

# COVID-19 Return-to-Work Guide

A handbook for Adient employees,  
managers and business partners

April 2020



# DISCLAIMER

The information in this document may not be applicable to all businesses or places of work. The information was developed based on information known at the time it was drafted and is subject to change with or without notice.

Adient is not responsible for liability of any kind arising from the use or inability to use information contained in this document. Use of the information contained in this document is solely at your own risk. Adient strongly recommends that you consult with legal counsel as appropriate before information in the document is used.

This is a living document that will change over time as the COVID-19 pandemic evolves — there will be future iterations as the situation continues and the pandemic eventually declines. The future direction for this living document will be based on the advice of outside experts, public health authorities, and the ideas and suggestions of our Adient team members and may vary by region. If at some point these actions are no longer necessary or change, some or all of these protocols may change or be eliminated. Protocols may vary by country.



# LETTER FROM THE CEO

**Dear Adient Colleagues,**

As 2020 began, we looked forward to a new year and new opportunities. We could not have imagined then how our lives — both personally and professionally — would be altered by the COVID-19 pandemic.

Despite the challenging environment we have operated in these last few months, we have all adjusted to new ways of working. Thank you for remaining engaged and accessible during this time. Your flexibility and dedication are what allow us to emerge from this crisis ready to get back to business quickly.

Providing employees with a safe workplace has always been our top priority at Adient. As you return to work, you'll see that we have made changes to certain health and safety procedures based on recommended best practices from global health agencies. These are outlined in this guide, which includes our employee well-being policy, virus prevention practices, cleaning checklists and schedules, and our communication plans.

Please familiarize yourself with these guidelines before returning to work. We will continually update this document to reflect changes in procedures and introduce new recommended practices as they become available. Your manager will share more detailed information specific to your facility and will be available to answer any questions.

While we adapt to this “new normal,” what hasn't changed is our commitment to remaining a world-class partner to our customers. Our Driving Forward guiding principles — Customers, People, Quality, Community and Financial Discipline — remain constant. Following the procedures outlined here and focusing on these principles will be key to our continued success.

Thank you for your support. May you and your families stay safe.

Sincerely,



**Doug Del Grosso**

President and CEO



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# INTRODUCTION

## Novel coronavirus COVID-19: Preventative and response actions for Adient locations

We all have a key role to play in ensuring the health and safety of our employees, avoiding the further spreading of the virus, and preventing any disruptions to our supply chain. This guidance is a living document that shall provide you with information about the virus and outline what is expected from you during this exceptional period.

Adient complies with all applicable laws in conducting its operations. To the extent anything in this guide conflicts with applicable local laws, those laws govern and Adient facilities must comply with such laws.

As a living document, there will be future iterations which will change as the pandemic continues and eventually declines to reflect our changing organizational needs. Future direction for this living document will be based on the advice of outside experts, public health authorities, and the ideas and suggestions of our Adient team members. If at some point these actions are no longer necessary or change, some or all of these protocols may change or be eliminated. Protocols may vary by country.

## What is COVID-19?

Coronaviruses are a large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as the Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes COVID-19.

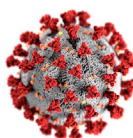
## What are the symptoms?

The most common symptoms of COVID-19 are fever, tiredness, and dry cough. Some patients may have aches and pains, nasal congestion, sore throat or diarrhea. Symptoms are usually mild and begin gradually. Some people become infected but don't develop any symptoms and don't feel unwell. Around 1 out of every 6 infected persons becomes seriously ill.

## How does it spread?

The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales droplets. People can catch COVID-19 if they breathe in droplets from an infected person or touch infected surfaces and then touch eyes, nose, mouth.

Source: [www.who.int](http://www.who.int)



## EMPLOYEE RESPONSIBILITIES

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- General Requirements
- Well-being Policy
- COVID-19 Response Team



## GENERAL REQUIREMENTS

Our collective success in the execution of a few key responsibilities is perhaps the single biggest driver in sustaining the well-being of our team, their families and our communities. Adient employees are expected to follow Adient's standards regarding basic hygiene, COVID-19 related personal protective equipment (PPE), and social distancing.

### Compliance with basic hygiene standards



- > Clean hands with an alcohol-based hand rub or soap and water.
- > Avoid touching your eyes, nose and mouth.
- > Cover your mouth and nose with your bent elbow or a tissue when coughing or sneezing.

### Compliance with COVID-19-related PPE requirements



- > Wear a face covering/mask when working in Adient environments when directed by management.
- > Ensure you properly care for, handle and dispose of PPE to minimize risk to yourself and those around you.
- > Face shields will be made available as optional equipment for those who choose to wear them.

### Compliance with social distancing guidelines

Ensure you understand and comply with social distancing standards in place at your work location. This includes but is not limited to:



- > Striving to maintain 2 meters (6 feet) of physical distance between yourself and others.
- > Requirements related to the completion of your job/tasks.
- > Requirements related to break areas, common spaces, washrooms, access, and working from home.
- > Requirements related to company-provided transportation (where applicable).

## WELL-BEING POLICY

Before an Adient employee can return to work, they must comply with fitness-for-duty requirements relative to COVID-19. Employees should strive to stay up-to-date on the spread of COVID-19 locally and how it may uniquely impact their location.



Employees with active confirmed or suspected COVID-19 OR who feel sick with symptoms of fever, cough or shortness of breath must stay away from Adient locations 7 days after employee is symptom-free or 14 days after employee was diagnosed, whichever is longer. If necessary, seek medical care and avoid contact with others for a 14-day period. If in doubt, inform the local HR team/supervisor and stay home. For geographies where local requirements require a different quarantine period, default to local requirements.



Employees who have traveled outside of the country are required to stay away from Adient locations for a 14-day period upon returning to their home country.



Employees who have been in contact with individuals with flu like symptoms, suspected of having COVID-19, or confirmed of having COVID-19 are permitted to continue work provided the employee remains asymptomatic and follows employee responsibilities listed on page 7.



Individual employees who are immunocompromised or consider themselves high-risk should consult with HR to fully evaluate the situation.



## COVID-19 RESPONSE TEAM

In addition to the above responsibilities for all employees, your role may require your support as part of a local COVID-19 Response Team (CRT). At a minimum, each location is to have a local COVID-19 Response Team (CRT) in place with a four-role structure. Sites should consider the size and shift structure of their operation when staffing their CRT with additional layers or stratification of responsibility as needed. The 4 essential roles are as follows:

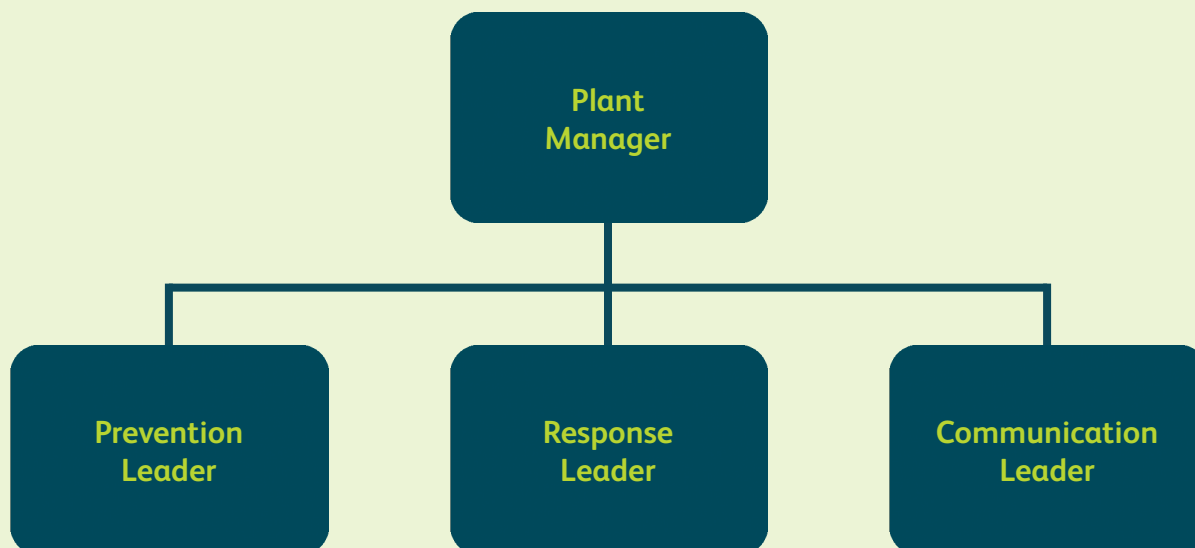
**Plant Manager** — Location manager who has overall responsibility for the site's COVID-19 prevention and response plan, readiness, and coordination with Regional EHS, HR and Operations leadership.

**Prevention Leader** — Ensures the site successfully manages any protocols and activities related to minimizing workplace spread and the enablement of social distancing in coordination with Regional Prevention Leaders.

**Response Leader** — Oversees the routine deep cleaning and periodic disinfection of their location. This includes sourcing, logistics, preparation of materials, training of personnel/contractors and quality control in coordination with Regional Response Leaders.

**Communication Leader** — Manages all location level training, communication, and signage in accordance with regional Communications, EHS, HR and Operations.

The local-level CRT must meet daily to ensure execution and report to regional CRTs.



## PREVENTION

- Screening & Detection
- Incident Management
- Handling Deliveries & Shipments
- Use of Face Covers & Face Shields
- Social Distancing Strategies



## SCREENING & DETECTION

The following screening and detection protocols are in place for Adient's Americas manufacturing and office locations until further notice. Employees must comply with these protocols in order to enter company locations.



Temperature scans are required upon entry to ensure a normal body temperature. Employees whose temperatures are out of compliance will be asked to leave the premises and return with a clean bill of health, or 7 days after they are symptom-free, or 14 days after a COVID-19 diagnosis — whichever is longer. ***Failure to comply with the temperature screening will result in an individual not being allowed to enter the premises.***



No visitors will be allowed in plants without Operations Director approval in order to minimize the risk of exposure to virus contamination and to limit the risk of production interruption. Signage should be placed in entrances denoting no visitor policy (see page 31).

### Operations Director — visitor approval

Operations Directors are able to grant visitor approval for the following:

- > Business-critical activities
- > Critical launch activities
- > Functional support (e.g. AMEs, Industrial Engineering, etc.) will be approved on a case-by-case basis for critical support only

### Critical scenarios

Even in critical scenarios, visitors need to meet the requirements of the visitor screening questionnaire (page 13) for access to be granted. The following visitors/vendors do not require special approval but still ***must be screened***:

- > Government agencies and local authority representatives
- > Interviewees
- > Occupational medical service providers, company doctors, etc.

External auditors, NSF, IATF, FM global, etc. should be asked to postpone on-site visits until at least July 1, 2020, if not later.

### Additional measures

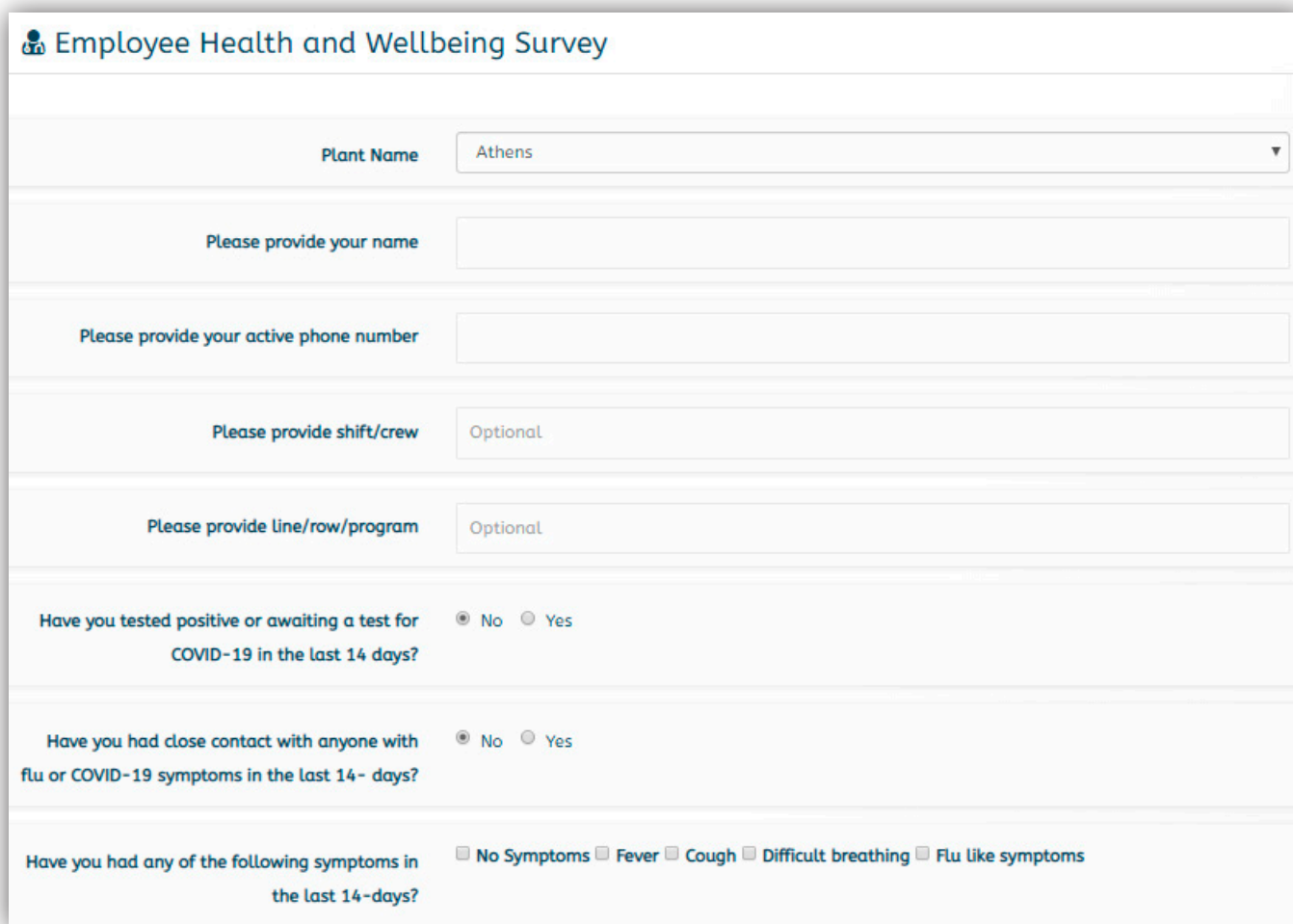
- > All non-critical activities and events are postponed or canceled until further notice.
- > The visitor screening questionnaire (page 13) will be used to restrict 'at-risk' individuals (implemented the week of Feb. 24, 2020).
- > The visitor screening questionnaire does not apply to standard Inbound Deliveries and Outbound Shipment drivers, as these are covered via requirements in the "Handling Deliveries & Shipments" section (page 15).

## SCREENING & DETECTION — CONTINUED

Additionally, employees returning to work after shutdown periods, travel, vacation, etc. will be required to complete the Employee Health and Well-being Survey (see example below) to ensure fitness-for-duty requirements are met.

Further to return-to-work scenarios, after first completing the Employee Health and Well-being Survey, it will be required on a go-forward basis if individuals are not meeting the requirements of the questionnaire.

In regions where privacy regulations may limit the ability to collect information contained in the Visitor Questionnaire and/or Employee Health and Well-being Survey, individuals should be asked to self-monitor and self-report.



**Employee Health and Wellbeing Survey**

Plant Name: Athens

Please provide your name:

Please provide your active phone number:

Please provide shift/crew: Optional

Please provide line/row/program: Optional

Have you tested positive or awaiting a test for COVID-19 in the last 14 days? ☒ No ☐ Yes

Have you had close contact with anyone with flu or COVID-19 symptoms in the last 14- days? ☒ No ☐ Yes

Have you had any of the following symptoms in the last 14-days? ☐ No Symptoms ☐ Fever ☐ Cough ☐ Difficult breathing ☐ Flu like symptoms

*An example of a the Employee Health and Well-being Survey.*

In addition to screening visitors, vendors and Adient team members with questionnaires, all individuals entering Adient work locations will be subject to screening via a thermal imaging camera or another device to detect whether an individual has a fever. Based on readings, individuals may be asked to retest; with a confirmed retest, they will be asked to leave the premises for up to 14 days.

## INCIDENT MANAGEMENT

If an employee has any symptoms consistent with the flu or COVID-19:

- > The employee must be immediately separated from other team members
- > Adient's onsite medical professional must be contacted (where applicable)
- > The employee should remain at least 2 meters (6 feet) from other individuals
- > A supervisor or other authorized person should conduct an investigative interview with the employee to understand the individual's movement throughout the facility and to discern any individuals with whom he or she may have interacted (contact tracing)

Managers must observe their employees for any signs of fever or respiratory malfunctions:

- > Interaction with symptomatic team members should be minimized; in order to achieve this, it is important to designate a Quarantine Area to quickly assess and interview team members
- > A Quarantine Area should only be used for the outlined purpose and cleaned frequently
- > Signage for your Quarantine Area is available in the Posters & Signage section (page 28).

### COVID-19 Case Questionnaire

Team Member Name: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:** If this is conducted in-person please maintain a 2-meter / 6-foot distance between the employee and yourself.

Questions / Steps	Comments
Is team member experiencing or showing any signs of one or more of the following symptoms?	
Is team member is using any fever-reducing medications?	
Has team member tested positive for COVID-19 or is the team member awaiting a test?	
Has team member had close contact with anyone with COVID-19 or suspected to have COVID-19?	
Has the team member travelled out of the country or to a high-risk area as designated by the state or local government in the past 14 days?	

*An example of a visitor screening questionnaire.*

## INCIDENT MANAGEMENT — CONTINUED

Care must be taken in investigating impacts in our workplaces. Employee health information is confidential and must be treated as such. Information about a particular employee or his or her medical status should be shared only with those who have a need to know.

Information collected for an individual should be treated as a medical record and should be handled and stored according to local procedures for other employee medical records (in a folder specific to the employee, separate from the employee's personnel file). Confidentiality of employee information is extremely important, and Adient is committed to ensuring that employee information is handled as such, in accordance with local regulations.

### Employees with flu-like symptoms

For the time being, flu-like symptoms and confirmed COVID-19 cases are being treated the same. As such, the employee should self-quarantine for 14 days following workplace exposure. An earlier return to work is permissible with a note from a health care provider. Additionally:

- > The case must immediately be reported to local EHS, HR and plant leadership.
- > The employee's workspace must be disinfected along with any areas where he/she may have been in our facilities.
- > If there are questions regarding leave or pay policies, they must be discussed with regional HR leadership before making any decisions.

### Suspected or confirmed COVID-19 cases

- > A suspected case is any team member being subjected to testing or awaiting results.
- > A confirmed case is any team member who has tested positive on a COVID-19 test or who has been formally diagnosed by his or her doctor.
- > All suspected or confirmed COVID-19 cases require immediate escalation. Include:
  - Operations director
  - Regional HR manager
  - Regional EHS manager
  - EHS director
- > Similar to the above incidents, every effort should be made to gather any relevant information to assist with tracing of risk to the work force and those close to them.
- > Based on information gathered, impacted work areas and trafficways in our facility must be immediately disinfected/cleaned.
- > The affected Adient location must report in a timely manner all confirmed cases to local government as required by local regulations.

# HANDLING DELIVERIES & SHIPMENTS

## Contaminated shipment scenario

Though the risk of catching COVID-19 from a package or shipment is small, the following requirements are being put in place:

- > Ensure suppliers are aware of the need to inform Adient of any confirmed COVID-19 incidents at their facilities.
- > Request that suppliers investigate their internal incidents to determine exposure impacts on product and, as a first step, clean packaging and/or product that may be impacted.
- > If the supplier has a confirmed case of COVID-19 but is unable to comply with the above requirements, the shipment should be quarantined up to 72 hours after exposure\* at the supplier site.
- > If, due to production requirements, we are unable to comply with the above requirement, packaging and parts can be handled with gloves and potentially cleaned prior to use by our team using an approved diluted disinfectant.

## Routine shipping and receiving

- > Adient employees should maintain at least 2 meters (6 feet) from drivers and delivery personal.
- > Truck driver rest areas must be disinfected every shift.
- > Truck drivers are only to use designated restrooms and waiting rooms (cage or shipping/receiving office).
- > Pens will be placed in a receptacle on site and will be safely sanitized for reuse.

## Front office deliveries

For front-office deliveries (e.g. FedEx or other overnight packages):

- > Delivery employee should be instructed to leave package in a designated area near entrance.
- > Wipes/sanitizer must be made available for Adient team members who sign for packages.
- > The employee signing for packages should instruct the recipient to pick up the package.

Team members are instructed to avoid contacting their face, mouth, eyes, nose, etc. and to wash their hands immediately after handling a package or shipment. Evaluate this guidance and adapt it to the layout of your facility; additional steps such as teller window-style plexiglass installations may be beneficial.

\* The 72-hour period has been determined based on the latest research on how long the virus that causes COVID-19 can survive on a plastic or metal surface. In some other circumstances, a shorter period may be allowed. (Source: [National Institutes of Health](#))

## USE OF FACE COVERS & PPE

### Face coverings



Face coverings are made available to all employees and are required for employees in most Adient locations.

- > Face coverings will be supplied by Adient, though employees are welcome to use their own.
- > Employees are responsible for the care, maintenance and safekeeping of their face coverings.

### Surgical masks



Employees should only use surgical-grade masks when necessary and applicable to avoid the unnecessary use of resources and misuse of masks. The only exception to this would be medical providers in our plants (where applicable), who should follow normal cautionary protocols.

### Gloves



The COVID-19 virus does not harm the hands, but touching your face with contaminated hands — whether gloved or not — poses a significant risk of infection. When wearing gloves, people are less inclined to wash their hands, which is counterproductive and puts them and others at higher risk. Handwashing remains the No. 1 defense against COVID-19.

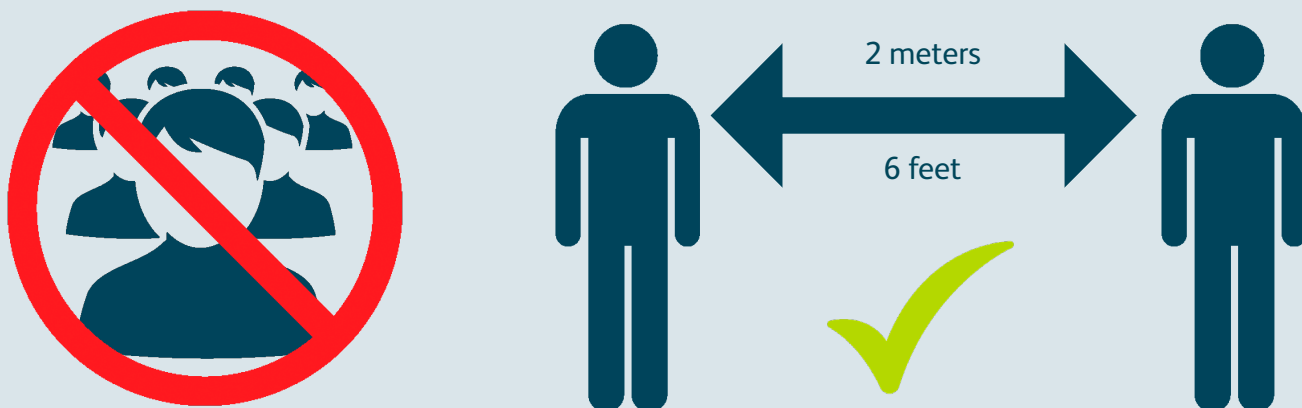
For routine production work, traditional work gloves continue to be required as per the PPE Hazard Assessment for each job or work area. If you wear gloves, it is imperative that:

- > Care be taken to properly put on and remove gloves; if contaminated gloves are not removed properly, employees are exposed to greater risks
- > Employees care for and manage their gloves
- > Employees need to wash their hands upon removing gloves
- > Employees care for and manage their gloves at all times
- > Employees discard PPE in appropriate locations



## SOCIAL DISTANCING STRATEGIES

Based on the limited history of COVID-19, social distancing represents the most effective way to minimize the spread of the virus. As a general principle, strive to reorganize work in a way that allows for 2 meters, or 6 feet, of space between people and eliminates any potential for person-to-person contact.



The following is a list of Social Distancing Strategies for different scenarios Adient employees may encounter at Adient's various locations.

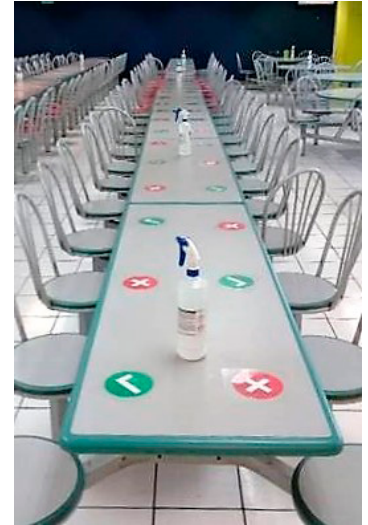
### Strategies for meetings

- > Make all meetings online or phone meetings rather than in-person.
- > If a meeting room is required, ensure in-person meetings are conducted in enough space to allow attendees to remain 2 meters, or 6 feet, apart.
- > No more than three people per conference room.
- > For in-person meetings, strive to make them paperless to minimize physical touch points for all participants.
- > Designate a scribe if you must use the whiteboard.
- > Cancel training and any larger employee gatherings/events that can be postponed, or use alternative methods such as Skype, calls and teleconference.
- > For start-up meetings, designate locations to stand on the floor with markers or tape at the appropriate locations to maintain social distancing.
- > Do not share phones, desks or chairs unless they have been cleaned between use.

## SOCIAL DISTANCING STRATEGIES — CONTINUED

### Strategies for lunch/break rooms

- > Bring your own lunch and eat at your desk or away from others, encouraging individuals to spread out.
- > Additionally, in manufacturing, managers should consider allowing team members to eat/break with their work group/cell.
- > Avoid all self-serve salad bars and food options, and eliminate all forms of workplace socials, potlucks, etc.
- > If cafeterias or break rooms allow for it, consider implementing assigned seating or designate seating locations.
- > Do not use shared fridges, microwaves or other appliances.
- > Managers should consider adding additional space for lunch and break periods by repurposing existing open spaces or by utilizing patios and outdoor tents.



### Strategies for high-traffic areas

Managers and employees should minimize group sizes during breaks, lunchtime and shift start/end times. Some ideas include but are not limited to:

- > Staggering break times
- > Adding alternate break locations
- > Creating alternate passageways
- > Extending breaks
- > Implementing structured release and entry times
- > Consider eliminating use of smoking areas/zones until further notice

Employees should not queue in areas such as lunch lines, employee entrances, at time clocks, etc. unless closely following social distancing guidelines. Employees should utilize floor markings, tape and barriers as needed to eliminate contact with other individuals. If possible, managers should evaluate disabling time clocks and taking attendance in a more remote manner.

### Strategies for washrooms

Managers and employees should implement social distancing in the washroom, including:

- > Installing dividers where needed in washrooms (between sinks, urinals, etc.)
- > Blocking alternate sinks and urinals as necessary
- > Creating on-deck areas for washroom use to further enable social distancing
- > Considering adding temporary handwashing stations to ease the flow of traffic through the building's washrooms

## SOCIAL DISTANCING STRATEGIES — CONTINUED

### Managers' strategies for job design

**Ensure time for cleaning.** Add time for cleaning/wipe-down at the beginning and end of each rotation, and lengthen job rotations to natural breaks to minimize touches by different individuals:

- > Ensure union engagement/cooperation, if needed.
- > Add micro breaks to jobs where heightened ergonomic risk exists.

**Place employees strategically.** Relocate on-line workstations (as feasible) to increase spacing between team members, urge Quality techs to avoid direct contact with team members while conducting their daily checks, and move individuals away from group cubicle areas by creating temporary workspaces. If adequate social distancing can't be implemented during normal work:

- > Implement physical barriers to create social distance.
- > Require face shields for any jobs or tasks where the above requirement cannot be met.
- > Explore running slower to physically space out employees.



**Explore staffing options.** Where possible, explore leaner on-site staffing:

- > Work with less support staff in plants with 14-day rotation of crews who work from home and who work on-site, or on multiple shifts if needed on-site.
- > Ensure all roles where employees can work from home are assigned to work from home.

**Consider Extending Operations.** For production operations:

- > Consider expansion of five-day operations to seven-day operations.
- > Consider how variations in production pace and and reduction in shifts can create social distancing.
- > Consider how shift or line staggering can be deployed to create social distance.

**Avoid Sharing Tools.** Try to eliminate the need to pass hand tools/components, and explore the use of part slides/chutes, WIP tables and conveyors as ways to avoid passing parts.

### Strategies for company travel/transportation

Company-related travel is currently suspended. For company-provided transportation/shuttles:

- > Reduce congestion on company transportation through shift pattern changes/staggering.
- > Also consider adding buses to better serve employees' needs.
- > Sanitize vehicles such as buses between every group of passengers.
- > Where capacity constraints allow, consider assigned seating.

## RESPONSE

- Routine Cleaning Schedules
- Performing Disinfection
- Deep Cleaning & Sanitization
- Cleaning Vehicle Seating & Components



## ROUTINE CLEANING SCHEDULES

- During the COVID-19 shutdown period, each Adient location has idled for a minimum of 72 hours to facilitate natural virus decontamination.
- Prior to return-to-work, each facility has undergone a deep cleaning and sanitization.
- For the time period of heightened COVID-19 risk, routine cleaning and disinfection schedules have been enhanced to cover common areas such as restrooms, canteens/cafeterias, locker rooms, food corners, reception areas, copy areas, meeting rooms, office areas, truck driver restrooms, first aid rooms, etc. These schedules include minimum cleaning frequency, such as in the Sample Cleaning Schedule below.

Plant Floor				
Strictly enforce "Wipe Before You Use" Policy				
What	Frequency	Conference Room		
Workstation	Beginning of each rotation			
• Hand and power tools				
• Hose				
• Hand				
• Entrance				
• Vehicle				
• Surface				
• Restroom				
• Machine				
• Fixture				
• Food				
• Tool				
• Coat				
Office Area		Frequency	Person(s) Responsible	
Expand responsibilities and add headcount to support continuous cleaning efforts		After each meeting	Meeting Initiator	
What	Frequency	Maintenance Department		
Computer Mice	Daily	Strictly enforce "Wipe Before You Use" Policy		
Cafeteria/Break Area			Person(s) Responsible	
Expand responsibilities and add headcount to support continuous cleaning efforts			Maintenance Technician	
Office			Maintenance Technician	
Tables			Maintenance Technician	
Reception			Maintenance Technician	
Vending			Maintenance Technician	
Ship			Maintenance Technician	
Coat			Maintenance Technician	
Fault			Maintenance Technician	
Comp			Maintenance Technician	
Touchpad			Maintenance Technician	
ATM			Maintenance Technician	
Sample Cleaning Schedule				
Area		Frequency	What/How	
Office workstations and chairs and file cabinets (surface and handles)		Daily	Diluted disinfectant	
Conference and meeting room (tables and chairs, phones, remote controls and other facilities)		3 times per day	Diluted disinfectant	
Microwave ovens, refrigerators, water purifiers, coffee & vending machine (consider all touch points, controls pads, high touch surfaces)		After each break	Diluted disinfectant	
Cafeteria/canteens, break room and shop floor water purifiers		Hourly	Diluted disinfectant	
Reception areas (entry ways, internal and exterior door handles, door edges)		Hourly	Diluted disinfectant	
Copy machine (control panels and surface)		Every 4 hours	Diluted disinfectant	
Employee locker rooms. All door handles included		Every 4 hours	Diluted disinfectant	
Truck driver rest rooms / waiting rooms		Every shift	Diluted disinfectant	
Rest rooms		Every 4 hours	Diluted disinfectant	

*This sample cleaning schedule outlines what should be cleaned, when, and with what disinfectant.*

Internal guidance has been developed for cleaning supplies to have on hand at all locations.

## PERFORMING DISINFECTION

- > All locations must plan to facilitate disinfection activities.
- > All workstations and work areas — including desks, work surfaces and equipment — may be wiped with a bleach or alcohol solution.
- > Per internal guidance on cleaning and disinfection:
  - Apply a mist of solution from a spray bottle; thoroughly wet the area.
  - Ensure area remains wet for at least 60 seconds.
  - Wipe with a clean, dry rag.
  - For electronics, computers, testing equipment and light switches, do not directly spray with the solution. Apply the solution to a rag and wipe the surface.
  - Disposable wipes may also be used instead of rags. Please ensure proper disposal of all wipes and rags.

## DEEP CLEANING & SANITIZATION

- > Locations should consider using downtime to do any proactive deep cleaning and sanitization.
- > If there is a confirmed COVID-19 case, or if local health authorities or Adient's management team deems appropriate, a reactive deep clean will be required.
- > In addition to reactive deep cleaning and sanitization, a location may be shut down for up to 72 hours to support natural virus decontamination prior to resuming production.
- > Internal guidance has been developed on how to perform this deep cleaning and sanitization. Additionally, internal guidance also exists on how to have preferred third-party vendors conduct this activity in scenarios where logistical limitations may arise.



## CLEANING VEHICLE SEATING & COMPONENTS

In the event of a confirmed COVID-19 case, the need may arise to disinfect components or product. Direction would be provided from Operations leadership at the plant level, and training would be conducted in advance.

- > While applying products to seats, use a spray bottle to deliver the material on the seats at a mist. To avoid discoloration or spots on seats, do not spray a large amount directly to the seat.
- > For seating components, you can spray the material and then use a rag to wipe over the component.
- > Please refer to the manufacturer's product label for disinfecting application instructions, as it varies by product.
- > **DO NOT** use bleach or a bleach solution on seats or seating components.
- > Ensure any cleaning is done in a well-ventilated area.
- > Suitable cleaning products are as follows:
  - Isopropyl Alcohol (Rubbing Alcohol) Solution
  - [Sani-Prime Germicidal Spray](#)
  - [PURELL Foodservice Surface Sanitizer](#)
  - [Clorox Healthcare Hydrogen Peroxide Cleaner Disinfectant](#)
  - [OXIVIR 1 RTU](#)
  - [OXIVIR TB RTU](#)





# COMMUNICATION

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## ➤ Communications Strategy

- Employee communication
- Union and works councils communication
- Third-party employers (temporary agencies)
- Feedback
- Pre-startup communication
- First-day communication

## ➤ Training

## ➤ HR Policies

## ➤ Posters & Signage





Employee and Labor relations can differ from country to country and even plant to plant; however, the cornerstone to positive employee and labor relations is communication.

Throughout the pandemic, communication with all employees at every level has been key and will continue to ensure Adient employees are aligned on expectations and how to stay safe and healthy while at work.

In addition to communication with our employees, we will maintain open communications on our activities with our customers, suppliers, labor unions, and works councils as appropriate.

The employee and labor relations strategy — which includes communication, training and HR policies for each facility — will be based on local legislation, collective bargaining agreement requirements, and Adient Environmental Health and Safety standards set forth in this manual.

## COMMUNICATIONS STRATEGY

### Employee communication

Adient has provided ongoing communication since the start of the COVID-19 pandemic. There are many tools available to leadership to provide timely communication. Some examples of this communication include:

- > Weekly e-mails from the CEO
- > Plant websites for each plant location that employees can access remotely. This website contains information regarding current status, will advise employees when to return to work and what is expected of them, and links to a self-screening tool that employees will complete just prior to returning to work.
- > Plant Manager newsletters mailed to the home to reiterate information on plant websites.
- > Email communications to office/corporate employees, as appropriate.

### Union and works council communication

Adient will communicate with the labor unions and works councils that represent employees our startup plan and changes in how we will operate in advance of reopening a plant. We will look to our unions and works councils to provide support for these initiatives and partner with us to continually improve safety in the workplace.

### Third-party employers (temporary agencies)

If an agency provides temporary labor to the facility, they will receive information on all employee expectations and training, and they will be expected to comply with all requirements.

### Feedback

We need all employees to be engaged and responsible for their actions. As this is a new situation for everyone, we encourage all employees to provide suggestions and feedback through communication with plant leadership, HR and/or the suggestion program in place at their facility.

## COMMUNICATIONS STRATEGY — CONTINUED

### Pre-Startup communication

Information will be shared with employees before they return to the workplace. This communication content will include:

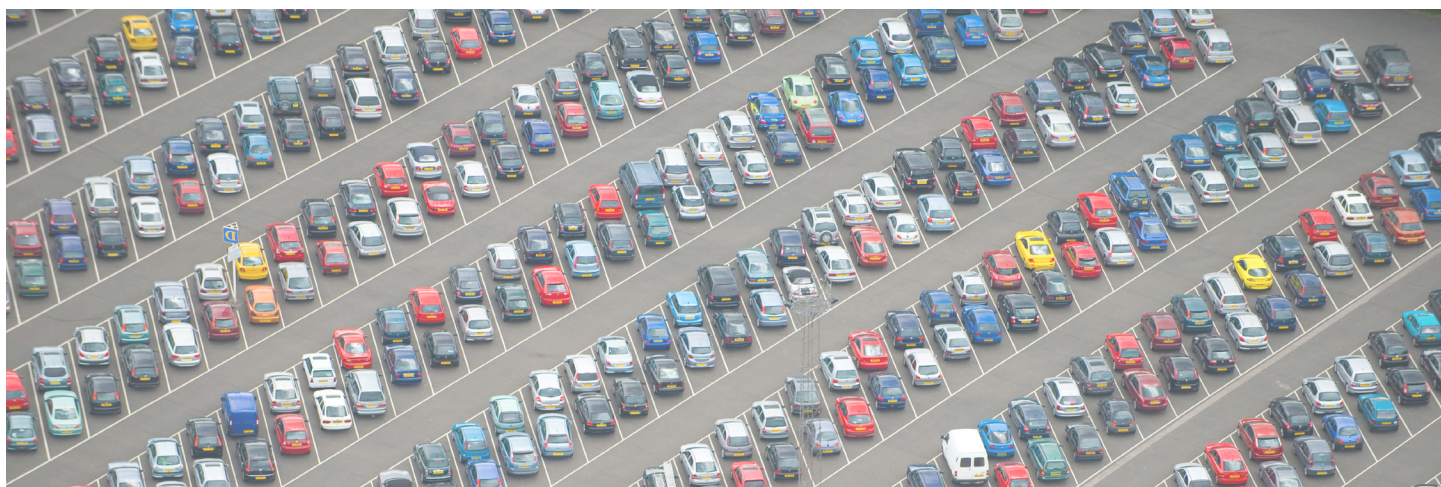
- The date/time employees are expected to come back to the workplace.
- Engineering and administrative controls (cleaning and disinfecting measures, altered shifts and rotations).
- Facility changes, including entrance/exits and pedestrian flow.
- The cultural norms, corporate guidelines and training each employee must review and comply with regarding:
  1. Social distancing
  2. Personal protective equipment (PPE) instructions
  3. Completion of an Employee Well-being survey
  4. A method of temperature monitoring, which is required upon entering the facility

### First-day communication

Communication content will include:

- Welcome-back message from leadership
- Adient COVID-19 training presentation
- Instructions for the Adient COVID-19 workplace protocols (e.g., restrooms, meetings, visitors, conference rooms, break areas, vendor-supplied food, shared equipment such as copiers/printers, etc.)
- Review of website communication, TV monitors and other methods of communication
- Modified work schedules if appropriate
- Reinforcement of plant pre-startup communications

**Note: Each plant will have access to the internal communication solution guide.**



## TRAINING

Training modules have been developed and will be deployed based on the employee's position and responsibilities.

The training modules include what to expect when an employee returns to work, safety requirements, social distancing, facts about COVID-19, cleaning and sanitizing work areas, visitor requirements, shipping and receiving, changes to operations, and screening protocol. Training modules will be added and updated as needed.

Pre-startup training is scheduled for plant leadership and HSE and first responder personnel to ensure a safe opening of the facility. Individuals responsible for screening employees will be trained on proper protocol.

Day 1 training for all returning employees will include how to use PPE, social distancing expectations, changes to operations to accommodate social distancing, cleaning of work area and equipment, clocking in procedure, screening, and any policy changes.

## HR POLICIES

### Attendance

- > Attendance points/occurrences will not be issued for employees that need to self-quarantine.
- > Employees in self-quarantine will be placed on unpaid leave of absence and may:
  - Have the option to use vacation time.
  - File for unemployment (payment eligibility depends on the employee's state).
  - File for short-term disability if leave is due to the employee's health condition (payment will depend on objective medical evidence).
- > Absences for any other reasons will be handled via normal attendance policy.
- > Employees are encouraged to use telemedicine for medical needs.

### In-person HR visits

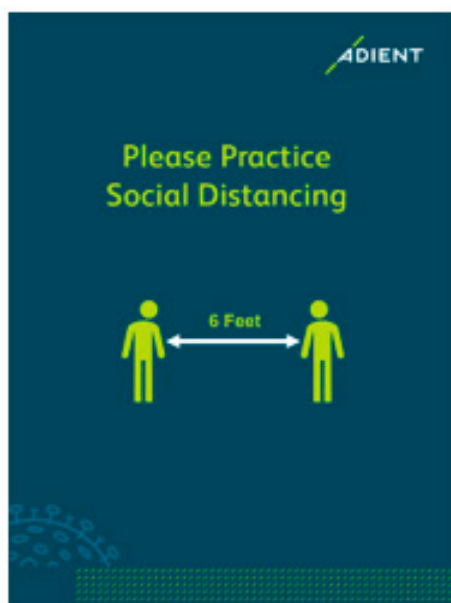
- > In order to minimize in-person visits, utilize a general HR mailbox. This mailbox will allow employees to submit paperwork such as medical documentation, requests for information, vacation requests, etc. and get a response from HR electronically.
- > When an in-person visit is necessary, employees will schedule appointments with HR in order to maintain social distancing and to avoid crowding in the HR area. Some locations may designate a conference room for these meetings, depending on space/current setup.

## POSTERS & SIGNAGE

Posters about our safety measures are available for your facility to print and post. Each poster has been formatted to 8.5 x 11 inches in portrait orientation.

These posters are included in the following pages:

- > Your Role in the Fight Against COVID-19
- > Proper Face Cover Use
- > Visitors Temporarily Not Allowed
- > Personal Hygiene
- > Quarantine Area
- > Please Practice Social Distancing
- > Social Distancing
- > Temperature Checkpoint
- > Workstation Sanitization



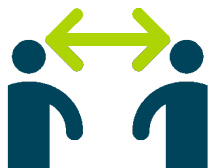
## YOUR ROLE IN THE FIGHT AGAINST COVID-19



**CLEAN** — Wash your hands frequently with soap and water or an alcohol-based scrub



**COVER** — Cover your mouth and nose with your bent elbow or a tissue when coughing or sneezing



**DISTANCE** — Comply with Social Distancing guidelines, staying at least 2 meters (6 feet) away from other individuals



**SICK** — Stay home if you are feeling sick or have been around someone else who is sick



**RISK** — Talk to your supervisor if you're immunocompromised or otherwise considered high-risk

# Proper Face Cover Use

## Putting on Face Cover

**1**

FIT it over your nose,  
mouth & chin.

**2**

TIE the straps securely  
behind your head & neck.

**3**

PINCH the metal/stiff edge so  
it holds to the nose shape.

**4**

ADJUST to make sure of no gaps  
between face & the mask.

## Removing Face Cover

**1**

REMOVE by loosening & pulling  
the ties forward. Treat the front  
of the mask as contaminated.

**2**

CLEAN your hands with soap &  
water or alcohol-based hand rub  
after removal.





# Visitors Temporarily Not Allowed



## > PERSONAL HYGIENE



- Wash hands often for at least 20 seconds, using soap and water.
- If soap is not available, use hand sanitizer with 60 %+ alcohol concentration.



- Avoid touching your face.
- Touching your face can transfer the virus through your eyes, nose or mouth.



- Use a tissue to cover coughs and sneezes.
- If no tissues are available, use your elbow/sleeve
- Throw used tissues directly into the trash.



- Avoid being near people who are infected or showing flu-like symptoms.
- In unavoidable, take precautions to minimize your exposure to the virus.

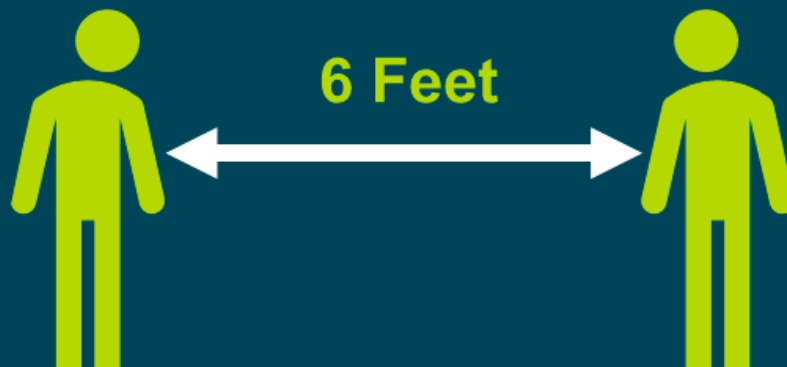




# Quarantine Area



# Please Practice Social Distancing



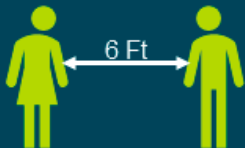
## > SOCIAL DISTANCING



- Do not shake hands or hug.
- Instead, try a wave or a head nod.



- Stay home as much as possible.
- Social distancing does not prevent us from maintaining communication with friends and loved ones via calls, texts & video chat.



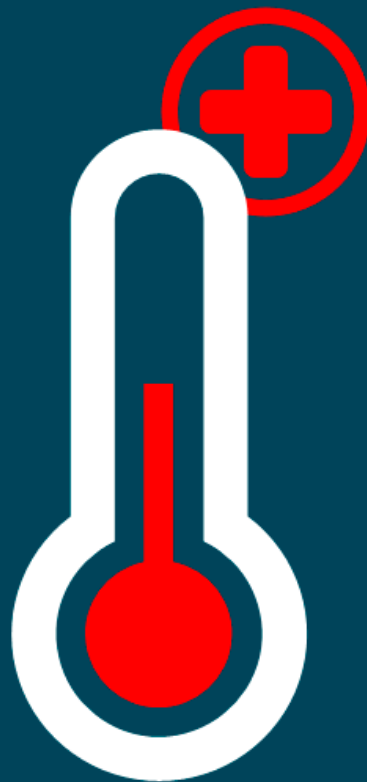
- Maintain a safe distance of 6+ feet from others.
- Goal is to avoid inhaling infected droplets from coughing, sneezing; these droplets can survive & spread.



- Avoid crowds (supermarkets, malls, restaurants, public transport, gym, etc.) as much as possible.
- Get things delivered when possible.



# Temperature Check-Point



## ➤ WORKSTATION SANITIZATION

Team members must sanitize & disinfect work areas during each job rotation with focus on the following areas:



Tools



Workstations & Equipment



High-Touch Surfaces\*

\* Consider surfaces such as screens, controls, buttons, doorknobs and keyboards.

