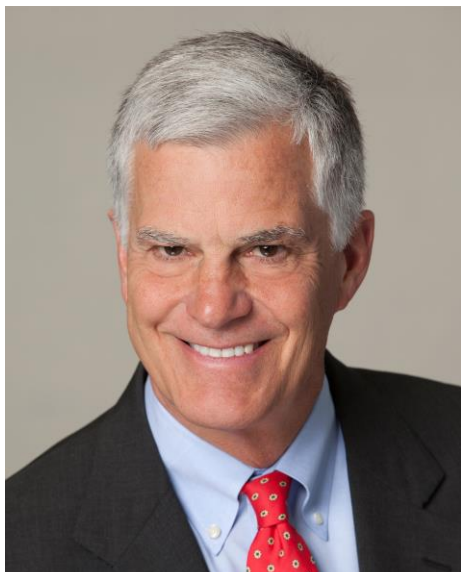


SAFE WORK PLAYBOOK

A guide for COVID-19 Pandemic
Preparedness and Response

The accompanying playbook is a resource to guide our enterprise-wide return to the workplace during this time of the unprecedented COVID-19 pandemic. The health and safety of our employees is our number one priority, and our hope in sharing this information is that it may be of assistance to others. The information in this document is provided in good faith based on information available as of the date given, for informational purposes only. JRB Personnel, LLC assumes no obligation or liability for the information presented. This document does not constitute legal advice. Regulatory requirements are subject to change and may differ between various locations. Compliance with all applicable laws and regulations is the sole responsibility of the user.



A MESSAGE FROM

Tom

Dear JRB Associates:

I am continually impressed by the positive attitude and “can-do” spirit constantly displayed every day in our company. During our 40+ year history we have proven, when we work together, how we can conquer challenges and obstacles while becoming stronger every day!

This SAFE WORK PLAYBOOK highlights how we have applied our CORE Values of “**SAFETY, TEAMWORK, INTEGRITY, RESPECT**” to protect the Safety and Health of each of us as best we can. We have addressed the COVID-19 pandemic head on and found ways to continue to showcase the DNA of our company and lead with our Core Values!

There is a lot of practical information in this Playbook, and I highly recommend that you read and understand it. While JRB Enterprises is doing our best to ensure your safety and health, each of us has the responsibility as individuals to also take control of our health. You should follow the rules while working in our facilities, practice safe hygiene at home and at work, and if you see something that can be improved on then let someone know.

I want to thank everyone who has worked on this playbook for your considerable efforts to get it right, and also thank every JRB Enterprises employee for all you do to make this a great place to be!

Stay Safe,

Tom Saeli CEO

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Additional Resources

COVID-19 Preparedness & Response Plan SOP
Return to Work Orientation
COVID-19 Employee Training
Clean, Disinfect, & Sanitize Training
Ice Machine Handling Practices
Standard Work for Cleaning QC R&D Lab
Travel Checklist

Disclaimer

This playbook contains the policies and procedures of the Company in outline form. It is only meant to serve as a reference guide. The Company may find it necessary to add to, delete, or amend the information provided for in this playbook, with or without prior notice. You should feel free to contact your manager or any member of the JRB Safety Team with questions concerning the contents of this playbook. The Company always reserves the right to change, add, modify, delete, edit, or eliminate information or additional documents described in this playbook.

OUR APPROACH

- Safe Work Playbook is a guide on how to safely bring back employees to the workplace while aligning our practices with the recommendations from the Centers for Disease Control (CDC) and World Health Organization (WHO) to the greatest extent possible.
- This playbook considers numerous federal, state and local factors and is created by the JRB Safety Team. If there is a conflict between the recommendations in the Safe Work Playbook and the applicable law, the facility must follow the applicable law and notify the Vice President of Human Resources.
- Elements of facility design and key control measures have been properly considered before allowing employees the opportunity to return to work. Such measures that will be thoroughly outlined in the playbook include: site entry, visitors, contractors, space for physical distancing, PPE, facial coverings, shared space, etc.
- All managers and supervisors throughout JRB Personnel must be familiar with this playbook as well as follow and enforce the protocols at all times. If questions arise over the Safe Work Playbook, they can be directed to the JRB Safety Team.
- Communication and training prior to employees returning to work will lay the foundation on how employees can protect themselves and their families from contracting COVID-19.
- As the JRB Safety Team discovers the latest data surrounding COVID-19, the Safe Work Playbook will be updated and training will be refreshed and circulated to all JRB Personnel facilities.
- Feedback from employees can be anonymously given through the “Accident/Near Miss Report” system located on the [JRB Intranet](#). Employee feedback is critical for measuring how safe employees feel and what JRB Personnel can do to improve on creating a safer work environment for everyone. Best workplace practices have the capability of becoming integrated into the Safe Work Playbook for sharing across the organization.

TELL US
WHAT YOU
THINK



Report Safety Incident

Incident Date 

Case Title: Forklift driver not wearing seat belt.

Select Incident Type 

Select Incident Type

Near Miss

Spill

Other/Unclassified

Unsafe Conditions (Covid-19)

FOUR WAYS TO REDUCE THE SPREAD OF INFECTIOUS DISEASES

1.) Hand washing is the most effective way to reduce the spread of infectious diseases.

- When should you wash your hands?
 - Presume your hands are contaminated with viruses and bacteria after touching common surfaces.
 - Entering the workplace and when arriving back home.
 - Before and after food preparation and before eating and drinking.
 - Before and after treating a cut or wound.
 - After blowing your nose, coughing or sneezing.
 - After visiting sick people.
 - Before taking medication.
- When washing hands with soap and water you should:
 - Wet your hands with clean, warm running water and apply soap.
 - Lather entire hands by rubbing them together and scrub all surfaces.
 - Continue rubbing hands for at least twenty (20) seconds.
 - Rinse hands well under the water.
 - Dry your hands using a disposable paper towel.



2.) Do not touch your face, including your mouth, eyes, nose or ears.

- Viruses that get onto your hands by touching common surfaces cannot harm you unless you physically transfer them to an entry portal into the body, so avoid touching your face as much as possible.
- If you are sick, touching your face will contaminate your hands and any common surfaces you touch – continuing the chain of the infection.



3.) Cover coughs and sneezes.

- Never cough or sneeze into your hands, as they then pass viruses to common surfaces and infect others. Use a tissue whenever possible or cough and sneeze into the bend of your elbow.
- COVID-19 on your hands causes no harm, until you touch your face, or contaminate others who do so. Your eyes, nose, and mouth are the primary entry points for this and many other viruses and bacteria. If the face is inadvertently touched, it should be rinsed with soap and warm water.



4.) Keep personal devices clean.

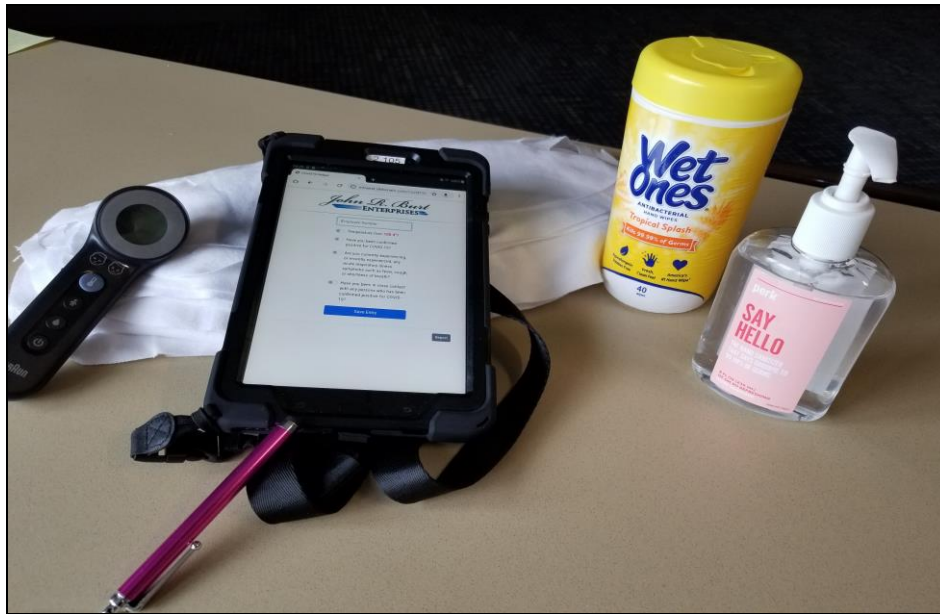
- Ensure personal items that are touched, and especially those that touch your face are kept clean. Avoid touching them after you have touched common surfaces and clean them frequently as needed.
- If at all possible, try to answer cellular calls on speaker phone or through other hands-free methods.



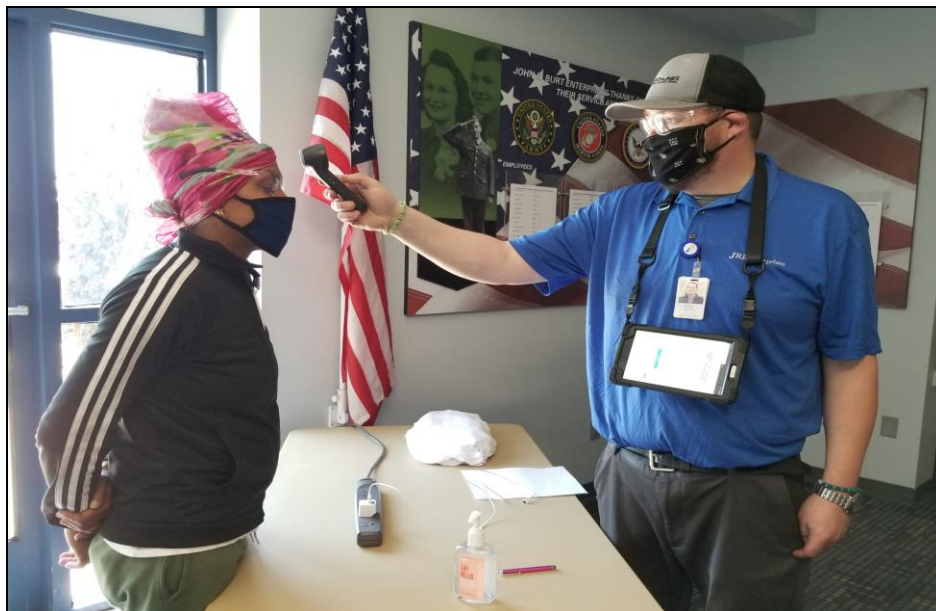
BEST PRACTICES FOR OPERATING SAFELY & PRODUCTIVELY

Pre-Screening

- Every employee, visitor and contractor will have to participate in conducting wellness checks at the start of their shift and prior to gaining entry to the facility to ensure they are not exhibiting COVID-19 symptoms (fever greater than 100.4°F, cough, and shortness of breath or difficulty breathing). Dedicated entry points have been created at every facility to conduct wellness checks.
- Along with wellness checks, employees, visitors and contractors will be asked a series of screening questions via paper format or on company tablets.
- Site deliveries are permitted but should be properly coordinated in line with minimal contact and cleaning protocols. Delivery personnel and truck drivers are not to enter the premises and are required to call the phone number posted at the main entrance door of each facility to receive instructions.



Items Used During Pre-Screening



Employee Receiving Wellness Check Prior to the Start of her Shift

BEST PRACTICES FOR OPERATING SAFELY & PRODUCTIVELY

Cleanliness and Disinfection

- Employees must immediately disinfect their workstations after being granted access to the facility and allow for the proper dwell time. High touch surfaces should be disinfected periodically every day.
- Practice good hygiene methods by washing hands with soap and water for at least twenty (20) seconds immediately before starting and after completing work duties. If this is not possible, employees should use alcohol-based hand rub with at least 60% alcohol. Do not touch your face with unwashed hands.
- Food is not permitted on plant floors at any time. Drinks are acceptable, but must be in a spill proof container, and cannot be present on equipment or machinery. Drinking fountains, popcorn machines, and hand dryers have been properly taped off to prevent community exposure in the workplace.
- While options for touchless ice dispensers are being reviewed, employees must follow the guidelines found under [Ice Machine Handling Practices](#).
- Avoid sharing of tools; when sharing is necessary, tools must be disinfected prior to use.



Elimination of Community Exposure



Employee Disinfecting Work Station

BEST PRACTICES FOR OPERATING SAFELY & PRODUCTIVELY

Social Distancing

- Employees must avoid physical contact with one another and direct contractors and visitors to increase person space to at least six (6) feet wherever possible.
- Meetings should be held via telephone or electronic media if possible. If meetings are to be conducted in-person, attendance will be collected verbally and the presenter will sign-in each attendee. During in-person meetings, avoid gathering in groups of more than ten (10) people and participants must follow social distancing protocols at all times.
- Where offices are used, only necessary employees should enter the office and all employees should maintain social distancing (6 feet) while inside rooms and offices as well as don the proper PPE.
- Layouts for break areas, meeting rooms, walkways, and restrooms have been modified to maximize social distancing. Break times must also be staggered throughout the day as to avoid large gatherings in break rooms.



Social Distance Approved Breakroom



Social Distance Approved Restroom

BEST PRACTICES FOR OPERATING SAFELY & PRODUCTIVELY

Communication and Training

- Employees will go through a [Return to Work Orientation](#) that will be specific to that employee's work area i.e. production area, office personnel, technical representative, etc.
- The entire workforce must review the [COVID-19 Preparedness and Response Plan](#) Standard Operating Procedure (SOP) and sign off on understanding and comprehending it. If any employees have any questions over the SOP, they can be directed to the JRB Safety Team or a manager/supervisor.
- The [Clean, Disinfect & Sanitize Training](#) must be reviewed by all employees and instructed by a member of the JRB Safety Team or a designated manager/supervisor. Employees must also receive the proper training on how to properly don and doff masks, face coverings, face shields, and gloves.
- All employees are to review the [COVID-19 Employee Training](#) that is sectioned off into four short training presentations and followed up with a mandatory [quiz](#) that needs to be completed and given back to the JRB Safety Team or a manager/supervisor.
- Those employees who work in a laboratory setting will also have to review the [Standard Work for Cleaning QC R&D Lab](#) that discusses proper lab PPE, cleaning audit, max occupancy and other sanitation methods that are to be used in a laboratory.
- If employees are concerned about the ingredients found in the products they are using, Safety Data Sheets (SDS) can be found at: [R:\Corporate Safety\SDS for JRB\KIOSK ACCESSIBLE SDSs](#).
- The [Travel Checklist](#) must be reviewed and completed by any remote employee whose job duties require them to frequently travel.
- Regular communication and training updates will be provided to all employees when they become available from the JRB Safety Team.



Training on how to Doff a Mask



New Protocols for QC R&D Laboratory



One Way Routes in the Office

BEST PRACTICES FOR OPERATING SAFELY & PRODUCTIVELY

Personal Protective Equipment

- Masks, face shields or face coverings are required to be worn by all employees at all times in production and common facility areas. Masks and coverings must cover both the mouth and nose. Personal masks or face coverings are acceptable, but employees should keep in mind that they should be cleaned regularly. Upon request, masks will be provided to employees on behalf of the company.
- Face shields are required when employees must work closer than three (3) feet apart from one another. When wearing a face shield, they should extend below the chin. Face shields will be provided to employees on behalf of the company. Employees are encouraged to clean their face shields with glass cleaner when they become dirty.
- Work gloves should be worn in accordance with the work stations SOP. If gloves are not required for the task, gloves should not be worn as they can create a false sense of security for those wearing them.
- The masks and face shields that the company provides are designed to reduce the likelihood of employees contracting COVID-19 through both symptomatic and asymptomatic individuals. The graph below outlines the various facial barriers being worn and its usage during this pandemic.

Type	Reduces Virus Particles Expelled by Infected Wearers	Pandemic Response Usage
N95 Respirator With/Without Valve	Yes	Reserved for healthcare providers and first responders who provide direct patient care.
Certified Surgical/Medical Mask	Yes	Reserved for patients who become ill or exhibit symptoms while at work and health care providers in non-direct patient care settings, or settings with little risk of infection transmission.
Non-Certified Surgical/Medical Mask	Yes	Intended for general plant use and in areas of significant social community-based spread (hot-spots).
Cloth Face Coverings/Face Shields	Yes	Intended for general plant use and in areas of significant social community-based spread (hot-spots).



N95 Respirator



Certified Surgical Mask



Non-Certified Surgical Mask



Cloth Face Covering



Face Shield

BEST PRACTICES FOR OPERATING SAFELY & PRODUCTIVELY



EXTRA PRECAUTIONARY MEASURES

The health and safety of our employees remains as the company's top priority. Practicing good hygiene, social distancing and proper disinfection methods will go a long way to combat COVID-19. In addition to the frequently used disinfectants such as an EPA-registered household disinfectant, an alcohol solution with at least 60% alcohol and diluted household bleach, **the company has opted to use a Quaternary Ammonium Mist/Vapor/Spray Fogger**. The Quaternary Ammonium Mist/Vapor/Spray Fogger has found to be an effective means of reducing the number of detectable airborne and surface bacteria found in the workplace.

Along with the use of the fogging product, the company has installed additional barriers of protection for its employees. **Clear acrylic sheet barriers offer protection from the direct spread of airborne droplets containing COVID-19 and other viruses and bacteria.** The clear acrylic sheet barriers promote worker safety by also helping to maintain proper social distancing standards. These protective barriers can be easily installed in production facilities, vehicles, and office settings. It is highly encouraged that you share any idea you may have on how to create a safer work environment to the JRB Safety Team or a manager/supervisor. Such an idea can also be turned into a suggestion and submitted on the [JRB Intranet](#) under the "Suggestions" tab for a monetary reward. The use of the fogging product along with the installation of clear acrylic sheet barriers are just two examples of the extra precautionary measures that are being used company-wide to create a safer work environment for all employees.



Quaternary Ammonium Mist/Vapor/Spray Fogger in Use



Employee Working Behind a Protective Barrier

RETURN TO WORK Q&A

Does everyone need to contact Human Resources or Safety before coming back to their workplace if they have been working from home or off site?

- No, if you have not been ill or had contact with anyone who has been ill in the previous 14 days to your potential return to the workplace, you do not need to contact Human Resources or Safety. You should however connect with your manager/supervisor to understand when you may return to your workplace as this will vary by location and government actions.

Who needs to contact Human Resources or Safety before returning to their workplace?

- You **MUST** call Human Resources **PRIOR** to returning to work on site if any of the following situations apply:
 - Prior to coming back on site from an illness,
 - Following recent travel,
 - You have been in close contact with someone who is ill and has symptoms of respiratory illness,
 - You have been in close contact with someone who has tested positive with COVID-19.

What happens when someone in my work area has symptoms of COVID-19?

- The employee will be isolated from other employees to prevent the spread of any virus or bacteria.
- A manager/supervisor, Safety, or Human Resources will ask the employee screening questions and determine if further evaluation is necessary. In most cases, the employee will be sent home.
- The area where the employee worked and had dwelled will be isolated and thoroughly disinfected by trained personnel.
- Individuals who may have had close contact with the employee will be identified and interviewed.
- It will be determined by the JRB Safety Team if entire buildings, floors, or areas need to be evacuated or shut-down.

What will your manager/supervisor, Safety, or Human Resources do?

- If you are ill, you will be asked about your symptoms, when they started and what, if any, interaction you may have had with your personal health care provider.
- You may also be asked about any close contacts (contact tracing) you may have had with others when you were ill or if you have had close contact with others who are ill.
- This information, along with guidance from the CDC and WHO, will be used to determine:
 - If you may need to self-quarantine,
 - If you need to follow up with your health care provider,
 - If you may return to work on site.

Additional health advice you should follow:

- **Do not come to work if you are sick.** Stay home, follow up with your personal healthcare provider or Teledoc® and notify your manager/supervisor.
- **If you are at work and become ill**, isolate yourself and contact your manager/supervisor, Safety, or Human Resources immediately.
- **Use the same amount of personal protection at home as you do at work.** Apply such practices that you learn about in this playbook to your home life, especially if utilizing public transportation.
- **If you are at a higher risk** for getting very sick from COVID-19 (older adults, heart disease, diabetes, and lung disease) contact your health care provider for direction for work place return.
- **If you think you have been exposed to COVID-19** or someone who is ill and has symptoms of respiratory illness and develop fever and symptoms, such as cough or difficulty breathing, call your healthcare provider for medical advice and alert your manager/supervisor.

INDIVIDUAL HEALTH AND WELLBEING

COVID-19 has impacted all of us in different ways. It is important to acknowledge uncertainty, change and the consequences of this pandemic. As a JRB employee, you have access to support to help you navigate through these uncertain times. To help with your overall wellbeing, the JRB Safety Team has also included tips and information to assist all employees.

Common Reactions to COVID-19

- Concern about protecting oneself from the virus because they are at higher risk of serious illness.
- Concern that regular medical care or community services may be disrupted due to facility closures or reductions in services and public transport closure.
- Feeling socially isolated, especially for those who live alone or are in a community setting that is not allowing visitors due to the outbreak.
- Guilt if loved ones help with activities of daily living i.e. you feeling guilt by making your spouse pick up groceries since you fear going to the store.
- Increased levels of distress if you:
 - Have mental health concerns before the outbreak, such as depression.
 - Live in lower-income households or have language barriers.
 - Experience stigma because of age, race or ethnicity, disability, or perceived likelihood of spreading COVID-19.

Ways to Cope with Stress

- Take care of your body.
 - Exercise regularly, get plenty of sleep.
 - Try to eat healthy, well-balanced meals.
 - Take deep breaths, stretch, or meditate.
 - Avoid alcohol and drugs.
- Take time to unwind.
 - Try to take some time out of your day to do some activities you enjoy.
- Connect with others.
 - Talk with people you trust about your concerns and how you are feeling.

Benefits of

MEDITATION

- Reduces pain and enhances the body's immune system.
- Reduces feelings of depression, anxiety and anger.
- Provides a sense of calm, peace and balance.
- Increases blood flow and slows the heart rate.
- Promotes emotional health and wellbeing.
- Helps reverse heart disease.
- Lengthens attention span.
- Helps to control thoughts.
- Increases energy.
- Reduces stress.
- Improves sleep.



INDIVIDUAL HEALTH AND WELLBEING

Employee Resources

- Telemedicine
 - All JRB employees have access to Teledoc® services. As a reminder, there is no copay for this service! Board Certified physicians and pediatricians are available to serve you and your family via phone or online video consults 24/7/365. Create a Teledoc® account by downloading the app or visiting www.teladoc.com.
- Advocacy Services
 - Health Advocate offers you access to health care experts 24/7, who provide confidential personalized support to help you navigate the complex health care system and insurance related issues. To contact Health Advocate, download the app, call 1-866-695-8622, or visit their website at www.healthadvocate.com/members.
- Financial Future
 - The pandemic may have you thinking about your financial situation. As a reminder, for your 401(k) Retirement Plan, you may make changes daily to your contribution elections, automatic increase, or stop contributions/increases at any time. To do so, or if you have any questions, please visit Benefits Online at www.benefits.ml.com or call a Merrill Lynch Participant Service Representative at 1-800-228-4015, Monday through Friday from 8:00 a.m. to 7:00 p.m. Eastern Standard Time on all business days that the New York Stock Exchange is open.
- Employee Assistance Plan
 - The JRB Employee Assistance Plan (EAP) provides professional and confidential services to help employees and family members address a variety of personal, family, life and work-related issues. From the added stress of the COVID-19 pandemic to relationship issues or even work-related concerns, the EAP can help with any issue affecting overall health, well-being and life management. You may contact a professional confidentially, 24 hours a day. You can also log onto the website to view or request printed information on a variety of topics. Other services offered by the EAP include:
 - Financial and legal consultation for unlimited number of issues.
 - Multicultural and multilingual providers available nationwide.
 - Unlimited telephonic clinical assessment and referral.
 - Unlimited community-based resource referrals.
 - Unlimited child care and elder care referrals.
 - Unlimited education referrals and resources.
 - Affinity online work-life website.
 - Unlimited pet care consultation.
 - Online legal resource center.
 - To start utilizing the EAP today follow these important steps:
 1. Download and install the myACI app from <http://rsli.acieap.com> or through the App Store or Google Play.
 2. Sign in using the company code. iOS username: **RSLI** & password: **859**. Android: **RSLI859**
 3. Fill out the user profile information.
 4. Submit a request and access your benefits instantly!
 5. If you have any questions, contact Human Resources or ACI Specialty Benefits toll-free at (855) 775-4357 or via email at rsli@acieap.com.





John R. Burt
ENTERPRISES
**WE ARE ALL IN THIS
TOGETHER**

