



**TOTAL
SAFETY**

People
Process
Equipment

COVID-19 Workplace Controls Best Practices





Control Methods

- The following methods can be used to control person-to-person and surface-to-person spread of COVID-19 within our manufacturing operations.
- All of these methods are within the guidelines of the World Health Organization, the Center for Disease Control and have proved helpful in areas currently affected by COVID-19.
- Several examples provided are from Sonoco operations in China and Italy.
- Some of these controls may NOT apply to all of our situations, **But** they are the recognized control methods by the leading health organizations in the world.



Scenarios, Decision Making & Best Practices

Because of the number of different scenarios, workplace designs, employee populations, and local government restrictions it will not be possible to address every best practice described in this slide deck.

Decision making is in the local leadership teams hands to address and implement the practices best suited for the workplace.



Employee Education

- Employees are informed on topics related to COVID-19 as part of the routine safety engagements at the facility:
 - Prevention Methods
 - Personal contact
 - Personal hygiene
 - [CDC Fact Sheets](#)
 - Exposure Risks
 - [Sonoco Employee Exposure Guidance](#)
 - Workplace Cleaning and Disinfecting
 - [CDC Cleaning Instructions](#)
 - Cleaning practices and expectations.



Visitor Screening

- Controlling access to our operations by external parties. These include:
 - Vendors & Suppliers.
 - Maintenance and Service Technicians.
 - Truck Drivers & Delivery Personnel
- No entry for persons that answer “affirmative” to a pre-set of questions related to COVID-19 exposure.
- To access form the Sonoco Visitor Screening Form.
www.Sonoco.com/coronavirus-update
- Option: No visitor policy for a set period of time (excluding truck drivers and delivery personnel).



Employee Self-Reporting

- Self-Reporting is the standard method for employees to inform Sonoco of an illness or exposure.
- Sonoco also recognizes and complies with monitoring requirements established by local governments around the world.
- Well established Human Resource policies are in place to manage illnesses and absences. Contact HR with specific questions about local policies.



Social Distancing

- Social Distancing is a simple and purposeful action to create distance between people to prevent a contagion such as COVID-19 from spreading.
- CDC and WHO recommend that a distance of 1 meter (40 inches) can significantly reduce the risk of exposure to an infected person.
 - **This is approximately equivalent to two people reaching out to shake hands.**
- By placing some simple controls in place we can create distancing in the workplace. See the following slides.



Social Distancing - Personal Working Space

- The best option for employees is to ensure adequate workspace is available.
 - Move offices to create distance.
 - Utilize extra offices.
- Establish limits (1 meter/40 inches) on encroaching into an individuals working space using visual indicators.
 - Floor Tape
 - Barricade Tape
 - Temporary Signs
 - Traffic cones.
- Close personal office doors when possible.
- Mailboxes for paper work delivery.

Examples are from Sonoco Italy.





Social Distancing - Meetings

- Eliminate all unnecessary group meetings or gatherings.
- Utilize Teams/WebEx for internal office meetings to eliminate personal contact. **This was implemented at Sonoco Conitex in China with good results.**
- When meetings **must** happen provide a space that allows for adequate space between people and for movement in the space.
- To reduce meetings or gathering implement alternative means for people to obtain needed information:
 - White boards in the workplace with critical information posted.
 - Printed instructions delivered to work stations.
 - Mailboxes for drop-off/pick up of paperwork.



Social Distancing - Breaks and Lunches



- Alternate break and lunch times to reduce the number of people in break rooms.
- Remove chairs to create more space between people.
- Assign seats for personnel.
- Open up additional space for breaks to allow for more room with less people.
- Ask employees to eat at their desks or work areas (if permitted by hygiene standards) to maintain a healthy distance from co-workers.
- Weather permitting, open up outdoor break areas.

Examples are from Sonoco Italy



Cleaning Routines

- Establish a standard, documented cleaning routine for the facility.
- Particular attention must be paid to areas where employees may share equipment or space.
 - Lunch tables, locker rooms, desks, chairs, doors, door handles, counters, sink handles, keyboards, equipment controls, phones, hand scanners, mobile equipment controls.
- Establish a schedule/timing for cleaning.
 - In China, Sonoco Conitex established cleaning twice per shift.
 - If we think of fitness center norms, we wipe the equipment down when we are done using it for the next person.
 - Assign the responsibility to a specific person or group of people.
 - Have a means to verify that it was done. Think of the simple checklist used on the back of a public restroom door.



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**END OF
PRESENTATION**

People
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