

# Bridgewater Detroit Return to Work Playbook

May 11, 2020



# **New Work Environment – “The New Norm”**



# Company Guidelines – Return To Work

ADIENT

## 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



ADIENT

## COVID-19 Return-to-Work Guide

A handbook for Adient employees,  
managers and business partners

April 2020



BRIDGEWATER  
INTERIORS

## Please be safe!! We need you!

### Remember to PREVENT CORONA!

We are all in this together. Every one of us plays a key role in protecting each other here at work, so that our loved ones are protected at home. Our social responsibility to protect ourselves and each other is the only way we can help reduce the spread.

<b>P</b>	PPE in place before you enter building
<b>R</b>	Remain at home if you have symptoms or have been in contact with someone who has symptoms
<b>E</b>	Elbow your coughs and sneezes
<b>V</b>	Vigorous and frequent handwashing (30 seconds with soap)
<b>E</b>	Ensure 6 feet of separation from each other
<b>N</b>	No touching your face
<b>T</b>	Touch only those surfaces you need to, and disinfect surfaces frequently

<b>C</b>	Calm – stay calm
<b>O</b>	Organize your thoughts
<b>R</b>	Rest up while you can
<b>O</b>	Organize your life
<b>N</b>	Navigate your way through this
<b>A</b>	Accomplish what you set out to do



# COVID Response Team

- **Bridgewater Detroit COVID Response Team (CRT):**
- **Plant Manager – Elena Jacob** — 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 – Tracy Jones** — 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 – Elouise Rucker** — 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 – Neil Pippin** — 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 (daily 4 pm Skype call).**



# Screening Process



# Entry Into And Exit From The Building

- All employees (salary and hourly) will enter the facility through the Front Door only!
  - Prior to first entry all employees must:
    1. Complete the COVID-19 Exposure Questionnaire
    2. Pass the body temperature station
    3. Receive a face cover and/or shield – To be worn at all times while in the building, unless eating or secured alone in your own office space.
- All employees (salary and hourly) will exit the building at the door located next to the Janitors closet only.
- The only exception will be for essential and approved visitors
  - They will enter through the front lobby, after completion of required screenings.

# Entrance To / Exit From BWI

ALL Employees must Exit here

ALL Employees must Enter here



**STOP**

**BRIDGEWATER  
INTERIORS**

You must complete a two step process or you will not be allowed in the building!

**Step 1:**  
You must have your temperature read, if the reading exceeds the latest CDC recommendation you will be asked step into the designated area and wait for further instruction. You may NOT enter the building!

**Step 2:**  
Please read the following Questions:

- 1) Are you experiencing or showing signs of one or more of these symptoms: Fever, cough, shortness of breath or difficulty breathing?
- 2) Have you traveled outside of the continent or to a high-risk area as designated by the state or local government in the past 14 days?
- 3) Have you had close contact with anyone with confirmed or suspected COVID-19?
- 4) Have you tested positive for COVID-19 or awaiting a test?
- 5) Have you taken any fever reducing medications within the last 72 hours (3 days)?

If you answered No to all questions please proceed into the building.

If you answered Yes please step into the designated area and wait for instructions



**CAT® S61  
THERMAL  
IMAGING  
SMARTPHONE**



# First Day Back

- Front doors will remain locked till 6 am;
- Employees to line up next to the pylons;
- PPE kits in bins outside with signs on the door (backpacks with face coverings, zip lock bags / alcohol wipes);
- Employees will complete the COVID-19 exposure questionnaires;
- Temperature check in the front lobby. If normal, receive a wristband for that day;
- Proceed to the cafeteria for orientation;
- First day back orientation:
- Group 1 – AM/GA/CV/Mustang at 6:00 am (breaks @ 8:00 am, 11:00 am and 13:00 pm)
- ~~Group 2 – Raptor / Camaro at 7:30 am (breaks @ 9:30 am, 11:40 am and 13:30 pm)~~
- Monitor the execution of the cleaning and disinfecting process throughout the plant;
- Exit the building by the janitorial office (one way in, one way out) – handwashing station is set up outside;
- PPE to be placed in the zip lock bags and laundered / cleaned at home

# Visitors

We are requesting to minimize the number of visitors in our facility for the first 60 days of production, this will help our team focus on our “New Work Environment” and keep all team members safe.

While we understand the growing business needs we are looking at the following ways to manage each situation:

- Video Solutions
- Off-Site Reviews
- Outdoor Reviews (Weather permitted)

Once visitors are allowed, we will have the following protocol:

- Screening Survey Questions
- Temperature Screening
- Face Cover Requirement (space to the left)
- Face Shield (If needed)
- Distancing Guidelines

**PPE**



# Risk Mitigation Strategies:

Items employees will receive in orientation to support new PPE Requirements:

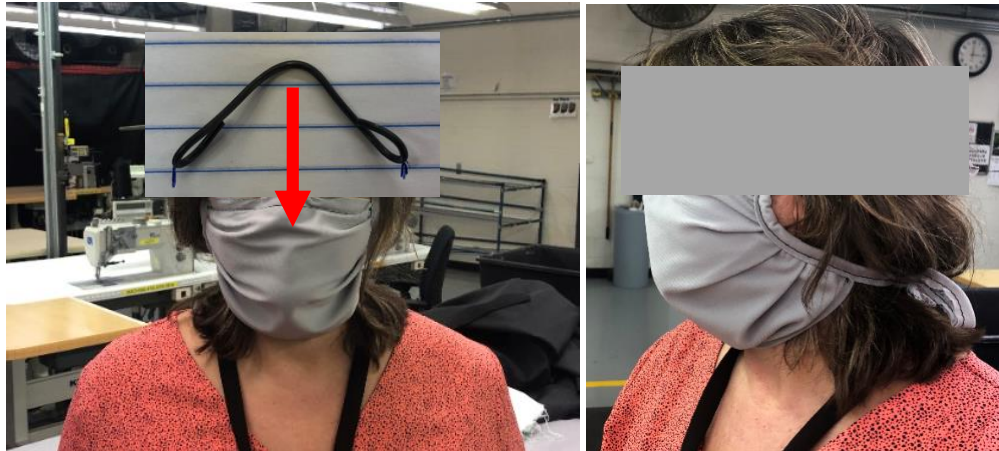
- Face Cover – 3 Covers. 1 Cover will last 72 days.
- 5 plastic bags – This is to help seal up your PPE when leaving the line.
- 1 pair of Anti-Fog glasses
- Face Shields for jobs that do not support distancing
- 1 back pack to support elimination of lockers
- 5 alcohol wipes

**Anti-Fog glasses and zip lock bags with alcohol wipes are now available from the PPE vending machines.**



# Adient Manufactured Face Covers

- Phase 1 - Face Cover with nose-brace – 1-ply Polyester



- Face Shields issued to employees who cannot be distanced on the production floor
- Salary, Maint and Rework who may not be able to distance



- Phase 2 - Face Cover with nose-brace – Multi-ply Polyester



# Safe Launch Quality Readiness



# Quality Safe Launch Completed

- Review of all seats has been completed – No set-marks identified
- Review of Components exposed – No Concerns found
- Review of foam and trim for set marks – No Concerns found
- Key Supplier Reviews Completed and Risks identified – 8 suppliers being monitored by purchasing
- Station Readiness and Poke-Yoke verification completed
- Quality Alerts updated
- Suspension of onsite liaison support. All liaisons are on-call.

## Quality Safe Launch Plan Actions :

- Increased Quality Tech Support for all stations during the first day of production
- Quality Techs to audit all stations and verify that operators are following the ODS's
- Quality Techs to sign off on all seats
- Poke-Yoke Verification was completed prior to start up
- Torque Verification to be completed prior to start up (OEM lines only)
- Recertification of all quality alerts

# Supplier Quality :

- Supplier Risk Assessments performed by AQE
- Open Issues Tracked and deep dive audits planned for risk suppliers
- Escalation to purchasing as needed
- MX Force Majeure Concerns (12 suppliers)
- Scoring used to identify risk based on criteria:
  - PPSC
  - MQR
  - SPPM
  - SDI

COVID 19 Supplier Risk Assessment - Online Survey - Adient									
Supplier Mfg Site Name : Characters)				Platform Supported				R/G/Y Assessment for Each Supplier	
Site Location - Country				Adient Plants Supported				R: One or more questions are answered as No but containment plan i	
Site Location - City				Plant Manager Contact Name				Y: One or more questions are answered as No but containment plan i	
Date of Assessment				Plant Manager email ID				G: All questions are answered Yes & comply to the stated requiremen	
				Name of the Assessment Person					
				Email ID of the Assessment Person					
Supplier Questions All Fields are required									
I Site Status:								Overall Rating	G / Y / R
1 Is the Site Currently open ?. If No - What is current opening assumption									
Yes No									
Opening Assumption (Best Estimate) date :									
2 Does site allow Adient Visitors									
Yes No									
II COVID 19 Mitigation - Preventive & Reactive Measures								Overall Rating	G / Y / R
I Planning / Management									
1 Emergency Response Team & Reporting is Established i.e. confirmed/suspected /quarantined cases									
Yes No If Yes - Please provide lead contact the details									
2 Identified authorized cleaning service / contract & Open PO is available for immediate response.									
Yes No									
2a If answer is Yes, what is the estimated Mean time to resume production in case of COVID exposure									
In hrs									
2b If answer is no What & When is the plan to have cleaning company in place									
II People								Overall Rating	G / Y / R
1 Communication Plan – Initial and Ongoing (ability for immediate communication) Established. Touchpoints with Group/Company for updates									
Yes No If no (What is the plan)									
2 Employee entry survey / Ability to confirm employee health status - follow federal / local government requirements prior to employee entry to facility. E.g: Daily Screenings									
Yes No If no (What is the plan)									
3 Adequate no of Personal Protection Equipment available onsite for all employees - Example - Masks, shields, gloves etc									
Yes No If no (What is the plan)									
III Facility								Overall Rating	G / Y / R
Entry / Exit Protocol Established (Employees, visitors, logistics personnel - Any one entering the facility). Infrared thermometer checks if warranted. Prohibit employees demonstrating symptoms, exposure to COVID-19 case,									
1 travel last 14 days. Deactivate fob control - limiting door entry points									
Yes No If no (What is the plan)									
2 Reaction plan is established if an incident occurs. Response if employee tests positive. Contact tracing/ home isolation/quarantine. Return to work clearance. Complete checks to ensure protocols are in place (H&S, Operations)									
Yes No If no (What is the plan)									
3 Establish frequency for daily cleaning of high touch areas, i.e. every 2-4 hours. Workstation pre and post shift cleaning and disinfecting. Increased hand washing/sanitizer stations									
Yes No If no (What is the plan)									
4 Are sufficient cleaning products available - Initial & Ongoing basis									
Yes No If no (What is the plan)									

# **Plant Changes to Support Social Distancing**

## **(Work Schedule/Cafeteria/Commons Area)**



# How We Will Function – Working Safely:

- Social Responsibility - Limit non-essential social activities
  - Don't gather around cubicles, desks or in confined spaces, such as offices
  - One way traffic patterns – Follow the Signs (Plant Rule)
  - Wearing of and maintenance of mandatory PPE at all times
    - Gloves and masks must be washed daily
- Wiping, Washing and Sanitizing
  - Clean and sanitize your work area before you use it
  - Disinfect your work area at the end of each day
  - Wash your hands frequently
  - Utilize hand sanitizer when hand washing is not readily available

# Risk Mitigation Strategies:

- Staggered start times:
  - 6:00am CV Aft Mark GA, Service
  - 7:30am OEMs (Releases pushed out to 5/18 as of now)
- Staggered break times
- 6:00 & 7:00 start up meetings in cafeteria every day
  - Attendance taken
  - Social distance must be practiced – no moving of chairs
- PPE is mandatory – For your safety!
- Plexi glass dividers in place
  - Office areas
  - Restrooms
  - Workstations - as needed

# Risk Mitigation Strategies:

- New look for HR
  - Drop box or electronic submission of forms and personal documentation
  - Dutch door installed limiting physical access
- Social distance foot printing throughout the plant
  - Refrain from walking to/from breaks in groups
  - Refrain from gathering in groups
  - Refrain from visiting office areas

# Risk Mitigation Strategies:

- Time clocks disabled – Employees will be clocked in manually
- Use of pens and other common office supplies and equipment modified
- No Smoking except in cars – STRICTLY ENFORCED!
- Lockers not accessible – Hooks installed at every work station
- Coffee room closed except for sink access
- Food deliveries – must pick up outside
- Cafeteria door now Emergency Exit
- Elevators 1 person at a time
- Exercise area closed

# Risk Mitigation Strategies:

- Rotations limited to 1 or none each day
- Sanitation stations located throughout facility
- Alcohol wipes will be provided weekly
- Hand washing stations in and outdoors – wash hands frequently
- PPE should be placed on the floor, never on the surface top.
- Doors propped open to eliminate unnecessary touching
- One-way Entry/Exits

# Market and Cafeteria Guidelines

## Stay safe, practice social distancing

All team members are to follow the 'traffic flow' and social distancing guidelines throughout the cafeteria.

All microwaves, fridges, and vending machines were foot-printed for social distancing. Remember to obey these signs and follow the maximum occupancy guidelines.

All chairs and tables were foot printed for social distancing. Do not remove or modify the area. **These rules are there to protect you.**



1. WASH YOUR HANDS THOROUGHLY AFTER YOU REMOVE YOUR PPE;
2. REMEMBER TO PLACE YOUR PPE ON THE FLOOR ONLY, AVOID SHELVES OR COUNTERTOPS;
3. PUT YOUR PPE BACK ON BEFORE LEAVING THE LUNCHROOM;
4. DO NOT REARRANGE ANY TABLES OR CHAIRS;
5. PRESERVE SOCIAL DISTANCING



# Signage



1. WASH YOUR HANDS THOROUGHLY AFTER YOU REMOVE YOUR PPE;
2. REMEMBER TO PLACE YOUR PPE ON THE FLOOR ONLY, AVOID SHELVES OR COUNTERTOPS;
3. PUT YOUR PPE BACK ON BEFORE LEAVING THE LUNCHROOM;
4. DO NOT REARRANGE ANY TABLES OR CHAIRS;
5. PRESERVE SOCIAL DISTANCING



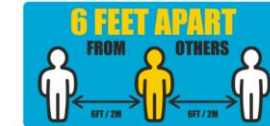
1. STORE YOUR PPE IN A ZIP LOCK BAG;
2. WASH YOUR HANDS THOROUGHLY

### EMPLOYEE HANDWASHING

1. Wet hands with hot, running water
2. Apply soap
3. Rub hands for at least 20 seconds
4. Clean under fingernails and between fingers
5. Rinse hands thoroughly under running water
6. Dry hands

A circular diagram showing two hands being washed under a faucet with water droplets.

### SOCIAL DISTANCING MEANS KEEPING



1. USE SKYPE / CELL PHONES FOR ALL CONVERSATIONS;
2. LIMIT SOCIAL INTERACTIONS;
3. REMEMBER TO KEEP YOUR PPE ON THROUGHOUT THE DAY, EVEN WHEN YOU ARE AT YOUR DESKS

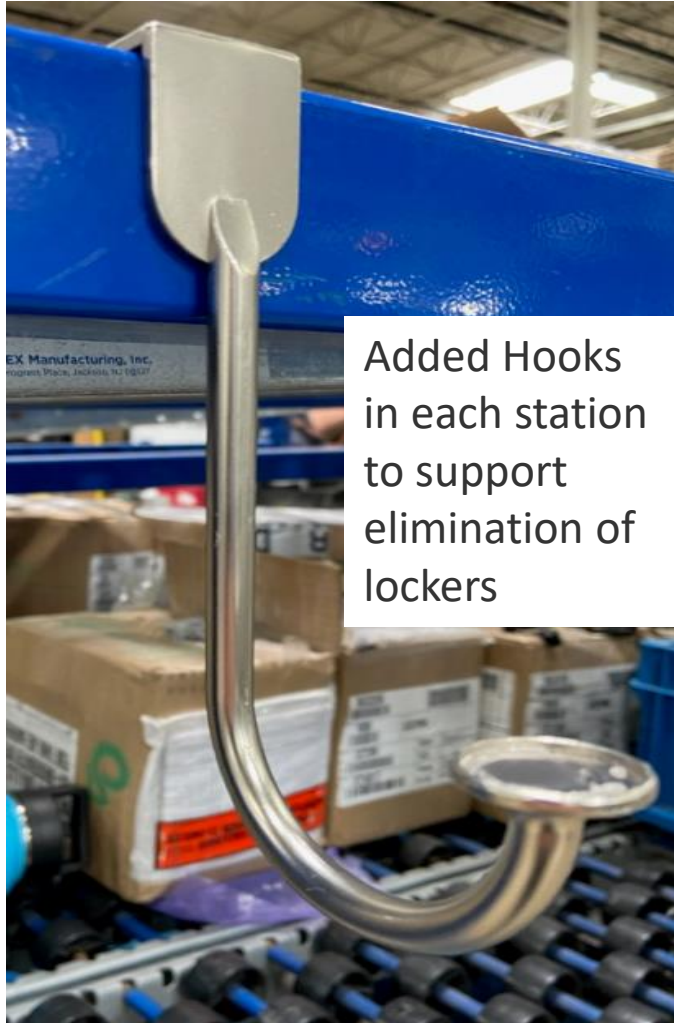
1. WASH YOUR HANDS THOROUGHLY AFTER YOU REMOVE YOUR PPE;
2. REMEMBER TO PLACE YOUR PPE ON THE FLOOR ONLY, AVOID SHELVES OR COUNTERTOPS;
3. PUT YOUR PPE BACK ON BEFORE LEAVING THE RESTROOM





# **Work Station Readiness**

# Station Changes



# VISUAL AID

## Workstation Cleaning

BWI WARREN

DS, DT, P552

Bottles are to be refilled by Dock Door 31  
\*\* Extra spray bottles, bleach and rags are being stored in the 552 shipping\*\*

Torque Tools

Touchpoint

Hand Tools

Touchpoints

Scanners

Touchpoints

Mobile Seat Pallets

Touchpoints

Back Stations

Touchpoints

Station Release Buttons

Touchpoint

Touchpoints

Cleaning Bottle - During Shift

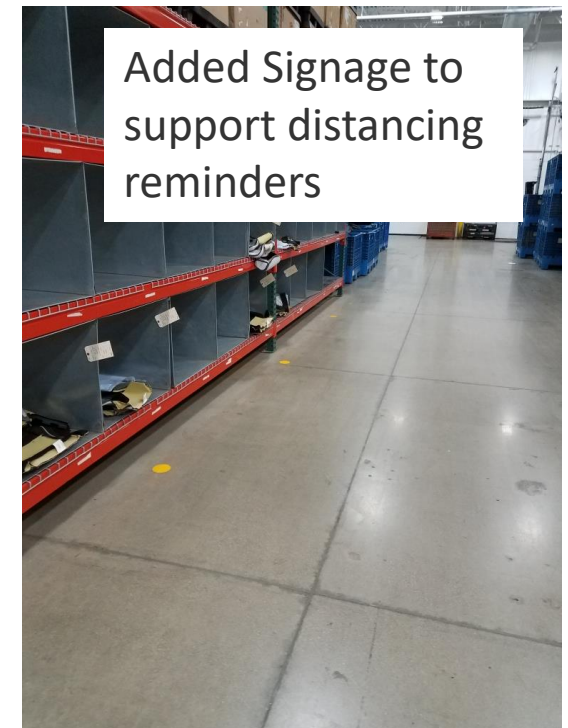
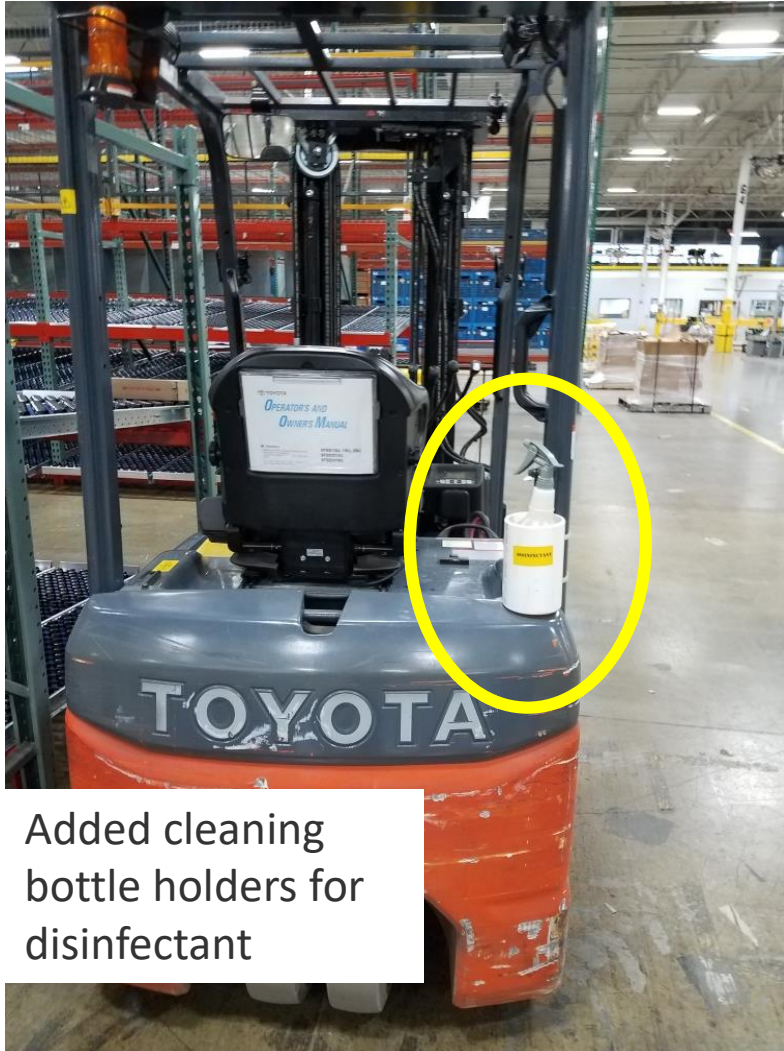
Disinfectant Bottle - Shift End

PHYSICAL BARRIERS

1. Remove your Anti-Cut gloves prior to disinfecting a station.
2. Do **NOT** spray directly on the equipment. Spray on a rag and then begin disinfecting.
3. Ensure ALL touchpoints (items touched by Team Members with hands and/or fingers) are wiped down with Cleaner and cloth rag at start-up of each rotation. **DISINFECT BEFORE GOING HOME!**
4. Wipe down physical barriers between workstations (if any exists) at start of each rotation.
5. Visually audit at start of each rotation to ensure ALL touchpoints are being wiped down using the appropriate cleaning materials provided in the work area.
6. Do not touch the seat with your bare hands, **ALWAYS** wear your Anti-Cut gloves before resuming production.

**CLEAN BEFORE USE! DISINFECT BEFORE GOING HOME!**

# Materials Area Readiness



# Office Area Modifications

Changes in cubical areas to support Social Distancing



# Prevention Measures



# Prevention Actions

- On-going cleaning and disinfecting by 3<sup>rd</sup> party Company
- Constant meetings with the CRT team (Daily) to review necessary changes
- Constant Checklists and Audits
- Communication
- Supplies list with Min/Max and Daily Inventory
- Layered Process Audit Questions
- Visual Aid's and ODS



# Cross Functional Audit – Every 4 hours














- Management Review of Posted Cleaning Schedules
- Management Reviews of Cleaning Stations on production floor and office areas
- Checklist reviews every 4 hours performed by union and Production Manager
- Management Reviews of PPE every 4 hours

Task	Yes	No	If "No", contact:
<b>Ingress / Egress</b>			
Temperature Station Staffed and Operational.			Address w/ EE, contact HR
All Employees are wearing face covering upon entering facility.			Address w/ EE, contact HR
All Employees are honoring social distancing guidelines as established.			Address w/ EE, contact HR
All Employees are honoring facility Entrance / Exit protocol.			Address w/ EE, contact HR
Entering through Cafeteria (tent) / exiting via DS Exit			Address w/ EE, contact HR
<b>Breaks</b>			
Team members are following all new "one way" traffic patterns			Address w/ EE, contact HR
Entering cafeteria from Bathroom Hallway			Address w/ EE, contact HR
DS & DT exit via double doors that lead directly to the plant floor			Address w/ EE, contact HR
P552 exit cafeteria via NE double doors.			Address w/ EE, contact HR
Team members are not rearranging the new table to chair layout			Address w/ EE, contact HR
Team members are honoring social distancing / headcount allotment in:			Address w/ EE, contact HR
Market C			
Microwaves			
Coolers			
***Employees are encouraged to bring a non-perishable lunch***			
Food Deliveries are being picked up in the parking lot			Address w/ EE, contact HR
Employees are to exit through the DS, pick up their food outside, and return through the temperature station			
<b>Work Stations</b>			
All REQUIRED PPE is worn correctly and not removed while working			Address w/EE, contact HR
***Masks are only removed while eating, in an office while alone, or outside in the parking lot, honoring social distancing.***			
Daily shift start up meetings are held - honoring social distancing			Superintendent
All barriers are in place and functional			Maintenance
Face shields are being worn in stations where barriers & distancing can't be applied.			Address w/ EE, contact supv & HR
Only team members assigned to a work station are in that area.			Address w/ EE, contact supv & HR
***No team members from other departments, programs or on break are socializing in an active work station.***			
<b>Cleaning / Disinfecting / Sanitizing</b>			
Sanitation stations have been established per line and are fully stocked			Supervisor of area
Witnessed 3rd Party Cleaners sanitizing work stations during breaks			VHM Supervisor
Rework team members are keeping disinfectant bottles filled			Area Supervisor
***Rework personnel are fully trained on mixing disinfectant solution.***			

	Signatures	Date	Time completed
Salary			
Union			



# Handwashing ODS

		<h2>Handwashing Process</h2> <h3>(20 to 30 Second Process)</h3> <p>Revision Date: 05/01/20</p>		<p><b>Quality / Safety Reaction Plan</b></p> <p>Anyone Detecting a Health, Safety, Environmental or Quality Risk are responsible to immediately notify a supervisor.</p> <p><b>Do Not Try and Retrieve anything dropped into the equipment</b> without following the proper safety procedures including stopping the equipment and asking for assistance when needed.</p>	
<p>Please remember this is for your benefit and the benefit of others...Social Responsibility!</p>					
<p><b>All Employees are to be Socially Responsible:</b></p> <ul style="list-style-type: none"><li>1 Work Safely- following all established BWI Rules</li><li>2 Maintain a clean sanitized work environment</li><li>3 Maintain appropriate social distancing (6ft.)</li><li>4 Wash hands often and vigorously for 20-30 sec.</li><li>5 Use hand sanitizers in between washings to reduce risk.</li></ul>		<p><b>Parts List</b></p> <p>Subject to Change - As Needed for Projects</p> <ul style="list-style-type: none"><li>1. Hand Soap (Plain Foam or liquid soaps are fine, the department of health states that antibacterial soaps would need to be left on your hands for about two minutes to have any effect on bacteria.)</li><li>2. Water - warm or cold</li><li>3. Paper towels or Air dryer</li></ul> <p><u>Do not use clothing or rags used for cleaning to dry hands.</u></p>		<p><b>The washing techniques listed below are as defined by the CDC.</b></p>	
				<p><b>Total Productive Maintenance.</b></p> <p>Before beginning to work, <b>Visually check and inspect</b> all tools and equipment for any obvious damage. Check power tools and equipment for loose or frayed wires.</p> <p><u>Verify that all OEM safety features are fully operational and not bypassed or removed</u></p> <p><b>Notify your Supervisor if any issues are found.</b></p>	
				<p><b>Quality Policy - "Achieving customer satisfaction by delivering world class products and services"</b></p>	
<h3>Sequence of work elements</h3>			<h3>Time</h3>	<h3>Visual Aid</h3>	
1	Wet hands with water <i>If faucet is button activated or handle/knob you may use your hands to activate.</i>				
2	Apply enough soap to cover all hand surfaces				
3	Rub hands - palm to palm		5 Sec		
4	Right palm over left dorsum (top of hand) with interlaced fingers and vice versa		5 Sec		
5	Palm to pam with fingers interlaced		5 Sec		
6	Back of fingers to opposing palms with fingers interlocked		5 Sec		
7	Rotational rubbing of left thumb clasped in right palm and vice versa		5 Sec		
8	Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.		5 Sec		
9	Rinse hands with water <i>Do Not Use your Hands at this point to activate water, use clean paper towel or elbow</i>				
10	Dry thoroughly with a single use towel or air dryer				
					
					
<p><b>Personal Protective Equipment</b></p> <p><input type="checkbox"/> Safety Glasses</p> <p><input type="checkbox"/> Standard Gloves</p> <p><input checked="" type="checkbox"/> Face Covering</p> <p>Check square for PPE that may be needed</p>		<p><b>Guiding Principles</b></p> <p>We deliver win-win solutions to our customers</p> <p>We approach our work with a quality mindset, driving operational excellence</p> <p>We respect and empower our people, always acting with integrity</p> <p>We support the communities in which we work</p> <p>We proactively manage costs, profitability and cash generation through our financial discipline</p>		<p><b>Plant Environmental Policy</b></p> <p>Continuous improvement of our process and systems</p> <p>Pollution Prevention at the source when possible</p> <p>Regulatory Compliance</p>	
		<p><b>SS Philosophy</b></p> <ul style="list-style-type: none"><li>1. Sort</li><li>2. Straighten</li><li>3. Shine</li><li>4. Systemize</li><li>5. Standardize</li></ul>		<p><b>Required Approvals</b></p> <p>Quality _____ Date _____</p> <p>Engineering _____ Date _____</p> <p>H,S and E _____ Date _____</p> <p>Operations _____ Date _____</p> <p><b>Optional Approvals</b></p>	

All liquid containers other than operator personal water containers must have a MSDS or GHS hazard communication label. Do not use any unlabeled containers. Report unlabeled containers to your supervisor.



## Facility Cleaning Procedure:

### BACKGROUND:

The **SURFACES** personnel may physically contact must be routinely cleaned to minimize the risk of contracting illnesses such as the COVID-19. Based on the limited tests availability, and the potential for an individual to be a “carrier” of the virus while showing no symptoms, it is **assumed that COVID-19 is always present in our facility**, especially during the Sanitization Activities.



## Facility Cleaning Procedure:

### **SURFACE CLEANING:**

- Surfaces should be free of dirt or debris that could harbor pathogens. Personnel conducting cleaning activities should perform a pre-cleaning inspection of areas that will be disinfected prior to disinfection activity.
- To achieve an adequate cleaned surface saturate the surface with diluted soap, and wipe the surface with a rag until all visible dirt, debris, or other products are visibly removed.

## Facility Disinfecting Procedure:

### **SURFACE Disinfection:**

- Clean surface of any dirt and debris, as this additional material will increase surface area and create a layered coating that will protect some viable pathogens from contact with disinfectants.
- Disinfection must occur frequently as recontamination by incoming Team Members is possible.

## Facility Disinfecting Procedure:

### Confirmed Case Disinfection:

- Surfaces to clean during deep disinfection include:
  - All horizontal surfaces within reach
  - All vertical surfaces up to eight feet from floor or landing level
  - All tools and equipment surfaces
  - All control panels and touch-screen surfaces
  - Any other surfaces that could potentially be touched by an INFECTED Team Member

# Facility Cleaning Procedure

## Standardized Work – For Facility Cleaning and Disinfecting

- Regular cleaning and disinfection: **Cafeteria**

Group 1 – AM/GA/CV/Mustang Start 6:00 am

- Break 1: 8:00 am
- Lunch: 11:00 am
- Break 2: 1:00 pm

Group 2 – Raptor/Camaro Start at 7:00 am

- Break 1: 8:30 am
- Lunch 11:40 am
- Break 2: 1:30 pm

Tabletops and Legs	After break/lunch period
Chairs	After break/lunch period
Refrigerators	After break/lunch period
Vending Machines	After break/lunch period
Ice Machines	After break/lunch period
Countertops	After break/lunch period
Faucet handles	After break/lunch period
Cabinets	After break/lunch period
Touchpad vending kiosks	After break/lunch period
ATM machines	After break/lunch period

# Facility Cleaning Procedure

## Standardized Work – For Facility Cleaning and Disinfecting

- Regular cleaning and disinfection: **Cafeteria**

### Touchpoints



# Facility Cleaning Procedure

## Standardized Work – For Facility Cleaning and Disinfecting

- Regular cleaning and disinfection: **Cafeteria**

### Touchpoints



## Standardized Work – For Facility Cleaning and Disinfecting

- Regular cleaning and disinfection: **Restrooms**

Group 1 – AM/GA/CV/Mustang Start 6:00 am

- Break 1: 8:00 am
- Lunch: 11:00 am
- Break 2: 1:00 pm

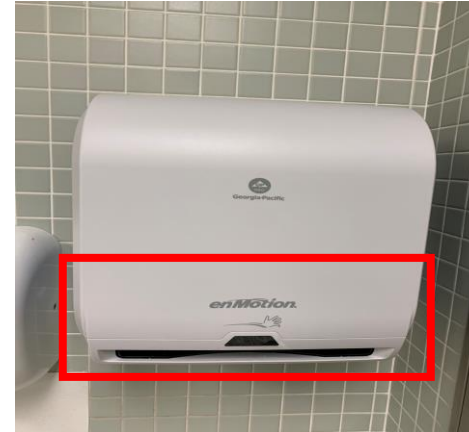
Group 2 – Raptor/Camaro Start at 7:00 am

- Break 1: 8:30 am
- Lunch 11:40 am
- Break 2 1:30 pm

Restroom Stall Doors Front and Back	After breaks/lunch period
Toilet Seat	After breaks/lunch period
Toilet Paper Dispensers	After breaks/lunch period
Circumference of Sink	After breaks/lunch period
Soap Dispensers	After breaks/lunch period
Ledge of Mirror	After breaks/lunch period
Paper Towel Dispenser	After breaks/lunch period
Hand Dryers	After breaks/lunch period
Personal Dispenser	After breaks/lunch period
Handrails in Handicap stall	After breaks/lunch period
Top of Waste Can	After breaks/lunch period

## Standardized Work – For Facility Cleaning and Disinfecting

- Regular cleaning and disinfection: **Restrooms**  
**Touchpoints**



## Standardized Work – For Facility Cleaning and Disinfecting

- Regular cleaning and disinfection: **Restrooms**

### Touchpoints



## Procedures for Routine Cleaning and Disinfection

- When a surface is visibly dirty, wash with general household cleaner (example: Mr. Clean)  
Rinse with water and follow with a disinfectant
- When a surface is not visibly dirty, clean with a commercial product that is both a detergent (cleans) and a disinfectant (kill germ/viruses) (Ex. Lysol, Clorox, Odoban)

- Never mix and Detergents and a Disinfectants into one container! Follow Manufacturer's

### INSTRUCTIONS!

- ALWAYS WEAR DISPOSABLE GLOVES!!
- Routine cleaning of frequently touched surfaces (tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, vending machines, refrigerator handles/doors)

## Personal Protection Equipment Required for Cleaning and Disinfecting



## Dilution Procedure: OdoBan

### REQUIRED Personal Protective Equipment



### How to Use OdoBan Concentrate

#### Step 1

Combine one gallon of water with five oz. of OdoBan concentrate in a bucket. Mix the solution thoroughly and pour it into a container or spray bottle. If you're using OdoBan as a fungicidal disinfectant, mix seven oz. of the concentrate with one gallon of water.

#### Step 2

Remove any heavy soil from the surface to be treated. Pre-clean the surface with soapy water, and rinse completely. To function properly, OdoBan has to be used on a pre-cleaned, hard nonporous surface.

#### Step 3

Apply the OdoBan solution with a mop, sponge, brush or sprayer. Let the solution stand for at least 60 seconds to sanitize the surface or disinfect it against viruses. To disinfect the surface against bacteria or fungi, the surface must remain wet for 10 minutes.

#### Step 4

Allow the treated surface to air dry for the full sanitizing effect. If you're using OdoBan as a mildewstat, let the surface air-dry and repeat the application every seven days.



USE-SOLUTION PREPARATION CHART	
Application	Oz. per Gallon of Water
<b>ODORIZANT—Eliminates Odors Instantly!</b>	
Air Freshener .....	32
Pet Odors .....	32
Sewage Backup & Water Damage .....	16
Carpets .....	8
Cleaning Solution (Large Routine Applications) .....	4
<b>SANITIZER—Kills 99.99% of Germs* in 60 Seconds!</b>	
Pre-cleaned, hard and nonporous nonfood contact surfaces .....	5
<b>DISINFECTANT—Kills Common Germs* in 10 Minutes!</b>	
Hard, nonporous, pre-cleaned surfaces .....	7
Fungicidal (Trichophyton interdigitalis) .....	5
Mildewstat (Mold & Mildew Control) .....	5
Bactericidal Against Grams* (such as Staph, Strept, E. coli, VIBRIO, Pseudomonas aeruginosa, Salmonella enterica, Listeria monocytogenes, Neisseria meningitidis, Enterococcus faecalis) (F01) .....	5
<b>VIRUCIDAL*—Kills HIV (Aids Virus) in 60 Seconds!</b>	
Hard, nonporous, pre-cleaned surfaces .....	5

Apply use-solution by thoroughly wetting surfaces as recommended with a:

**OdoBan** mixes with water to form clear, stable solutions. For sprayer applications, adjust sprayer to coarse spray setting. Apply liberally to surface. Clean with a brush, sponge or cloth. Do not breathe spray. Prepare a fresh solution daily or when use solution becomes visibly soiled.

## Dilution Procedure: Lysol Multi-Surface



- To sanitize/Disinfect: pre-clean surface. Dilute 1 oz. with 15 oz. of warm water. Apply to surface with
- cloth, sponge, mop or trigger spray until thoroughly wet. To sanitize: leave for 60 seconds before
- wiping. To disinfect: leave for 10 minutes before wiping.

## Dilution Procedure: Disinfectant Bleach



1. Disinfecting Bleach Solution (use for disinfecting hard, non-porous surfaces like sinks, showers, bathtubs, countertops, glazed tile, vinyl, floors)—Wash, wipe, or rinse surface to be disinfected with water. Add  $\frac{1}{2}$  cup Concentrated **Clorox® Regular Bleach<sub>2</sub>** to 1 gallon water; apply bleach solution to surface; let stand 5 minutes. Rinse thoroughly and air dry.
2. Sanitizing Bleach Solution (use for sanitizing hard, non-porous items like dishes, plastic ware, glassware, stainless steel flatware, and pet's food and water dishes, to name a few)—Wash items thoroughly with detergent and rinse. Add 2 teaspoons Concentrated **Clorox® Regular Bleach<sub>2</sub>** to 1 gallon cool water; soak items for 2 minutes, then drain and air dry (note that with this application there is no rinsing!).

### Step one

Wearing the gloves, carefully measure the bleach and add it to the water solution.

### Step two

Wearing the gloves, apply the solution to the hard surface, such as doorknobs or non-porous countertop.

### Step three

To properly disinfect, the solution needs to be in contact with the surface for at least **5 minutes.**\*\*

### Step four

Discard the solution by adding water and pouring it down a sink drain after **24 hours** as it can lose potency quickly.

Liquid Bleach Type	Amount of Bleach	Amount of Cool Tap Water
2% Sodium Hypochlorite Active Ingredient	3 teaspoons	1 cup
3% Sodium Hypochlorite Active Ingredient	2 teaspoons	1 cup
4% Sodium Hypochlorite Active Ingredient	1 1/2 teaspoons	1 cup
5% Sodium Hypochlorite Active Ingredient	1 1/4 teaspoons	1 cup
6-7% Sodium Hypochlorite Active Ingredient	1 teaspoon	1 cup
8-10% Sodium Hypochlorite Active Ingredient	3/4 teaspoon	1 cup

What are the correct proportions of bleach to water for cleaning the coronavirus?

5 tablespoons (1/3 cup) bleach per gallon of water or,

4 teaspoons bleach per quart of water

[www.cdc.gov](http://www.cdc.gov) ; 2019-ncov ; prevent-getting-sick ; cleani...

## Dilution Procedure: Hydrogen Peroxide



USE THIS AMOUNT OF 35% HYDROGEN PEROXIDE	AND THIS AMOUNT OF WATER*	TO MAKE THIS AMOUNT OF 3% HYDROGEN PEROXIDE
1 part	11 parts	12 parts
1 and 1/4 cups	14 and 3/4 cups	1 gallon (16 cups)
1 and 1/4 tablespoons	3/4 cups + 2 and 3/4 tablespoons	1 cup (16 tablespoons)
1/4 cup + 1 tablespoon	3 and 1/2 cups + 3 tablespoons	1 quart (4 cups)

## Dilution Procedure: Dawn Detergent



### Formula

For a 1 percent solution of Dawn soap spray, mix 2 1/2 tablespoons of detergent in 1 gallon of water. Add another 2 1/2 tablespoons per gallon for each 1 percent you wish to strengthen the solution, up to a 4 percent mixture. For a smaller batch of soap solution, use one-fourth of that detergent amount and combine with 1 quart of water. North Carolina's Cherokee County Extension gives an alternative spray formula, mixing 1 tablespoon of Dawn with 1 cup of cooking oil and combining the mixture with 1 pint of water. Whichever formula you choose, spray the top and bottom of leaves every four to seven days until the insects are gone. Do not apply to plants when temperatures are above 85 degrees F.

### How to Dilute Concentrated Dish Liquid

1. Pour concentrated dish liquid into the squeeze bottle until it is one-third full.
2. Pour water into the squeeze bottle until it is two-thirds full of water-and-soap mixture.
3. Pour the solution into a dish cloth to ensure the detergent mixture is not too watery. ...
4. Add more detergent if the solution is too watery.

## Quattro Select: Dispensing System

<https://youtu.be/MVYQBdZuYAE>



## Hazard Communication Awareness

- Every individual has the right and need to know about the chemicals you are working with, what hazards they pose, and how to protect themselves from those hazards.
- Every person should know the physical and the health hazards associated with the chemicals they work with.
- There are acute health hazards – which occur fairly quickly after exposure to a chemical. And there are chronic health hazards – which occur after long term exposures to a chemical.
- Always read the labels of any chemical you are working with.
- Only use the chemicals as directed.

## Spill Response Awareness

### 1. Notify Spill Response Personnel:

- Maintenance Techs
- Supervisor (Neil Pippen)
- Safety (Elouise Rucker)

### 2. IF IT'S SAFE:

- Attempt to stop the release at the source
- Contain the spill with absorbent and protect the drain
- NEVER WASH SPILL DOWN A DRAIN



# Materials Visual Aid

<b>BRIDGEWATER</b> INTERIORS	<b>VISUAL AID</b>		<b>Approvals</b>	
	<b>FedEx, UPS and Expedite Part Cleaning</b>		O.E.: _____ Date: _____	Supervisor: _____ Date: _____
	Location: All Inbound Packages	Station: Shipping/Receiving	Sep. 2nd _____ Date: _____	I.E.: _____ Date: _____
		Revision Date: 5/21/2019	Revision: 0	





1. Spray down all inbound packages and let sit outside shipping office for 24 hours.

2. If packages cannot sit for 24 hours. Please contact recipient to collect boxes. Boxes should be emptied. Boxes should not leave

**REQUIRED PPE**

- 1. Mask
- 2. Gloves
- 3. Safety Glasses
- 4. Face Shield - if needed



**CLEAN BEFORE USE! DISINFECT BEFORE GOING HOME!**

**BRIDGEWATER**  
INTERIORS

# Layered Process Audit Questions

Auditors Chapters Questions x					
Drag a column header here to group by that column					
Question ID	Question	A	Chapter I	Chapter	Deleted
		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
D3	Are poka yoke bypass / reset requirements followed?	<input checked="" type="checkbox"/>	D	Poka Yoke / Job setup	<input type="checkbox"/>
D4	Are the appearance cameras operating properly?	<input checked="" type="checkbox"/>	D	Poka Yoke / Job setup	<input type="checkbox"/>
Disinfection 1	Did the cleaning crew / employees receive training about disinfection method and frequency?	<input checked="" type="checkbox"/>	Sanitation	General Disinfection Measure	<input type="checkbox"/>
Disinfection 10	Were non-conformities actioned? (Y/N)	<input checked="" type="checkbox"/>	Sanitation	General Disinfection Measure	<input type="checkbox"/>
Disinfection 11	If non-conformities were not actioned, please provide reasons:	<input checked="" type="checkbox"/>	Sanitation	General Disinfection Measure	<input type="checkbox"/>
Disinfection 12	Were all non-conformities closed? (Y/N)	<input checked="" type="checkbox"/>	Sanitation	General Disinfection Measure	<input type="checkbox"/>
Disinfection 13	If non-conformities were not closed please provide reasons:	<input checked="" type="checkbox"/>	Sanitation	General Disinfection Measure	<input type="checkbox"/>
Disinfection 2	Was hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution) used as appropriate?	<input checked="" type="checkbox"/>	Sanitation	General Disinfection Measure	<input type="checkbox"/>
Disinfection 3	Did the team conduct a comprehensive cleaning in all work cell common surfaces (control buttons, tools, conveyors, trays,	<input checked="" type="checkbox"/>	Sanitation	General Disinfection Measure	<input type="checkbox"/>
Disinfection 4	Did the team conduct a comprehensive cleaning in all offices, desk areas and conference rooms (cabinets, desk, table and chair	<input checked="" type="checkbox"/>	Sanitation	General Disinfection Measure	<input type="checkbox"/>
Disinfection 5	Did the team conduct a comprehensive cleaning of all general objects often used or touched (doors, windows, handles, faucets, sinks,	<input checked="" type="checkbox"/>	Sanitation	General Disinfection Measure	<input type="checkbox"/>
Disinfection 6	Did the team conduct a comprehensive cleaning in cafeteria/canteen (tables, chair surfaces, dispensers, vending machines, etc.)?	<input checked="" type="checkbox"/>	Sanitation	General Disinfection Measure	<input type="checkbox"/>
Disinfection 7	Did the team conduct a comprehensive cleaning of all common surfaces in personnel buses (seats, rails, belts, doors, windows,	<input checked="" type="checkbox"/>	Sanitation	General Disinfection Measure	<input type="checkbox"/>
Disinfection 8	Did the team conduct a comprehensive cleaning of floors, walls and multi-use areas (tables, chair surfaces, dispensers, vending	<input checked="" type="checkbox"/>	Sanitation	General Disinfection Measure	<input type="checkbox"/>
Disinfection 9	Were non-conformities raised (Y/N)	<input checked="" type="checkbox"/>	Sanitation	General Disinfection Measure	<input type="checkbox"/>



## > **MDLive Telemedicine** (available to most BCBS members)

- > Virtual doctor's visit for non-emergency issues
  - Prescriptions can be sent electronically to pharmacy
- > No cost through May 31, 2020
- > [www.MDLive.com/BCBSIL](http://www.MDLive.com/BCBSIL)

## > **Recommended Handwashing**

- <https://www.youtube.com/watch?v=3SfHdSHK-g0>
- Refer to visual instructions posted near every sink.

## > **Benefits**

- > The C.A.R.E.S. act will now allow some new provisions for withdrawals within the 401k plan. You may contact Fidelity at 1-800-533-8004 for more information.

## > **Tips to prevent your safety glasses from fogging:**

- Wash them with soapy water –this creates a film that moisture won't stick to
- Fold a tissue along the top of your face cover, over the bridge of your nose. The moisture from your breath will be absorbed by the tissue.
- Use a mask that molds to your face – This will help block the warm exhaled air from your mouth from escaping onto your glasses.

## Communication Methods:

- Please review our website for continuous updates: <https://BWIDetroit.adient.com>
- New break schedules and any other pertinent information to be posted on Detroit's website and Communication monitors.
- Please stay informed!