



Global Sanitary Crisis

Restarting Our Operations Safely



CONTENTS

- **Global Overview**
 - ✓ **Decision Matrix** 4
 - ✓ **Key Streams** 5
 - ✓ **Lead Time** 6
- **4 Key Streams**
 - ✓ **EHS** 8
 - ✓ **Supply Chain** 31
 - ✓ **HR** 40
 - ✓ **Quality** 49
- **Punch List** 57

Global Overview – Safe Restart Process

INTELLIGENT EXTERIOR SYSTEMS



Client Request

Are there enough details and sufficient commitment from the client?
✓ Volumes committed

Will PO be ready for SOP ?
✓ EHS measures: 2 weeks lead time needed + Covid PPE availability (masks,...)
✓ Supply base availability
✓ Quality preparation

GO from IES Executive Committee

EHS

Guarantee safe conditions for operations

- **2 weeks implementation**
- **2 key milestones**
- **Covid PPE ready for Start-up Team (W-3)**
- **Covid PPE ready for Production Team (W-1)**

Supply Chain

Guarantee delivery from our suppliers

- **To be validated before GO to customer**
- **Expected 2,5 weeks implementation (12 days)**

HR

Guarantee the return of employees to work

- **1,5 week negotiation with Work Council**
- **Keep weekly communication with all employees**
- **Specific pre-training to take before returning to work**

Quality

Guarantee skilled people, process & product readiness

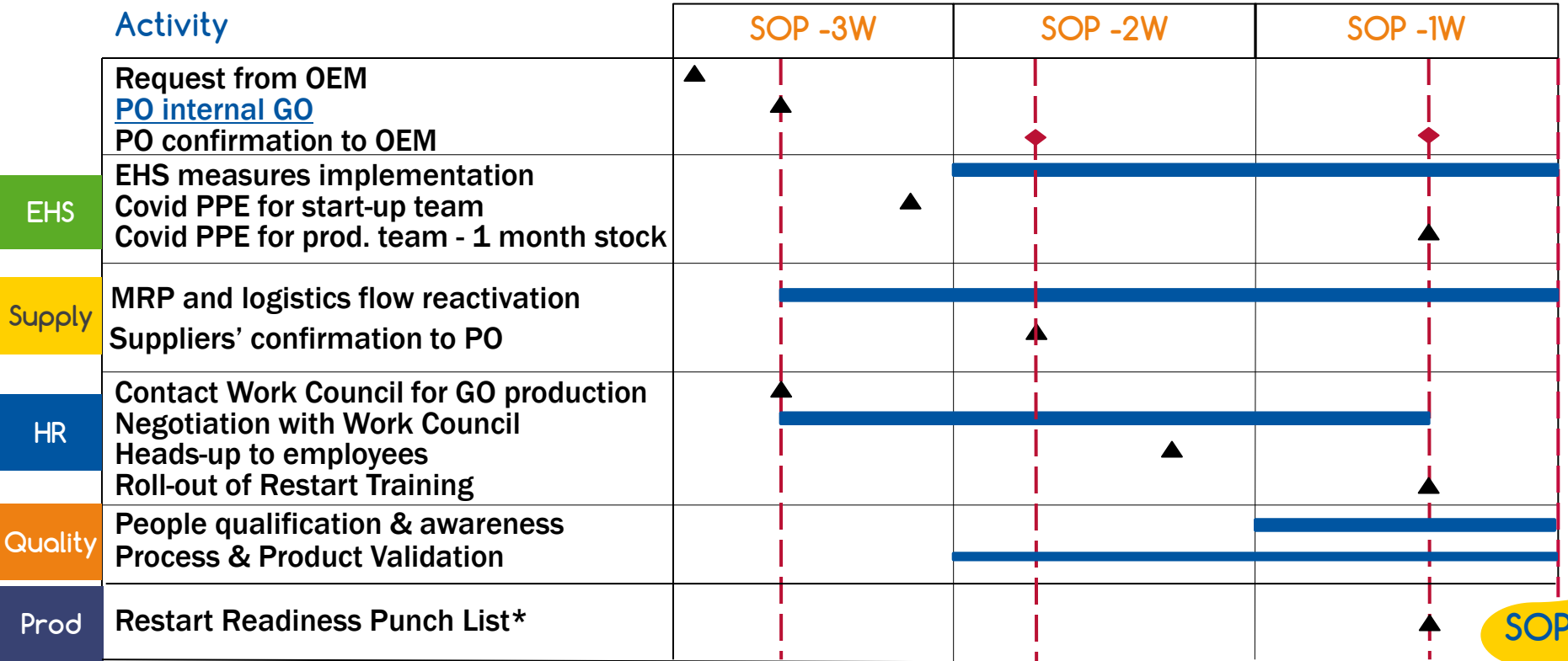
- **2 weeks implementation**
- **Components OK Q**
- **Skilled People in place**
- **Process validation**
- **Product validation**
- **Start-up Checklist**
- **Q Wall on TOP ISSUES**

MANDATORY DEDICATED RESOURCES



Everyone must wear the Covid PPE, including the Start-up Team
Appoint a Covid PPE manager by plant, country, Division
Supplier Shortage Management Cell

3 weeks lead time between OEM request and Start of Production



*See last part of this document

SAFE START TASK FORCE

✓ At every level of the organization, a Restart Task Force headed by the General Manager to anticipate staff return, plant disinfection, epidemic prevention publicity, material preparation, etc., must be in place.

SAFESTART ACCOUNTABILITY MATRIX

Accountability	Function	General / Plant Mgr	HSE Mgr	HR Leader	Prod Mgrs	Supply Ch Mgr	Other Mgrs	MRO Mgr
Lead Task Force		R						
Implement 15 Fundamentals		R	C	C	C	C	C	C
Respect 15 Fundamentals		R	R	R	R	R	R	R
Ensure compliance of SSP with all EHS requirements			R					
Ensure availability of Covid PPE			R					C
Supply shortage management						R		
Safe Start pre-training completed for all employees, including temps				R				
Safe Start training on Day 1 completed for all employees, including temps				C	R	R	R	
Safe Start audits completed and compliant with SSP		R	C					

CONFIDENTIAL

EHS Safe Restart Process



INTELLIGENT EXTERIOR SYSTEMS

THINK SAFE, WORK SAFE, BE SAFE





PROTECT EMPLOYEES FROM CONTAMINATION

Prevent virus from entering the building via personal & material flows

Prevent cross-contamination

- Reduction of physical contacts
- Office and shop floor disinfection
- Workers individual protection

Train employees on general rules

Enforce strict application of rules

- Lead by the Plant Director
- Regular audit

Continue to apply Crisis Management Procedure

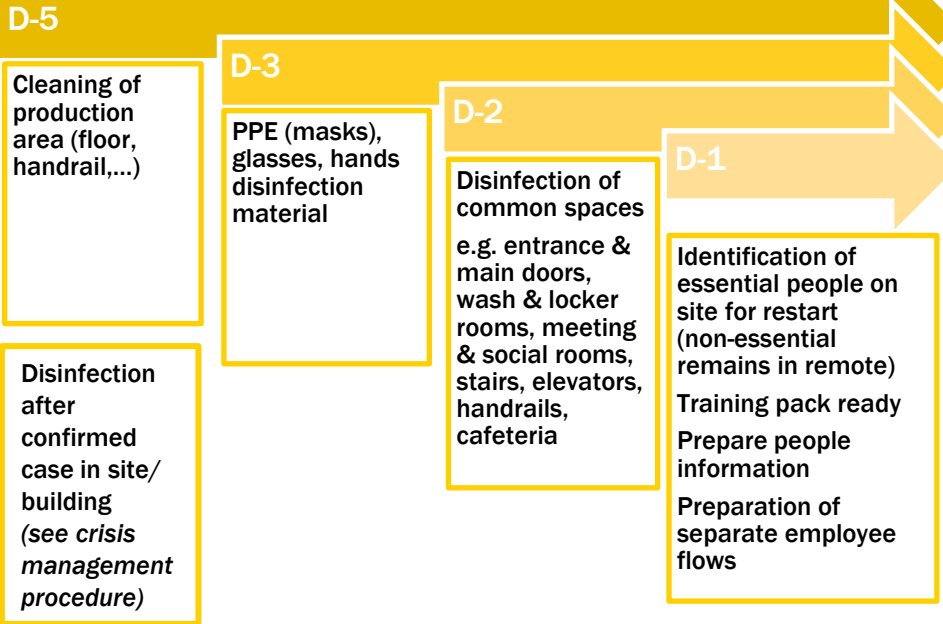
- Confirmed cases, Quarantine rules...



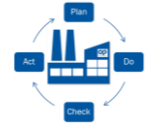
Safe restart preparation

Safe work conditions

R
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People



Process & Facility



Flows & Material

15
Fundamentals



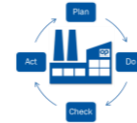
Safe restart preparation

Safe work conditions

R
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People



Process &
Facility



Flows &
Material

15
Fundamentals

D-3

PPE (mask) and hand
disinfection material are
available

D-2

Disinfection of common
spaces

e.g. entrance & main
doors, sanitary & toilet,
meeting rooms & shared
office, stairs & handrails,
elevators, cafeteria &
social rooms

Disinfection after
confirmed case in
site/ building
(see *crisis
management
procedure*)

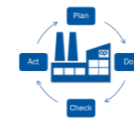
D-1

Identification of
essential people on site
for restart
(non-essential
employees work
remotely)

Training pack ready

Prepare people
information

Preparation of separate
employee flows



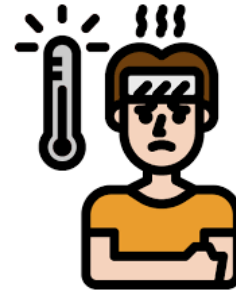
1. Reduction of physical interaction between employees
2. Screening and individual protection
3. Training and information
4. Avoid cross-contamination: Meeting Rooms
5. Avoid cross-contamination: Office Workstations
6. Avoid cross-contamination: Meals & Cafeteria
7. Avoid cross-contamination: Workstations
8. Avoid cross-contamination: Shopfloor & Workstations
9. Avoid cross-contamination: Shopfloor cleaning
10. Sanitary standards
11. Employee flows
12. Employee flows, Transportation, Car sharing
13. Supply Chain and internal Logistics areas
14. Supply Chain areas; Inbound & Outbound logistics
15. Daily Auditing process

THESE ARE THE MINIMUM REQUIREMENTS



IN CASE I HAVE ONE OR SEVERAL SYMPTOMS:

- Feeling feverish
(muscular or articular pain)
- Fever from 37.5° C
- Difficulty breathing
- Cough
- Intense tiredness
- Loss of taste and smell



- I DO NOT COME TO WORK
- I CONTACT MY DOCTOR

Taking action if a COVID-19 case is confirmed



- **If an employee feels sick at work, he/she should first be segregated in a separate room (with permanent careful watch), then leave the premises ASAP**
 - Contact local medical services
- **If an employee feels sick at home:**
 - Urge them to contact the medical services and follow their instructions
- **IN BOTH CASES: Establish a list of close and casual contacts for the last 14 days**
 - Ask the support of the person's Supervisor & the shopfloor management to identify them
 - Send the list of close & casual contacts to HR and Plant Director
- **Inform potentially exposed coworkers – close and casual contacts – about the risks and the next steps to follow**
 - **Close contacts will be sent immediately in quarantine for 14 days, under medical monitoring**
 - **Casual contacts can continue to work, but will have to fill out a specific questionnaire before coming to work – every day during a 14-day period (this questionnaire will be destroyed after one month)**
- **If doubts arise during this period, employee(s) should see their doctor**
- **Enforce specific cleaning of workstations of confirmed case and close personnel**

Who are the “Close contacts”?

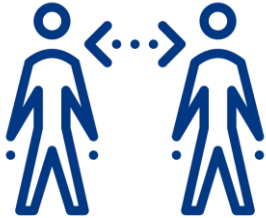
Close contacts are likely to be at a higher risk of getting infected with the virus.

Close contacts have been in contact with a confirmed COVID-19 case, without wearing appropriate the Covid Personal Protective Equipment, if they:

- > Live with an infected person in the same household or household-like setting (e.g., *shared section of a hostel*)
- > Had face-to-face contact in any work environment within one meter minimum of a confirmed case, for 15 minutes or +

Who are the “Casual contacts”?

Any person exposed to a confirmed COVID-19 case, and who does not meet the above criteria related to close contact.



Limit the number of employees present simultaneously in the locker rooms and reduce volume of stuff in lockers

- ✓ Specific organization for special cases, like maintenance, cleaning, paint rooms, to be defined case by case

Whenever possible, block all doors and gates in open position

Avoid exit and entrance shift crossing

Keep a distance

- ✓ Keep a minimum distance of 1 meter, or more according to local legal regulations. Don't stay and walk in groups

Team meetings should be avoided, unless the 1 meter distance is strictly respected

- ✓ Use flipchart to communicate TOP5 problems to next shift

Follow the basic hygiene rules

- ✓ Don't touch your face
- ✓ Wash your hands regularly
- ✓ Sneeze in disposable paper tissue or inside your arm



Application of health self-monitoring policy for employees

- ✓ Check your temperature before you go to work
- ✓ **Contact a doctor** to verify cases, identify symptoms – stay at home, contact HR

Check temperature of every person entering the plant (including customers & suppliers) where legally allowed

- ✓ Individual control at entrance

Use self-questionnaire for visitors (including customers, suppliers) and contractors

- ✓ **Check whoever enters the plant**
- ✓ From the first time on, and at least once a week

Use a mask when you enter the Plastic Omnium premises

- ✓ **Surgical or barrier masks for all employees**
- ✓ *Use of barrier masks should be evaluated in compliance with country legislation*

Covid PPE are mandatory for all employees on the shopfloor

- ✓ **Masks**
- ✓ **Eye protections:** preferably safety glasses; face shields could be used alternatively
 - > If the employee wears personal glasses, he/she does not need either safety glasses or face shields
 - > If face shields are used, masks remain mandatory





COVID-19 PREVENTION MEASURES FOR YOUR SAFETY

MONITOR YOUR HEALTH



- Symptoms
- Temperature
- Any contact with diagnosed persons

RESPECT HYGIENE STANDARDS



- Wash or disinfect your hands regularly
- Do not touch your face
- Use disposable tissues, bin them straight after use
- Cough in the crook of your arm

MAINTAIN SOCIAL DISTANCE



- Keep appropriate distance
- Avoid collective gathering
- Reduce face-to-face meetings, prefer conference calls
- Respect the pedestrian path and flow direction

PROTECT YOURSELF AND OTHERS



- Wear a face mask properly
- Disinfect your equipment
- Do not share your personal belongings



IF YOU HAVE COVID-19 SYMPTOMS, STAY HOME AND SEEK MEDICAL ATTENTION

Deploy and display sanitary rules

- ✓ Display rules at every entrance / lobby of plant, building
- ✓ Display rules at every information station and meeting point
- ✓ Posters should be in the local language and in English (more if applicable)

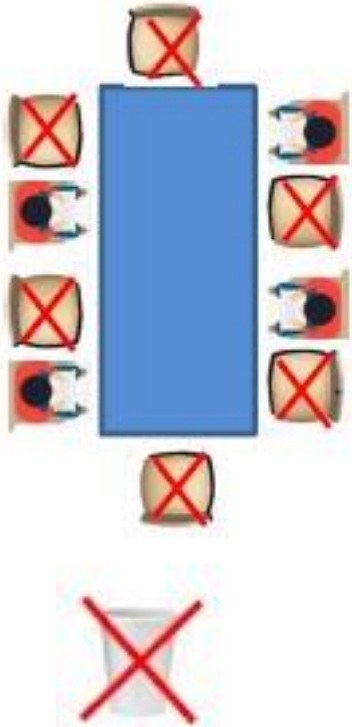
Visitor and contractor rules

- ✓ Display and communicate PO sanitary rules to all visitors, contractors and truck drivers who enter the plant
- ✓ Display at least in country language and English, more if applicable

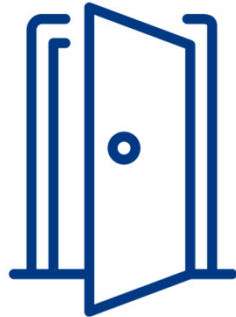
Training

- ✓ Train every employee on sanitary rules on the 1st day of work
- ✓ Train every employee on how to use masks





15 min



Meeting rooms action plan

- ✓ **Keep a distance** - “one chair free”
- ✓ **Limit face-to-face meetings**
- ✓ **Visual standards to be displayed & respected in each meeting room**
- ✓ **It is forbidden to leave objects in the room after the end of the meeting**
- ✓ **Air the room for 15 minutes** between meetings
- ✓ **Wipe the table** prior to the meeting: remove cups, etc.
- ✓ **Air Conditioning** should be shut down

Encourage home office wherever possible

Fundamental 5: Avoid cross-contamination – Office workstations



19



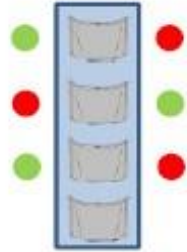
- ✓ **Masks** must be used by all employees
- ✓ Keep a minimum distance of **1 meter**, or more according to local legal regulation
- ✓ In order to respect the **1 meter distance minimum**, the **office capacity utilization should be limited**. As an example, rotations between the employees can be organized, with the **percentage of the workforce present on an equitable basis**
- ✓ Employees must **remain at the same workstation** during the day
- ✓ **Employees don't share** pens or other office tools
- ✓ At the end of a work session or after early release of a workstation, it must be **cleaned and disinfected**
- ✓ Positions are organized to **avoid face-to-face work**
- ✓ **Disinfection** of all screens and keypads minimum twice a day
- ✓ **The toilets and washroom facilities are disinfected minimum twice a day**, and ideally every 2 hours
- ✓ Use of a logbook for every disinfection operation performed in cafeterias & toilets
- ✓ **Air Conditioning should be shut down**



Employees are encouraged to come with their lunchbox.

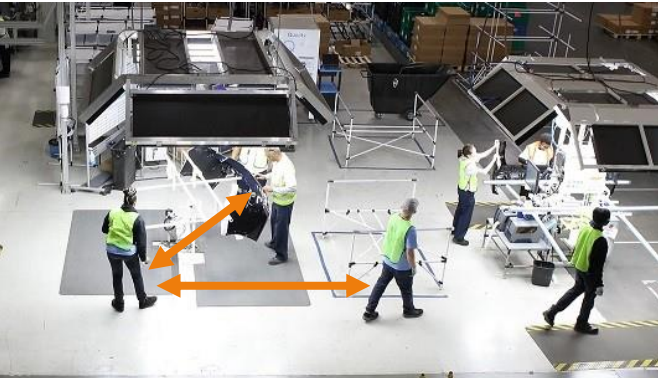
If they go to the company Cafeteria:

- ✓ Minimal meal choice
- ✓ Payment preferably via company badge or contactless card
- ✓ Keep at a distance from other employees
- ✓ **It is forbidden to eat face-to-face**
- ✓ Staff in charge of preparing or distributing meals wash their hands at least every hour and are equipped with:
 - Masks
 - Mob caps
 - Disposable blouses
 - Single use gloves
- ✓ Cleaning and disinfection of premises / equipment
- ✓ Cleaning and disinfection of contact points (ex. trays) every 2 hours
- ✓ Increased cleaning and disinfection of changing rooms and washrooms



Wherever possible:

- ✓ Target: limit one operator per station
- ✓ **Keep a distance between operators**
- ✓ Wherever possible: sign area with tape
- ✓ Limit situations involving work with less than 1m between employees
- ✓ Workstations organized to avoid face-to-face work
- ✓ Cycle time can be adjusted if possible
- ✓ Assembly lines balanced to minimize interactions
- ✓ Team meetings should be avoided, unless the 1 meter distance is strictly respected
- ✓ An information sheet allows the sharing of essential information





Hand washing

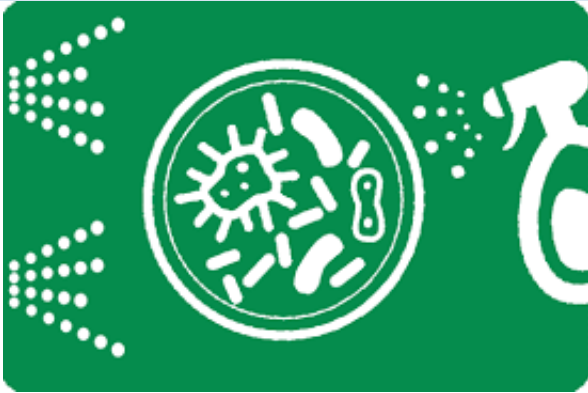
- ✓ Cleaning is done preferably near the workstation or working cell, with hydroalcoholic gel available
- ✓ Or, if the organization of work allows, hand washing every 2 hrs.
- ✓ Water and soap can also be used

Covid-19 Personal Protective Equipment (PPE)

- ✓ Each employee is provided with **2 masks** daily
- ✓ Each employee is provided with a pair of **safety glasses**, or alternately a **face shield**. These items should be cleaned and disinfected regularly.
- ✓ Masks must always be used, whatever the kind of eye protections used
- ✓ Plant Management ensures that all PEEs are stored in a fully secured room with access control



**Wearing the Covid-19 Protective Equipment
is MANDATORY**



Once per shift



3h

Shopfloor

- ✓ **Disinfection** of screens, keypads and buttons at every shift change or job rotation; wipes can be used
- ✓ Hand tools (ex: deburring equipment, screw drivers) are disinfected at every shift change or job rotation
- ✓ Push rack handles should be disinfected once per shift
- ✓ Washing of the workshop aisles is organized at a frequency of once per shift
- ✓ **The toilets and washroom facilities are disinfected once per shift, and ideally every 2 hours**
- ✓ Logbook filled out for every disinfection operation performed in the toilets and washroom

Material deliveries

- ✓ All parts and packages received from external suppliers are put in a "buffer" zone for 3 hours ideally



Plant Management will ensure that the cleaning services comply with the local disinfection regulations

Cleaning equipment

- ✓ Wet wipe with water and soap for hard floor
- ✓ Vacuum cleaner with high efficiency particulate filter for carpets

Advance cleaning - disinfection

- ✓ Wet wipe with a mix of water and surface disinfection



Waste bin

- ✓ Separate and closed waste bins for masks and infected material

Periodicity

- ✓ Disinfection performed once per shift and ideally every 2 hours

Fundamental 10: Sanitary standards in detail



Area	Item	Minimum Frequency	Method
Changing room	Locker (inside and outside)	once per shift	Wipe surface with chlorinated disinfectant
Office / Changing room / Laundry / Passage Hall / Lab	Handrail, doorknob, passage, table, floor	once per shift	Wipe surface and mop floor with chlorinated disinfectant
	Keyboard, mouse, phone	minimum twice a day	Wipe surface with chlorinated disinfectant or alcohol
Automatic Dispensers	Food, beverage, PPE	every 2 hrs.	Wipe surface with chlorinated disinfectant or alcohol
Washroom	Doorknob, table, floor, faucet, toilet	once per shift	Wipe surface and mop floor with chlorinated disinfectant
Production Area	Table, passage, doorknob	once per shift	Wipe surface and mop floor with chlorinated disinfectant
Special Garbage	Scrapped mask	once per shift	Spray to moist and tighten the plastic bag mouth before scrap
Garbage Bin	Normal garbage and bin	collect garbage once per day, clean bin once per day	Clean bin with water and disinfectant
Warehouse	People traffic area / handrail, doorknob	every 2 hrs.	Wipe surface and mop floor with chlorinated disinfectant
Shuttle Bus	Air	before and after use	Spray
	Compartment (seat, handrail, doorknob, floor, air conditioner)	before and after use	Wipe surface, mop floor, clean air filter with chlorinated disinfectant



Separation of flows through physical barriers or markings wherever possible

Markings on the ground defining spacing to be respected and installation of the paths to be followed

- ✓ Employee entrance
- ✓ Visitor reception
- ✓ Drivers reception
- ✓ Collective areas
- ✓ Coffee machine
- ✓ Beverage dispensers
- ✓ Sinks...

Avoid exit and entrance shift crossings

Whenever possible, all doors and gates should be blocked in open position

Use of turnstiles should be avoided

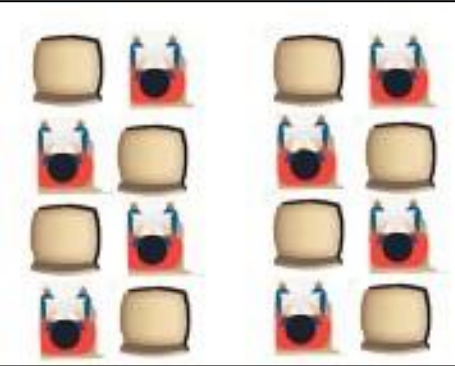
Elevators capacity utilization should be limited in order to respect the 1 meter minimum distance between each employee



1



2

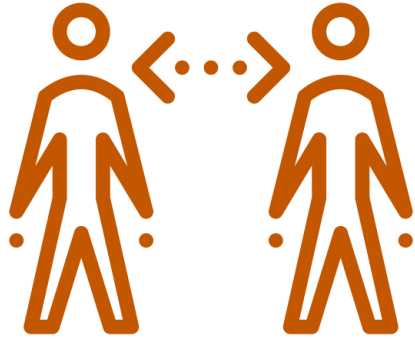


Collective transportation

- ✓ Favor individual transport
- ✓ Double company transport if occupancy rate >50%
- ✓ Collective transport is only possible with a mask
- ✓ The first people to get on the bus must sit at the back, then fill the bus up to the front
- ✓ The bus is emptied from the front. Objective = zero interaction
- ✓ People must sit in staggered rows, i.e. not all people have a window seat
- ✓ Buses must be cleaned before and after each trip

Car sharing instructions

- ✓ Wash hands before & after trip
- ✓ Maximum 2 pers. – Driver & one passenger in rear seat opposite
- ✓ Both driver and passenger must put on their surgical or barrier masks before getting on



3 hours
in
storage

Parcels reception

- ✓ The basic principle is to maintain a **minimum distance of 1 m** between all employees involved (if possible)
- ✓ Trays and tables are used to prevent any physical contact with the delivery person
- ✓ As much as possible, the parcels will not be handled immediately (wait for 3 hours)
- ✓ Administrative reception employees must wear normal gloves whenever they handle shipping / receiving paperwork

Internal flows

- ✓ Push rack and container handles should be disinfected once per shift

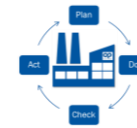


Inbound or outbound vehicle logistics instructions

- ✓ At site entrance, the driver must report to the receptionist
- ✓ For all documents to fill out, the driver must use his/her own pen
- ✓ **The driver fills out the visitors health questionnaire**
- ✓ The driver gets his temperature measured
- ✓ The driver follows the site instructions and goes to the loading/unloading area
- ✓ Exchange of Receiving /Dispatch documents: to avoid cross- contaminations, the driver needs to adhere to local rules (use of gloves and personal pen, partitions between driver and reception officer...).
- ✓ Reception employees dealing with packaging wear gloves outside of closed room
- ✓ **Drivers must stay in the cabin truck whenever possible – if not, they must be equipped with masks**
- ✓ Ensure separate toilets for external truck drivers

Forklifts

- ✓ Disinfect forklifts / related engines between shifts, or at each driver change

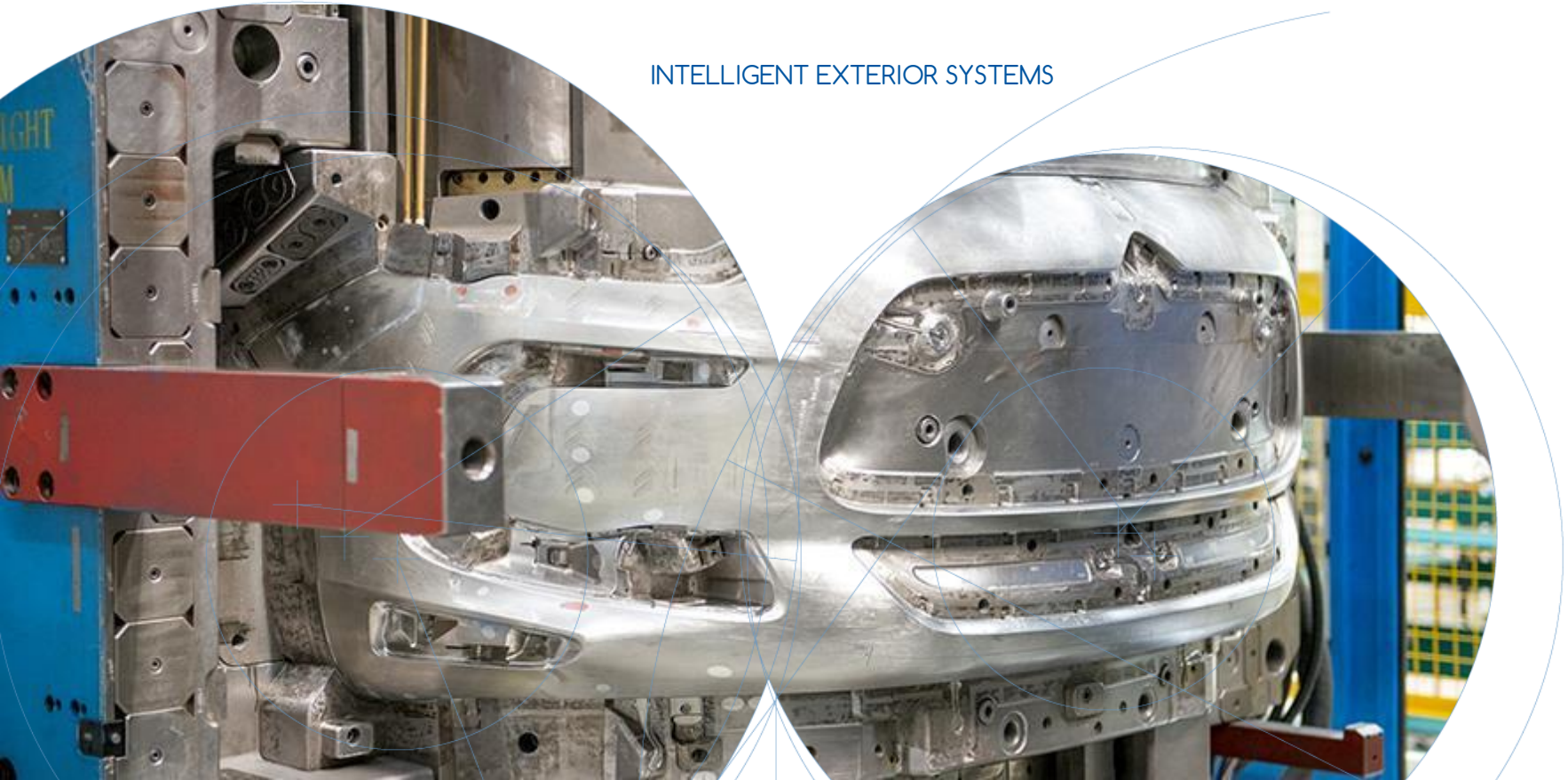


Overall Plant Director responsibility

- ✓ **Organization of an Internal Audit Team to check the strict application of the Fundamentals**
- ✓ **Creation of a specific **Plant Steering Team**:**
 - **Dedicated to monitoring the audit results and corrective actions implementation**
 - **The Team monitors the stock of required material: masks, disinfection products, etc.**
- ✓ **Completion of Audits**
- ✓ **Ensuring traceability of Audits results**

Supply Chain Safe Restart Process

INTELLIGENT EXTERIOR SYSTEMS



- ▶ We consider **12 working days** (a bit more than 2 weeks) are needed to secure the supply chain process and consequently to allow the plant to start in appropriate conditions.



This 12-day planning is indicative: indeed, the customer's timing may jeopardize it. It will be the responsibility of local management to adapt as much as possible to the situation and to answer the business needs.

- ▶ **For the chrome plastic components suppliers,** a letter was sent by Purchasing Organisation to check if a 2 weeks start-up process is ok with them.
For others, the organisation considers the allocated time between the call-offs release (EDI/mails) and the time of SOP as sufficient for our supply base to restart.
- ▶ **It will be key to contact the logistics team, especially Master Planners, Planners rapidly** in order to save time between the official info coming from our Customer regarding his start up and the release of our orders to our suppliers base.

- ▶ **It will be key to get the Purchasing organisation (Commodity Buyers) back to work as soon as the plant has released the orders to suppliers.**
The Buyers will lead the **Shortage Management Cell** designed to coordinate the actions between the plant supply team and the suppliers.
- ▶ **It will be key to ensure that our customers will release coherent EDIs to us in coherence with their official info for the start-up date.**
- ▶ **The PO plant start up process will start only after the agreement from EXCO, based on the info from the customers escalated by Plant Director: to ensure that all HSE rules are implemented before the SOP and to check that, financially, it is ok to start the plant.**





*working days before start-up

- ▶ **Formal Info from Customer /reliable EDI** announcing the customer plant start up.
- ▶ **Alert Country Director, SC Country and Division (PLB)** as well as **HSE Country and Division (FA)**.
- ▶ **Try to get Material Planners and Sysco** (if possible to check EDI integration) back to work asap.

Reminder *We need to ensure EDI are correct from customers. Commercial team to issue letter to customers in order to make them aware about importance of reliable EDI to start our process.*



- ▶ **Plant Director /Logistics Manager to contact logistics team for them to come back to work (if not done on Step 1).**
 - ▶ **Minimum : Material Planners, Production Planners, SysCo (to validate customer data)**
- ▶ **If external SILS, Plant Director/Log Manager to ensure external partner is informed and prepare his staff.**
- ▶ **Log Manager to contact transport company/ies to ensure their readiness.**
 - ▶ **Please check with them if there is potential restrictions, or increased leadtimes: transport companies can be very busy and giving to our SC big delays.**
- ▶ **Plant Director/Country Director to contact Purchasing dept to activate buyers team for Day-10.**

Reminder *Based on new safety rules, Plant needs to validate output compared to customer's demand (risk of limited output) and validate the required organisation (Master Production Schedule). The Plant Director to contact production team accordingly. SOP Process as a weekend / holidays shutdown startup procedure (Paintshop, Injection, Assembly ..)*



- ▶ **Plant supplies team (planners) to run MRP to check stock covers.** Period to cover the MRP needs to correspond to highest leadtime of supplies in order to see any potential shortage.
Important: this needs to be done on Day-11 or -10, not afterwards
- ▶ **Plant supplies team to check supplies in transit** or at transporters/forwarders or blocked in customs.
- ▶ **Paint Mixing room team to check shelf time for paint** and to inform logistics planner in case of any obsolescence. **Same for Glue and SMC material.**
- ▶ **If shortage**, contact immediately supplier and check availability of component/RM with them.



- ▶ **IF shortage not possible to eliminate, alert Division Purchase organization as well as Supply Chain Division and country.**
- ▶ **Implement critical supplier shortlist based on:**
 - Delivery lead time / transit time
 - Critical regions (lock downed)
 - Imposed / free suppliers
 - Delivery frequency (daily, weekly, monthly)
 - Finance and production performance status (to be monitored by Purchasing)

Reminder Consider potential urgent transport to avoid shortages. Identify at least 2 emergency transport providers. Purchasing to make sure they are activated in PO System.



- ▶ **Consider inventory checks to validate stock cover if necessary** on sensitive items where you had stock variances in the past or if leadtime could create issues. Ask 1 or 2 persons during the Day-9 to Day of SOP to conduct inventory checks following HSE rules.
- ▶ **Implement supply readiness checklist for each supplier and PO – Example:**
 - confirmation from all suppliers to restart production / D-7
 - confirmation from forwarder to run usual business / D-5
 - confirmation from all SC employees to come to work / D-3
(*verify status of employees in mandatory quarantine*)
 - Reporting to SC and Purchasing Top Management

Reminder *If supplier cannot guarantee transport service for DAP, we can offer our help charged back.*



- ▶ **Create Shortage Management Cell**

Implement minimum 2 daily reviews (quick calls) with Purchasing and Material Planning team leader, Country SC and Purchasing Commodity Buyers.

- ▶ **Buyers and Logistics team** to coordinate in order to identify suppliers at risk.

Reminder *Don't order more stocks to ease the follow up process without considering the cash impact for the Plant and the Division. Don't forget to implement CIRA (mandatory) for each incident or identified risk during the period after the start of production.*

Human Resources Safe Restart Process

INTELLIGENT EXTERIOR SYSTEMS



- › Prerequisites on Return to Work
- › Industrial Relations
- › Organization
- › Staffing Plan
- › Communication
- › Training





RESUMPTION OF ACTIVITIES ON SITE MAY TAKE PLACE:

- ▶ Over several weeks or months
- ▶ Under heavy and strict sanitary measures, at PO and outside PO

PREREQUISITES

Resumption of activities will rely mainly on having our Employees:

1. **In good health** (not infected)
2. **Confident** in the fact their work environment is safe
3. **Available** for work, keeping in mind possible constraints with children, as long as schools are closed
4. In most countries: buy-in needed from **employee representatives** on Restart Plan proposed by PO.

These prerequisites have been taken into account in the Safe Start Playbook.
See also Safe Start Punch List (at the end of this document).

- ▶ **Establish a staffing plan** in accordance with activities scheduled before and after SOP.
- ▶ **Ensure people availability:** anticipate possible absenteeism, especially while schools are closed.
- ▶ **If the load is low** and whenever possible, **rotate your staff** so as ensure an equal share of worked days.



- ▶ **Ensure buy-in from employee representatives**
(depending on countries: unions, works councils, ...)
 - ✓ Present the overall restart plan and associated sanitary measures as soon as resumption date is known, or even before.
Collect questions and inputs.
 - ✓ Adjust plan and communication as needed. In other countries, transparent information about the plan will have to be provided to employee representatives so as to gain trust and support from their side.
- ▶ Besides the formal presentation and even before a target SOP date is known, **ensure informal and frequent communication with employees representative(s)** to anticipate specific requests or potential roadblocks.
- ▶ In some countries, ensure the target **SOP** date is compatible with commitments on temporary lay off system in place.



PREVENTION TRAININGS

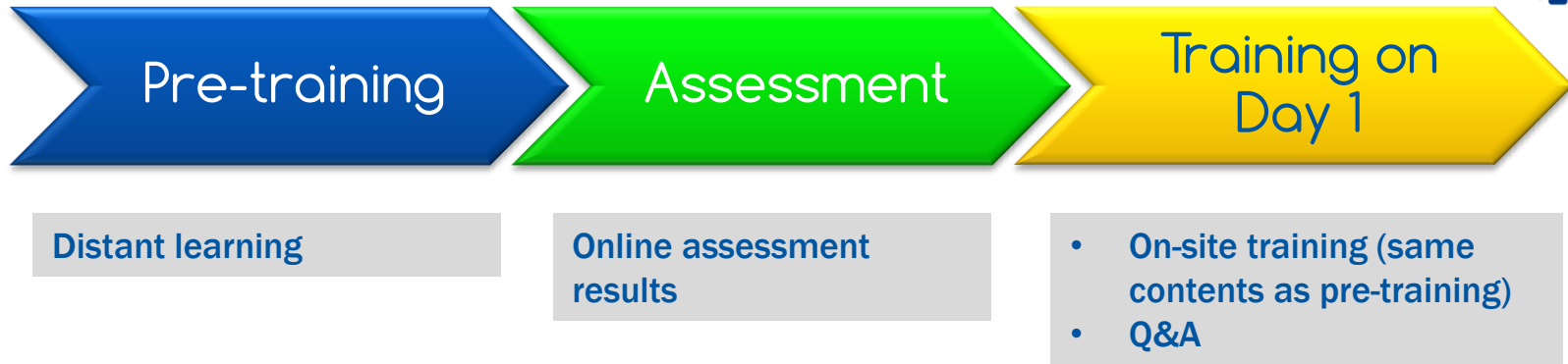
- ✓ Specific prevention trainings or information have to be available to ensure full awareness of employees on site



TRAINING MATRIX

	All permanent employees	MOD Temps	Plant HSE Mgrs	Contractors	Visitors	Truck drivers
15 Fundamentals – Distant pre-training	X	X	X			
15 Fundamentals – On site on Day 1	X	X				
15 Fundamentals – On-site short training			X	X	X	X
Instant training – Masks	X	X	X			
Instant training – Hand washing	X	X				
Instant training – Chemicals safety handling	Except admin staff		X			

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*Roll-out calls to all sites HR, sites HSE and Plant Directors to take place.
For requests about the training contents, please contact the IES HSE Director.
For requests about the training process, please contact the IES Learning & Dev Manager.*

Communication: Staying in contact with Employees

The objective to ensure we keep in touch with all employees throughout the shutdown and during the restart period.

○ MANAGEMENT

- ▶ **Weekly or bi-weekly update calls** to be set up with managers (not only site management teams)

○ ALL EMPLOYEES

- ▶ **Place a special focus on MOD**, for whom keeping contact with PO is more difficult
- ▶ **Anticipate** a way to reach them rapidly: collect personal phone numbers and/or emails
- ▶ Set up a **voice message with key info** on the site's answering machine and renew it when evolutions occur
- ▶ Prepare an **FAQ** and update it as often as needed

LET'S 
KEEP IN TOUCH!



Your Plastic Omnium news during the Covid-19 outbreak
We have prepared a quick update to fulfill your information needs in this particular period.
Feel free to react and to send your suggestions by clicking [here](#).

Topnet  

Be safe | Keep informed | Stay together



« In these hard times, I would like to acknowledge the Plastic Omnium teams, who demonstrate remarkable composure and spirit of solidarity, all over the world. Employees' health and adaptation of our organization are our top priorities. We will be ready to bounce back, together with our customers. »

Laurent Favre, CEO

PO Group Communication e-newsletter #1

▶ Posting local news by email – Weekly or bimonthly

The goal is to inform employees about current Covid-19 status, sanitary measures, expected workload for the coming weeks...

You can use both professional and personal email addresses. For people who do not have an email, use either mass text messaging or voice mail messaging.

▶ Organizing regular Conference calls – Weekly or every 2 weeks

Oral communication remains the most powerful medium.

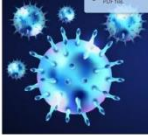
Important - Employees join on a voluntary basis. This is not considered as work. Using Orange Business services, you can invite up to 300 people in your Call.

Your Orange contact: Antoine TAUPIN +33 6 45 02 14 44 - Antoine.Taupin@orange.com.

▶ Connecting employees together with HIVE

PO's new online collaboration and networking platform, available for all employees on computers and Smartphones, without using PO VPN.

For more info, please contact Benjamin CLISSON, Karelle VALLEE or Insafe AKOU.



PREGUNTAS Y RESPUESTAS

Podéis escribir al siguiente correo y preguntarnos cualquier duda en relación al Covid-19 y nuestra empresa.



Covid-19-es@plasticomnium.com



Communication with our visitors on sites: Upcoming video on Safety instructions to be displayed in site lobby.

Quality Safe Restart Process

INTELLIGENT EXTERIOR SYSTEMS



ENSURE A PROPER QUALITY RESTART FOCUSING ON:

Our People

Supplier Quality

Process & Product
Validation

Control of our
Processes

TO GET CUSTOMER SATISFACTION
TO DELIVER THE RIGHT PRODUCT ON TIME

THE PROCESS WILL BE DEPLOYED THROUGH A CHECKLIST CONCEPT based on two Workstreams

- ▶ Customer Requirements
- ▶ PO Specific Requirements
- THE PROCESS IS TO BE APPLIED ON:
 - ▶ Serial Production
 - ▶ Aftermarket
 - ▶ CKD
 - ▶ New equipments related to Launches
 - ▶ Any other specific activity



○ NEW CLEANING PRODUCTS TO BE USED FOR DISINFECTION (GELS, WIPES, SPRAYS...):

- ▶ Check there is **NO SILICON** (or its derivatives) in the products used
- ▶ Products containing **CHLORINE, ACID** (and their derivatives) should not be used if they are liable to come in contact with parts
 - Safety Data Sheet check
 - In case of doubt => Escalation to Know-How
 - Chromed parts should be cleaned with alcohol-based products



○ PRODUCTS WITH AN EXPIRATION DATE

- ▶ Check **100%** of the products in the plant will still be valid at SOP and will be in sufficient quantity for coming weeks
 - Control of the obsolescence of products (raw material, resin, glue, tape, paint....)
 - Control of the obsolescence of WIP and FG



○ QUALITY SUPPLIER CHAIN

- ▶ Establish short list of critical suppliers to audit
- ▶ Establish half-day audit concept to be performed week-1 and week of SOP
- ▶ **Supplier readiness tracking**

INCOMING INSPECTION

- ▶ Conduct incoming inspection on critical items
 - e.g. : glue, tape, paint, specific WIP such TG Inner and Outer

PEOPLE

- ▶ Right level of skilled people available (based on training matrix)
- ▶ Creation of an **Absence Cover Crew** if necessary

SHOPFLOOR

- ▶ Red bins must be empty
- ▶ Semi-processed parts to be scrapped (with declaration)
- ▶ Rework station to be emptied (with declaration) OR confirm all checks have been carried out
- ▶ Any suspected product to be properly segregated
- ▶ Check product integrity following a long period of storage: WIP on trolley, WIP hooked in a transtocker or in a shopstock.... => **Distortion & Cleanliness**
- ▶ Check **FINISHED GOODS** conditions at **PO sites**, at **SILS** and at **Customer site (when PO responsible till Point Of Fit)**
- ▶ **Specific control** of the product being stored as **masked** (by glue, by tape): unmasking check

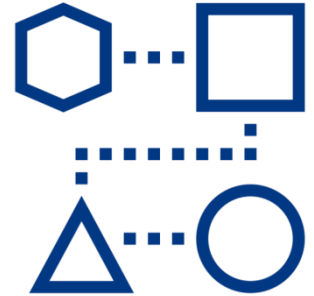
MAINTENANCE

- ▶ Control of **maintenance products stock** (wipes...), products used for production (oil, chemicals....) & spare parts



o PROCESS

- ▶ Confirm no **modifications** were done during the shutdown
- ▶ Establish list of any **maintenance** operation done during the shutdown:
if any, specific **control** is needed
- ▶ During the restart phase, if a program (robot, PLC...) is lost and reloaded from external storage (hard disk, USB...) **escalation** is MANDATORY and a specific **control** is needed
- ▶ Process parameters to be checked
- ▶ **Poka-yoke** are ON and confirmed working (red rabbit)
- ▶ **Traceability** devices are ON
- ▶ Information System are ON : MES, SAP, RFID, SCADA, Supervision System, MATEC, SQP...
- ▶ Check **disinfection products** do not contain silicon



INJECTION

- ▶ **Weight**
- ▶ **Dimensional**
- ▶ **Appearance**

PAINT

- ▶ **Wettability: 100%**
- ▶ **Adhesion: each silhouette, full surface check**
- ▶ **Color: each first mast of each color**
- ▶ **Orange peel: each first mast of each color**

BONDING

- ▶ **Glue bead: weight, width, thickness, location**
- ▶ **H0 test of each silhouette**

ASSEMBLY

- ▶ **Welding integrity: pull out force check vs spec / control plan**
- ▶ **Punching: geometry**



**On top of the standard control plan*

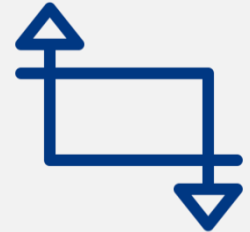
PEOPLE

- ▶ Check **availability** of the right people with the proper skills
- ▶ Management awareness on restart related **risks**
- ▶ At strategic points, **display a message** asking all employees to **read their SWI** before start of production



CONTROL

- ▶ **Quality Wall on Top Issues** to have a quick reaction and escalation in case of deviation
 - ✓ To be removed by period of 24h if nothing found
- ▶ **Apply the Start-up Checklist** to confirm **Customer Compliance**
 - ✓ Reinforce LPA audit during week of SOP (1 audit per day per area)



Punch List **Safe Restart Process**

INTELLIGENT EXTERIOR SYSTEMS



Restart Readiness - Punch List Report

This Punch List is based on the Safe Start Playbook W18

Restart Readiness no1 Date: NEXT Restart Readiness date :
 Plant: Assessor(s): Expected restart SOP :

FINAL ASSESSMENT:	YELLOW	
1st main reason for NOK assessment:		
2nd main reason NOK assessment:		
Focus on HSE quotation:	54% achieved in HSE vs 57% targeted	0 red answers for HSE chapters
Focus on Supply Chain quotation:	1 red answers for SC chapter	EDI from OEM are reliable

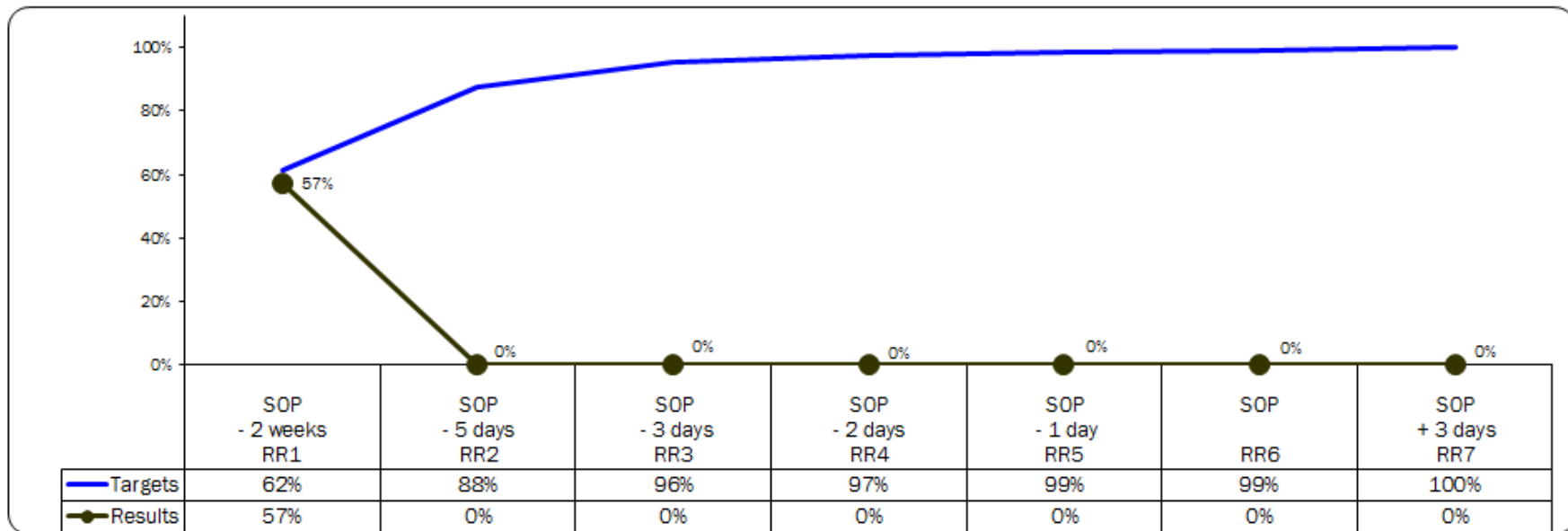
DEEP RED POINTS

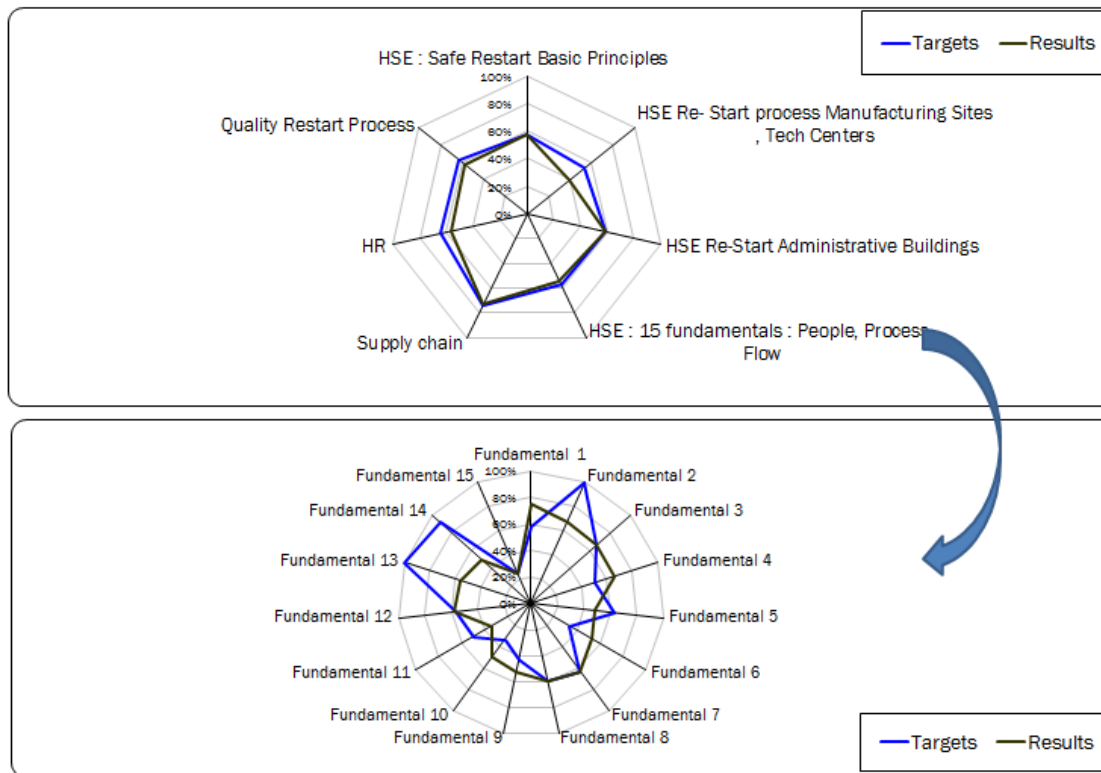
	Issue / Action	Showstopper ?	Who	When
1				
2				
3				
4				
5				

VIGILANCE POINTS

	Issue / Action	Who	When
1			

CONFIDENTIAL

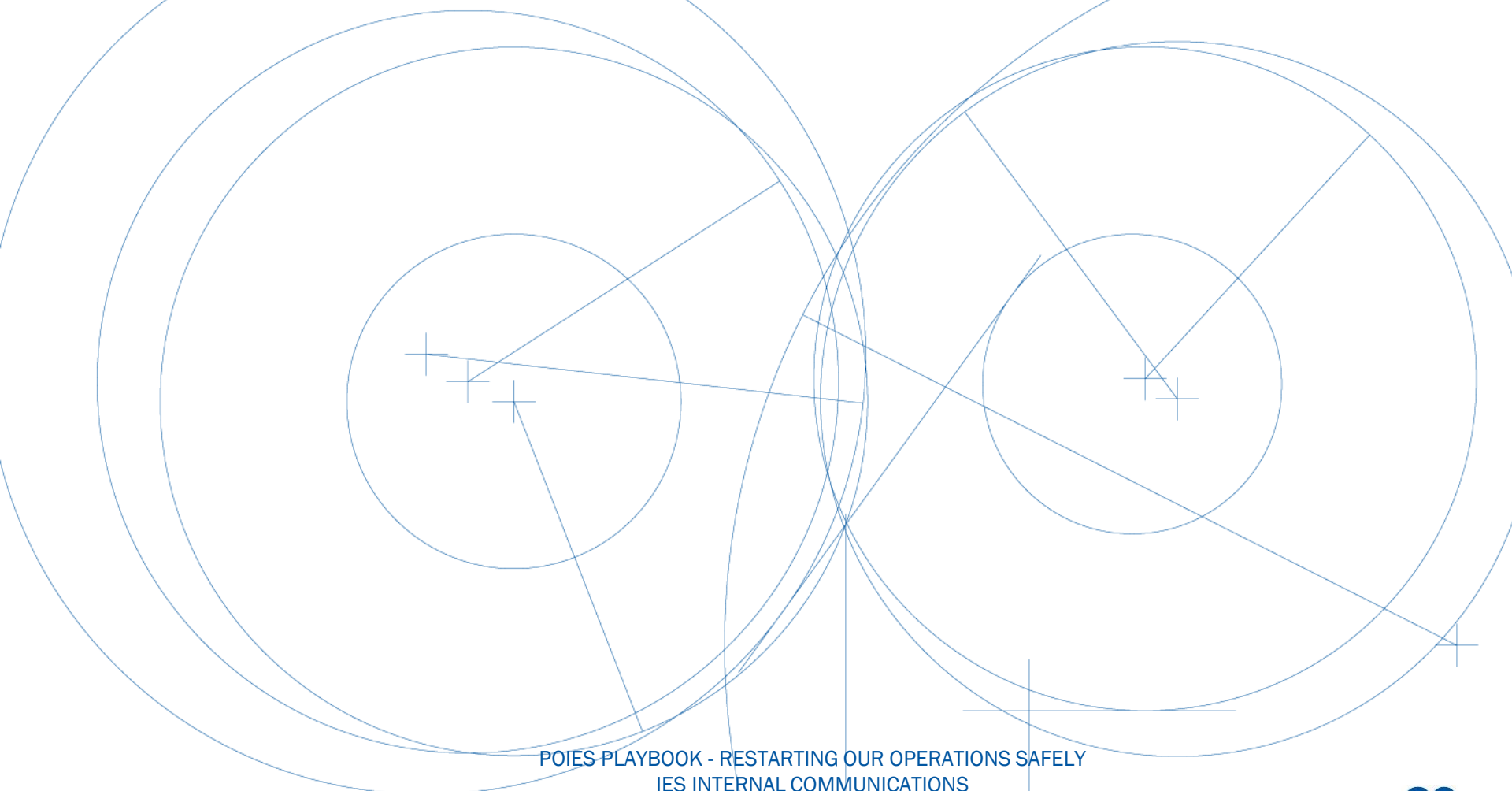




Restart Punch List								Action Plan						
to erase this example before starting the ERASE SOP - 2 weeks SOP - 5 days SOP - 3 days SOP - 2 days SOP - 1 day SOP SOP + 3 days								Show stopper, Red Point, Vigilance point ?	Action / comments	Responsible	Due date	Ac		
RR1	RR2	RR3	RR4	RR5	RR6	RR7								
HSE : Responsible for compliance : Plant Director. Contributors : HSE manager & Full mancom 1 HSE : Safe Restart Basic Principles 1 Protect employees from contamination 1 Have you displayed clear messages / reduction physical contacts ? (TV, screen, paper, mails, boards,...) ? 2 Have you made the disinfection of offices and shop floor ? 3 Have you all the individual protections available for each employee ? 4 Have you trained the employees / general rules ? 5 Have you re informed the strict application of the rules, lead by the plant director ? 6 Have you re informed the strict application of the rules, via regular audit (1/ day) ? 7 Do you keep applying the Crisis management procedure (Confirmed cases, Quarantine rules,...) ? 2 HSE : Re- Start process Manufacturing Sites, Tech Centers. 1 Safe Restart in Manufacturing and Tech centers sites 1 Have you cleaned all of the production area (floor, handrail, ...) D-5 ? 2 Do you have in relevant quantities PPE (masks), glasses, and hands disinfection material D-3 ? 3 Have you made the "Disinfection of common spaces e.g. entrance & main doors, wet spaces (wash & locker rooms), meeting & social rooms, stairs, elevators, handrails, canteen, cafeteria,...." D-2 ? 4 Have you identified essential people on site for restart (non-essential remains in remote) D-1 Training pack ready Prepare people information 5 Have you carried out, and will you make, the Disinfection after confirmed case in site/ building (see crisis management procedure) ?														

> PLEASE REFER TO THE EXCEL DOCUMENT_PUNCH LIST VERSION W18

For any question, please contact Christophe JUNG or Yann PAGES.



POIES PLAYBOOK - RESTARTING OUR OPERATIONS SAFELY
IES INTERNAL COMMUNICATIONS