



# Safer- together

Corona Virus Response  
"Essentials" (CVR1)

# SAFER TOGETHER - CVR1 CRITICAL ESSENTIALS SUMMARY



## NEW PPE Rules – Mandatory (Personal Protective Equipment)

1. **Employee Entrance Protocol:** Cleanroom practices/Preparation Room – clean shoes, personal items segregation/disinfection. Follow: cleaning, temperature, social distance from entry to workstation, masks and glasses practices. Planning of staggered entry.
2. **Expanded use of glasses:** extend mandatory use of safety glasses/protected glasses across all facilities.
3. **Thermometers:** ALL employees checked twice a day. If temperature  $>37,5^{\circ}$  100.4 F notify HSE and HR.
4. **Masks:** for all employees, changed on daily basis.
5. **Cleaning & Disinfection:** Hands & Surface cleaning, including machines, computers and handhelds.
6. **Social distance:** 1.8 meters (6ft) without a mask, 1 (3ft) meter with a mask. To secure this, lanes from outside to workstation, must be specified.



## New PPP Rules - Required (Personal Protection Practices)

1. **Increase remote interaction whenever possible:** Plant visits restricted to only essential for operation.
2. **Self-check** for potential symptoms
3. **Tell your supervisor** immediately if any of the symptoms are present, or if you were in contact outside of work with someone confirmed positive.
4. **Dining:** Bring your box or individual meal whenever possible. Respect of masks, cleaning and disinfection and social distance practices must be enforced.
5. **Transportation:** 1 person per 2 seats in row. Check temperature before entering. Only registered users can access the Company Mandated Bus. Keep masks on.
6. **Meetings:** Always <10 people – assuming you can maintain social distance, always using masks.



## Social Considerations

1. **Respect 100% government** rules.
2. **Social Concerns:**
  - a. **Possibility of stay-home** for higher risk individuals and potentially infected.
  - b. **Provide day-care service** support if needed, during outbreak.
3. **International travel ban** continues, NO exception. If so, 14 day quarantine mandated
4. **All personnel that can,** work from home.
5. **#SAFERBEHAVIORS:**
  - a. **Limit Social gatherings** personal context included.
  - b. **Use On-line services/shopping:** Groceries, Pharmacy, Health Consultation, etc..
  - c. **Avoid non-essential services** such as salons...
  - d. **Avoid crowded places** and respect PPE & PPP essentials.
  - e. **Avoid visiting elderly people.**
  - f. **Enforce social distance practices to your children.**



# SAFER TOGETHER - NEW PPE & PPP Rules



## ENTRANCE PROTOCOL



### Clean Room Practices / Preparation Room

- ✓ **Clean Shoes:** Enforce clean shoes policy
- ✓ **Standard Faurecia clothes must be worn from home, however arms/legs must be covered.**
- ✓ **T-shirt with anti-cutting sleeves going to the upper arm tolerated.**
- ✓ **ALL personal items** should be left outside the facility or at the entrance (purse etc.).
- ✓ **Long Hair:** all long hair must be tied back .
- ✓ **Extend arrival/exit time** – to allow respect of social distance Progressive entry/exit. Minimize use of lockers/showers only to exceptions

## MASKS

**Wear masks everywhere in the plant.**  
*See specific guidance.*



## SAFETY GLASSES



**Mandatory use of safety/protective glasses across all facilities to prevent virus transfer through retina.**

## CLEANING & DISINFECTING



**WASH HANDS!** Clean and disinfect all surfaces including computers & hand held devices.  
*See specific guidance*

## THERMOMETERS



**All employees must be checked at least twice a day. Visitors checked upon entry. >37,5° must be reported.**

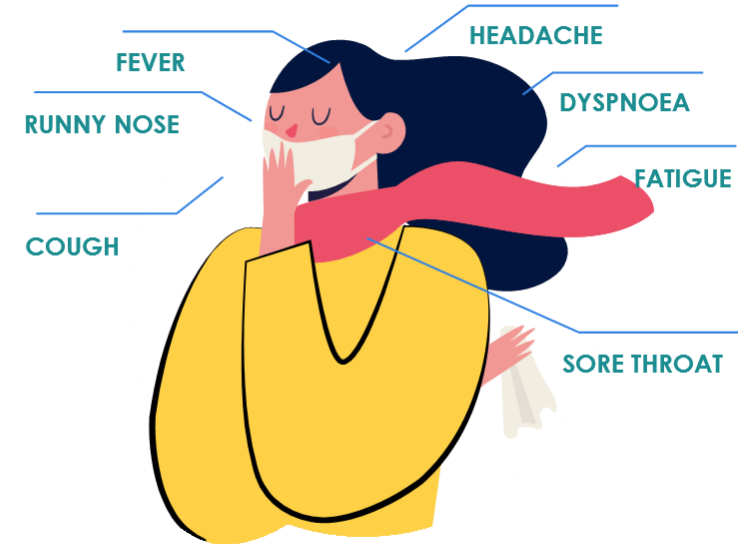
## SOCIAL DISTANCE



**>1.8 mts without mask. 1 mts with mask.  
Meeting max is 10 people or as space allows.  
Ensure proper space for dining.**

- Always be aware that people must be treated with outmost respect and consideration, discrimination of any kind will be dealt with, very strictly.
- What are the symptoms of COVID-19?
  - ✓ Some people infected with the virus have no symptoms. When the virus does cause symptoms, common ones include dry cough, fatigue, low-grade fever, body or headaches, nasal congestion, and sore throat.
  - ✓ However, COVID-19 can occasionally cause more severe symptoms like high fever, severe cough, and shortness of breath, which often indicates pneumonia.

## SYMPTOMS



**Only laboratory tests can identify the virus that causes COVID –19.**

*Follow care instructions from your healthcare provider and local health department: Your local health authorities may give instructions on checking your symptoms and reporting information.*

# Suspicious Case Protocol



1. **AT ALL TIMES MAINTAIN A HIGH LEVEL OF EMPATHY FOR THE PERSON YOU ARE TREATING**
2. **Invite person in a dedicated room** limiting objects inside to what is strictly necessary. (only one person allowed)
3. **Keep a minimum 1 m / 3 feet distance** from person showing suspicious signs (as much as possible), always respecting no contact policy. Keeping a N95 mask or equivalent, gloves and goggles
4. **Wash your hands, thoroughly** and use hydroalcoholic solution/gel after having taken care of person with suspicious signs (temperature >37,5)
5. **Provide surgery type mask** and gloves fit for biological risk, to person showing suspicious signs ((temperature >37,5).
6. Follow Government recommendations either call person with suspicious signs' physician or country emergency number to address the treatment:
  - ✓ Mandatory: No use of company or employee vehicle.
  - ✓ No authorization to leave the plant alone shall be given.
7. **IMMEDIATELY clean and disinfect room** after suspicious case has been managed.
8. **Provide** people in charge of cleaning (floor and surface) **with mask, unique overall, cleaning gloves.**
9. **Ensure a strict cleaning of the room, the workstation, the lockers and the restrooms** after person has left the plant. (if suspicious case detected during the shift).
10. **In conjunction with HR**, please investigate if the suspected person was in contact, outside of work with anyone else from Faurecia (partners, family members, etc... If so, kindly ask people who were in contact with person with suspicious signs **to leave plant and to remain at home** until suspicious person result is communicated
  - ✓ If test is negative, employee can come back at work.
  - ✓ If test is positive, ask employee to remain at home for 14 days.

IMPORTANT: Always respect first all recommendations coming from public authorities.

## Barrier Gestures

#safertogether



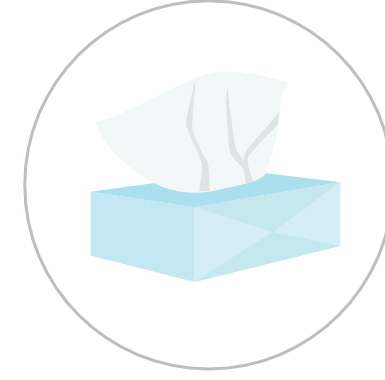
**WASH YOUR  
HANDS  
REGULARLY**



**COUGH OR  
SNEEZE IN  
YOUR ELBOW**



**MANTAIN  
SOCIAL  
DISTANCE**



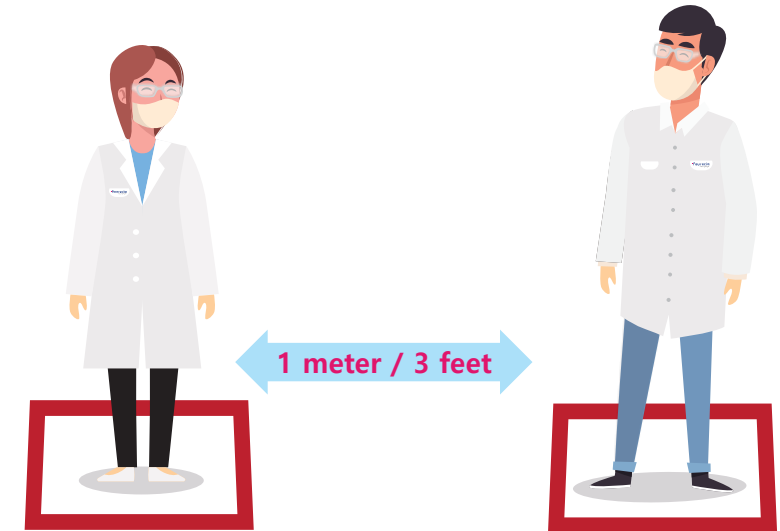
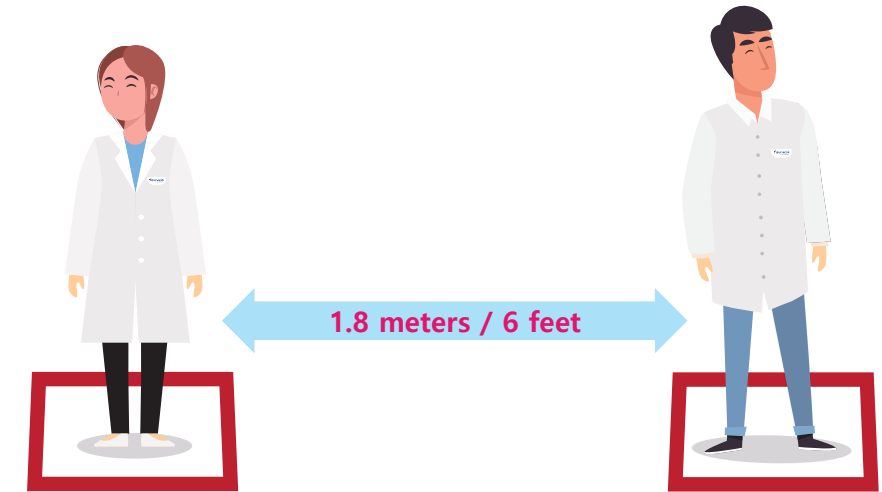
**USE  
DISPOSABLE  
TISSUES**



# SAFER TOGETHER - SOCIAL DISTANCE



- **For the entrance, strictly respect over 1.8 mts (>6ft)** social distance. The use of masks is not mandatory, however, in every case must follow **barrier gestures**.
- **Mask will be used, across the plant,** however a social distance of at least **1mt (3ft)** is still required and shall be clearly designated following 5S concepts.
- **What if 1mt distance is not feasible?**  
A possibility for derogation can be extended, however it must be approved by HSE Coreteam (HSE BG/Group Leaders). In every case a policy of **NO CONTACT, under any circumstance** shall be respected, along with barrier gestures and a higher frequency of hand sanitation. (the only exception is in case of First Aid respecting the use of gloves).



**Good Practice:** *as much as possible a physical barrier should be used to increase the space in between parts, and between stations*

# SAFER TOGETHER - THERMOMETERS



1. Respect **social distance**.
2. **Wash hands** with water and soap before putting on the gloves.
3. **Wear proper PPE:** glasses, mask, surgical gloves, long sleeve.
4. **Designated area** for temperature check.
5. **All employees must be checked at least twice a day.**  
Visitors checked upon entry.  $>37.5^{\circ}$  must be reported (see protocol of suspected case).
  - ✓ Before entering the shift
  - ✓ Before meal break
6. **No-Touch forehead** thermometer is mandatory .
7. **Thermal scanners are effective in detecting people who have developed a fever** - accepted.



*Note: Always follow local governmental regulations*

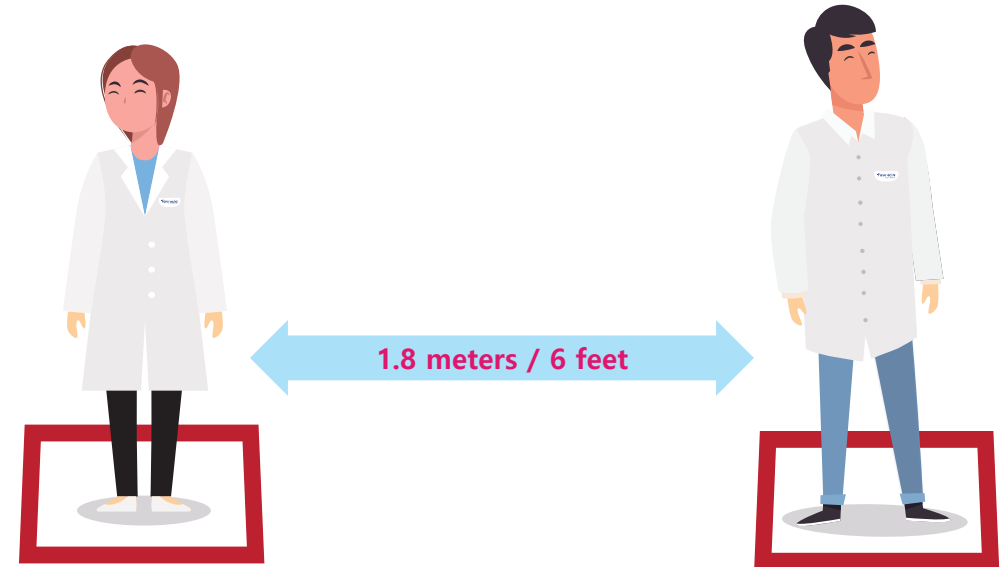




# SAFER TOGETHER

## LAY-OUT, PLANNING & PREPARATION FOR PLANT ENTRANCE

1. **Security Check** : all employees must enter to the plant by the same entrance, security, fence or other means have to be provided to restrict the access.
2. **Leave the doors and turnstiles open** if possible, to avoid having to push them.
3. **Plan to enter the queue one by one**, respecting the social distance, clearly mark lanes for entry and exit, from entrance to stations.
4. **Keep the distance of 1,8 m / 6 feet** while waiting. Avoid crossing flow between 2 shifts and as such, extend overlap timing for shift change.
5. **Avoid physical contact**, avoid handshake and substitute by a smile or head move.
6. **Generalize and make workers aware of "barrier gestures"**, display posters.
7. **Space for hand washing must be designated.**
8. **Long Hair**: all long hair must be tied back.
9. **Specify place to take temperature** if possible indoor to avoid crowd effect outside.
10. **Specify area for mask delivery and for waste collection** point for potentially contaminated waste.
11. **Specific area to address suspicious case** that would be identified during the shift.
12. **Clean Shoes**: Enforce "clean shoes only" safety shoes and/or shoe disinfection mat, mandatory.

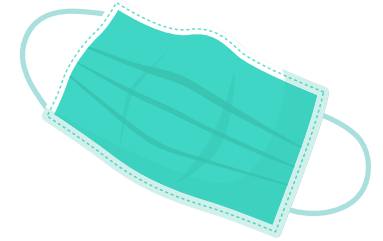


13. **Must come to work on standard Faurecia clothes**, however, **arms/legs must be covered.**
  - ✓ T-shirt with ant cutting sleeves going to the upper arm tolerated.
  - ✓ Use of showers/lockers restricted only to exceptions
  - ✓ Good Practice: Whenever possible, seat clean protection shall be granted to employees as a courtesy gesture
14. **ALL personal items should be left outside** the facility or at the entrance (purse etc.).
15. **Plan regular cleaning of accesses** follow cleaning and disinfection standard.

# SAFER TOGETHER - MASK Guidelines – TYPES



- 1. MEDICAL DEVICE N95 and FFP2 – WITH FILTERING** - for persons in contact with infected, in high risk situations: suspected case, temperature checking. Masks utilized outside of the plant must be left at the entrance room. **Recommendation:** 1 per day
- 2. MEDICAL DEVICE SURGICAL MASKS: CE Certified barrier:** 95% Filtration/Fluid Resistance. Prevents large particles expelled by the wearer from reaching the environment.  
**In-Plant Recommendation:** 1- 2 masks/day depending on conditions
- 3. NON MEDICAL FILTRATION FABRIC MASKS: Certified barrier:** >70% Filtration/Fluid Resistance. Prevents large particles expelled by the wearer from reaching the environment.  
**In-Plant Recommendation:** 2 masks/day, one at entry, one after lunch. This masks maybe possible to be re-used, provided that a special cleaning process is established following government guidelines



# SAFER TOGETHER – HOW TO USE A MASK CORRECTLY



Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.



Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.



Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.



Do not re-use single-use masks.



To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water.

# SAFER TOGETHER - Cleaning and Disinfection



1. **WASH HANDS!** With water and soap, Frequently and Vigorously!  
Disinfection gel only when washing is not possible, i.e. in front of station.
2. Every 4 hours the **workshops, associated workstations, toilets and the offices** must be disinfected.
3. **Wear all needed protective PPE** (mask, safety glasses, gloves, etc...) while cleaning/ disinfecting a room.
4. Handle appropriately and follow the cleaning products **safe handling instructions**.
5. **Define cleaning teams** that wipe and clean door handles, tables, chairs or other objects (such as printers, tools) at the beginning of each shift, after each break, at the end of each shift.
  - ✓ Ensure proper ventilation of the area during and after cleaning.
6. **Set up and ensure identified (by sign) fixed positions** for the disposal of worn masks, gloves or broken glasses.
7. **Place shoe disinfectant mats** in main gate / entry halls to eliminate a floor contamination.
8. Ensure that people **use mats correctly** before entering plant.

*Good Practice: Keep hand moisturizer available in all toilet facilities.*



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- An illustration of a restaurant dining area. Four people are seated at a long, light brown rectangular table. The person on the far left is wearing a light blue shirt and is eating a burger. The person next to them is wearing a dark grey shirt and is eating a bowl of red soup. The person next to them is wearing a dark grey shirt and is eating a bowl of red soup. The person on the far right is wearing a teal shirt and is eating a bowl of red soup. The table is set with various dishes, including burgers, fries, and drinks. A smartphone is on the table. In the foreground, there is a brown paper bag and a blue folder.

# SAFER TOGETHER - LAY-OUT/PLANNING FOR MEETINGS

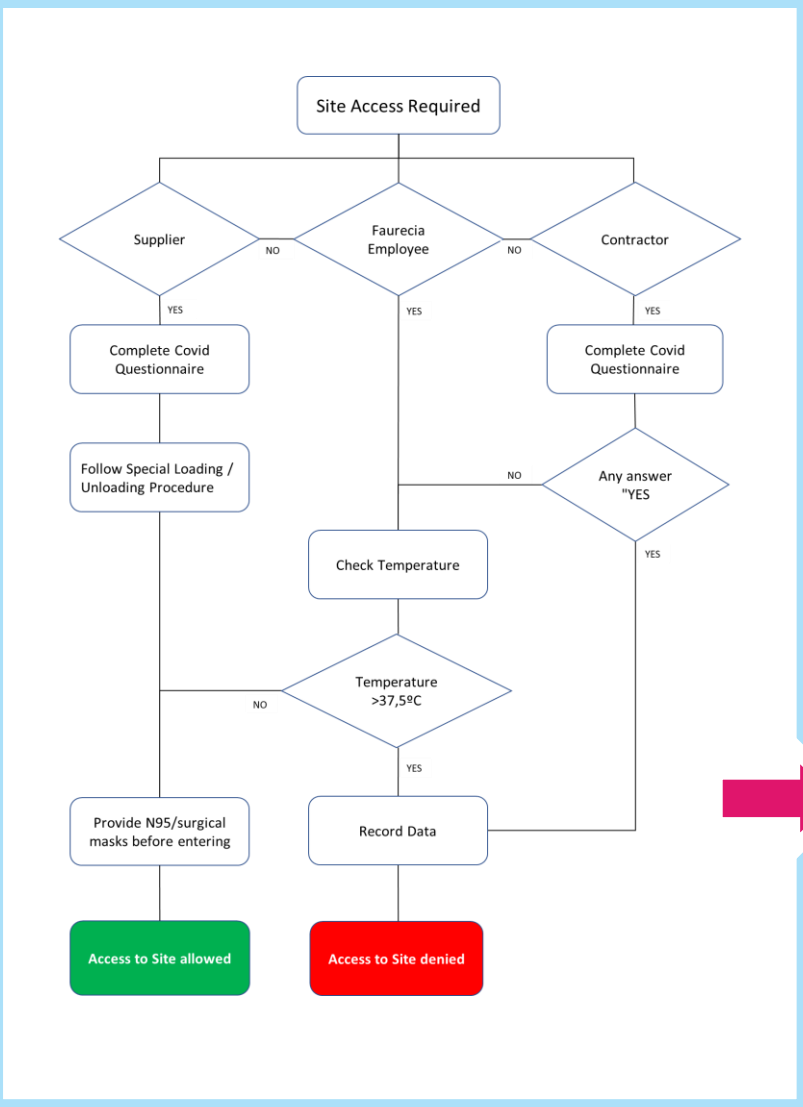


1. Maintain meetings to a **maximum of 10 participants**.
2. Always **respecting social distance**.
3. **Secure appropriate ventilation** of the room. 15 mins between meetings, for cleaning and ventilation, is recommended.
4. **Cleaning and disinfection** practices shall be carried by the meeting organizer before and after any meeting.
5. **Masks shall be worn in all cases**.





# SITE ACCESS FLOW FOR CONTRACTOR & CARRIERS



## SPECIAL LOADING PROCEDURE

Special Loading and Unloading Procedure

Park Truck at Assigned Place

Prepare the truck for (un)loading

Leave documents at allocated table

Return to the cabin and REMAIN there

Faurecia Forklift starts (un)loading

After Sign "Ready" leave cabine

Sign Documents, leave over table and prepare truck for departure

Leave Faurecia Premises

**MINIMUM DISTANCE 1,8M MUST BE RESPECTED AT ALL TIMES**

**FOR DRIVERS IT IS FORBIDDEN TO USE THE CANTEEN, COFFEE MACHINES AND THE BATHROOMS DURING THE TIME ON FAURECIA PREMISES**

## VISITOR DECLARATION FORM

**Coronavirus COVID-19 - Site Prevention**

Name / surname: .....

Country: ..... Company: .....

Phone: ..... Faurecia contact: .....

**VISITORS**

	Yes	No
Have you been in China, Iran, South Korea, Italy, ... in the last 15 days?	<input type="radio"/>	<input type="radio"/>
Have you been in contact with an infected person in the last 15 days ?	<input type="radio"/>	<input type="radio"/>
Have you any respiratory signs and symptoms manifested in the last 24 hours ? (fever above 37,5 °C, coughing, difficulties breathing)	<input type="radio"/>	<input type="radio"/>

How to act if one of the questions is answered with **Yes**:  
**!! NO ACCESS TO THE SITE FOR 15 DAYS !!**

**TRUCK DRIVERS**

**!!! No close contact to local employees !!!  
KEEP SAFE DISTANCE >1m**

- 1) Park truck on assigned place
- 2) Prepare trailer/truck for (un)loading
- 3) Return to the truck cabine and remain there
- 4) The truck will be (un)loaded by a forklift
- 5) After the (un)loading truck driver secures the load and leaves the site without any close contact with any person

**For Drivers, it is forbidden to use the Canteen, coffee machines and the bathrooms during the time on Faurecia premises**

Date: ..... Signature: .....

AUTHOR	DATE	OWNER	APPROVED
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Signature: .....		Signature: .....	

*Good Practice: Temporal external toilet and cleaning facilities for carriers should be procured*

# SAFER TOGETHER - TRANSPORTATION



1. **Apply Group policy regarding business travel** and respect Governmental rules for commuting. International travel remains banned.
2. **Pedestrian / Bike / Motorbike**
  - ✓ Apply **social distance**.
3. **Car**
  - ✓ Avoid more than **1 passenger**.
  - ✓ Use **car ventilation** and avoid air recycling.
4. **Public transportation (Only by derogation)**
  - ✓ The use of company mandated bus is enforced.
  - ✓ If public transportation is required, It is recommended for workers to wear **mask FFP2/N95**.
5. **Company Mandated Bus ( See Recommended Guidelines)**
  - ✓ **Driver:**
    - clean and disinfect bus, before each use, following disinfection guidelines, special attention to metal and plastic surfaces
    - take temperature before entry to ALL personal, if temperature exceeds 37,5°, employee shall stay at home and report to supervisor
  - ✓ **Employee/Management:**
    - **1 person per 2 seats** in row (you may need to get more buses).
    - Only **registered users** can access the Company Mandated Bus.
    - Use of hydrogel before entry of the bus, it is mandatory.
    - All employees must open the masks provided the day before only before boarding the bus and after disinfecting their hands.

X2





Faurecia has taken reasonable precautionary measures in accordance to the duty of care for health and safety to protect Faurecia employees as well as other individuals, including workers/contractors and visitors to Faurecia premises. Those precautionary measures are not intended to be a substitute for professional medical advice and/or health and safety government measures and does not constitute medical advice or health and safety. Depending on the evolution of the health situation and in light of governmental directives / instructions, Faurecia reserves the right to modify or add measures at any time. Faurecia expressly requests its contractors to implement similar precautionary health and safety measures on their own sites, subject to any relevant applicable laws and regulations and in accordance with their contractual engagements towards Faurecia. Faurecia reserves the right to perform any audit of its contractors' policies and sites to ensure such implementation.

With respect to Faurecia work sites, any and all persons present on Faurecia work sites must strictly comply to all health and safety measures for such site. Each Faurecia work site may adapt to its local context, local laws and regulations and its culture and, therefore, supplement the measures described in this document with the actions necessary or appropriate to deal with specific risks, laws, regulations and/or contexts. In addition, Suppliers shall be responsible for ensuring their employees and contractors comply with all Faurecia site measures. As the case may be, Suppliers may, at their discretion, take additional measures, as they deem necessary or appropriate for the health and safety of their employees visiting a Faurecia work site.

The scope of the document hereby shall expressly exclude the following situations:  
treatment of people declared infected by the Covid-19 on a site;  
preventive measures for a site facing the active circulation of Covid-19.

