in the cafeteria.



Wash Your Hands!

As always, wash your hands for at least 20 seconds.

Stop the Spread of Germs

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



Stay at least 6 feet
(about 2 arms' length)
from other people.



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



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



Do not touch your
eyes, nose, and mouth.



Clean and disinfect
frequently touched
objects and surfaces.



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



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



cdc.gov/coronavirus

Temperature Screenings

In accordance with CDC guidance, the Company has asked that all employees reporting to work at essential worksites take their temperature at home before reporting to work daily.

Sites may also consider implementing a mandatory on-site temperature screening program requiring the screening of employees before the start of their shift in accordance with these guidelines. Sites implementing on-site screenings should continue to follow the above recommendations to have employees take their own temperature before coming into work. Employees reporting an at-home temperature constituting a fever should not be required to report to work to verify their temperature.

Facilities should reference the [Body Temperature Screening Guidelines](#) document in the Designated Leads Team for specific details around this requirement.

Hubbell is not requiring that worksites implement an on-site screening protocol at this time, unless mandated by federal, state or local requirements, however, all sites that intend to implement on-site screening are required to follow these Guidelines.

Masks/Facial Coverings

Employees, contractors and visitors shall be required to wear masks or cloth facial coverings at all Hubbell facilities. Visitors should be informed of this requirement when visiting Hubbell properties.

Masks/face coverings must closely cover the entire nose and mouth, and be made of breathable fabric such as cotton. Masks/face coverings must be worn at work at all times with the following limited exceptions:

- Employees that are unable to wear a mask/face covering for medical reasons are exempt from the requirement.
- Employees may remove their mask or face coverings when on a break to eat or drink. Employees are required to maintain social distance (6 feet separation) from each other during these break times.
- Employees that work alone in segregated, enclosed spaces (i.e. private offices, labs with closed doors, etc.), may remove their masks when they arrive at their enclosed work station.
 - Note that these workers must wear a mask or face covering from the time they enter the building until the time they arrive in their enclosed workstation and at any time they are leaving their enclosed workstation and moving around common areas or at any time more than one person enters their enclosed workspace .
- Wearing of masks is not required in outdoor workspaces where employees are not working within six feet of other employees.
 - Employees working in outdoor spaces must keep a mask on them to wear at any times they are interfacing with other employees or members of the public.

Employees working in congregate settings (i.e. open manufacturing floors, warehouses, areas open to the public, shared offices, cubicles, etc.), must wear a face covering when they are at their workstation.

Masks/Facial Coverings

Masks/facial coverings are required when employees are handling material/products that will be passed on to other employees to handle or shipped to customers.

The Company will supply masks that can be provided to Hubbell employees and visitors. Employees may also continue wear their own masks from home, whether surgical, N95, homemade, or bandanas (bandanas and homemade must not extend below the chin). ([Hubbell Instructional Video](#)).

Please note that if employees are bringing in N95 masks from home, they must meet medical screening requirements as identified by OSHA or sign a voluntary use form in order to use them. The site EHS professional can assist in meeting those requirements.

Locations requiring an exception to this policy should submit an inquiry regarding the proposed exception to CoronavirusQuestions@hubbell.com. Any exceptions to this policy will require Steering Committee approval. Any approved exceptions will be added to this policy.

SAFETY ALERT

Medical Waste Awareness & Disposal

Industrial Division

Method of Compliance:

Universal precautions shall be observed to prevent contact with blood, other potentially infectious materials, or disease. Universal precautions refer to approaches to infection control in which all human blood and certain human body fluids are treated as if known to be infectious for disease or other bloodborne pathogens.

This approach recognizes that there is no practical way to determine the health status of all people who may be sources of disease.

Medical Waste Disposal Actions:

- Strategically place Biohazard waste satellite containers across manufacturing floor and warehouses.
- Only place medical waste in the Biohazard containers. General trash shall be managed separate from medical waste, in the appropriate waste receptacle.
- If necessary, satellite containers can be transferred into a larger, lined 55-gallon Biohazard waste container for waste shipment and disposal.
- Warning labels shall be affixed to Biohazard and medical waste containers.
- Biohazard waste accumulation shall be picked up monthly or as near to 30 days as practical and stored in the Biohazard waste accumulation holding area until picked up by an outside solid waste vendor.
- Only use solid waste vendors which are licensed and permitted to handle, transport and accept the medical waste regulated by your state.
- All working surfaces shall be cleaned with appropriate OSHA approved disinfectant after each contamination of potentially infectious materials and at the end of each shift.



Additional Controls to help manage COVID-19 risks

- Reference Blood Borne Pathogens work instruction found in the EH&S manual on the WIRE
- Wastes generated in response to cleaning and disinfecting of suspected or confirmed COVID-19 cases, and disposable face masks must be managed as medical waste
- Waste generated during routine facility cleaning and disinfection including sanitizing wipes used to clean surfaces not suspected of containing COVID-19 virus are allowed to be managed as regular trash
- Recommended face coverings must closely cover the entire nose and mouth, and be made of breathable fabric such as cotton
- Face coverings, including surgical masks and home-made coverings, should be kept clean, marked with user name, and when not in use, securely stored in a clean bag



Important Information About Your Cloth Face Coverings

Print Resources Web Page: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html>

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19. In the context of community transmission, CDC recommends that you:



**Stay at home
as much as
possible**



**Practice social
distancing
(remaining at
least 6 feet away
from others)**



**Clean your
hands often**



In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don't have any symptoms. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

How cloth face coverings work

Cloth face coverings may prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people may spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering may protect others around you. Face coverings worn by others may protect you from getting the virus from people carrying the virus.



General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping



Wash your cloth face covering after each use in the washing machine or by hand using a bleach solution. Allow it to completely dry.

For more information, go to: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html>



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[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

People – Cleaning Practices

Workstation Cleaning

Employees are required to clean their work area regularly (at least 4 times per shift). Cleanings should occur at regular intervals, starting with a cleaning at the beginning of the shift and finishing with a final cleaning at the end of the shift.

For personal office work areas such as cubicles or individual offices that provide at least 2m/6ft distance between employees, cleanings are required at least twice per shift (once at shift beginning and once after lunch).

Shared workstations are discouraged. If unavoidable, changeovers to another person require cleaning before and after.

Cleaning After Eating

Employees or cleaners should clean after eating in cafeteria eating areas.

Whiteboards

Whiteboards in conference rooms should not be used. Whiteboards should be removed/restricted and markers should be removed.

Communication to Employees Modified Extension of EPL

- Over two months ago we implemented the COVID-19 Emergency Leave Policy to support our employees and their families.
- Many of our employees have used the leave offered under the policy, and we hope that it has made this difficult time easier.
- Now, as our Country begins to reopen, we are again extending the policy, but with some revisions that reflect where we currently stand in this journey.
- The below changes will go into effect on June 1st, and the policy, as modified will remain in effect through June 30th.
- Paid leave will continue to be available for **only** the following reasons:
 1. Company or government imposed self-quarantine and/or site closure;
 2. Confirmed COVID diagnosis of employee or household member; or
 3. Employees with heightened medical risk (as confirmed by a doctor's note)
- Absences will continue to be excused only for:
 1. Any of the above three reasons for which paid leave is available and for employees that have exhausted their paid time but are absent for one of these reasons; or
 2. For employees who are experiencing a fever or other COVID symptoms and who seek a medical opinion or test related to such symptoms.
- These changes mean that employees will no longer be able to use unpaid emergency leave due to childcare concerns or on the basis that they do not feel comfortable coming into work.
 - o These changes were thought through and we feel are appropriate at this time as we have put in place additional safety measures in our workplaces to protect the health and safety of our employees.
 - o Similarly, during the early days of this crisis when schools were suddenly closed, many of our employees were understandably caught off guard with respect to childcare.
 - o Now that we are several weeks into school closures, and with summer soon approaching, we expect there has been time to make alternate childcare arrangements, and the urgent need for childcare leave has changed.
- We are immeasurably proud of the work our employees have done to support our business, our community and country through this difficult period and are pleased to be able to continue to ensure that emergency leave is available as we transition into this next phase.