

Social Distancing Protocols

The purpose of this protocol is to establish and prescribe social norms for workplace social distancing to deter spread of disease, (COVID-19). This document is prepared referencing resources from the Centers for Disease Control and Prevention, (CDC). The scope includes the physical spacing of personnel, abiding by a physical or “social distance,” practice, and situational awareness and observation of activity, conditions and visual markers.

A more detailed description of [office setting social distancing](#) is covered later in this document.

Occupancy limitations defined/posted

All group office areas, pulpits and conference rooms should have defined occupancy limits. Consider ability to social distance and a percentage of original designed occupancy to set limits. Communicate all occupancy limits with signage, periodic reinforcement and reduced seating availability.

Physical Barrier Installation

Placement of physical barriers is needed for workstations that do not allow for social distancing. Typical barriers include:

- Cubical Walls
- Barrier posts and belts to separate or direct flow for workers, visitors, drivers, etc.
- Plexiglass shielding

Work areas that do not allow for physical barriers would necessitate the need for PPE while social distancing requirements are in effect. See PPE protocol.



Shipping & Receiving Driver Interaction

Charter Steel Protocol for Truck Drivers during Pandemic Conditions:

- 1) Signage needs to be posted at sign-in kiosks with [screening questions](#).
- 2) Efforts should be made to segregate drivers from Charter Employees.
 - a. Separate bathrooms – use portable toilets if necessary
 - b. Separate vending machines
 - c. Restrict access / confine drivers to a designated area
 - d. Have drivers wait in their trucks and only come to the dock when their load is ready
- 3) Eliminate / Reduce paperwork exchange with drivers
 - a. Eliminate all unnecessary paperwork
 - i. Consider getting load number and cell phone verbally (at a safe distance)
 - b. Wear gloves when handling essential paperwork
 - c. Use a drop box to exchange essential paperwork
 - d. Use a mask if close prolonged interaction with drivers is required
 - e. Leverage cell phone/ CB communication vs. pagers
 - f. Provide inbound deliveries with a paper form letter acknowledging receipt vs. signing their BOL
- 4) Increase sanitization of common surfaces
 - a. Dock Locks
 - b. TADs kiosk
 - c. Wheel Chocks
 - d. Handrails
- 5) Truck drivers should be adhering to the CDC guidelines for drivers:
[As a long-haul truck driver, how can I protect myself and slow the spread?](#)



Staggered work times/entrances

Shift Change Protocol – Social Distancing Priority

To reduce locker room interaction and promote social distancing:

Beginning of Shift

- All employees must bring their clean work uniforms home and come to work dressed in uniform to eliminate/reduce time in the locker room.
- Safety gear such as boots and PPE can also be taken home or stored in other locations to eliminate/reduce time in the locker room

End of Shift

- To change out of soiled uniforms, stagger the use of locker rooms by use of a scheduling system. Each Plant will define, examples below:
 - Staggering use by department.
 - Where reasonable, shutting down operations, allowing one shift to leave, creating a gap, and then another shift start back up.
 - A combination of both.



(High Level) Plant examples of shift change locker room use reductions:

Saukville Melt will stagger shift relief at different times, beginning roughly within 40-minutes of 5am/pm shift change.

Saukville Roll will stagger shifts by having Skilled trades/Roll shop switch at 5:30am/pm, and then Production/QC at 6am/pm.

Saukville Processing will stagger shift relief at different times beginning roughly within 40-minutes of 5am/pm shift change.

Cleveland Roll will stagger shifts by having Skilled trades switch at 5:00am/pm, and then Production/Roll Shop/Lab at 6am/pm.

Cleveland Melt will utilize separate locker rooms for Maintenance and Production employees.

Fostoria will have Shipping and Maintenance employees no longer use the main processing locker room at the start and end of shifts to reduce interaction. These areas will utilize lockers and unused offices in their areas as needed.



Staggered breaks

To reduce employee interaction and promote social distancing:

During Shifts Lunch and Breaks

- Where reasonable, establish a set rotation of employees for lunch/breaks to limit the potential number of employees to a small fixed amount, bay area, or department. Where not practical based upon manufacturing requirements, plants will establish guidelines to support the protocol intent. High level examples are noted below.
- Ensure all pulpits and breakrooms have implemented social distancing protocols to restrict the amount of people at one time and ensure ample distancing exists.
- Plastic utensils provided by Charter need to be individually wrapped.



(High Level) Plant examples of Break Staggering:

Saukville Melt does not have set break times, but most are taken in the operator pulpits where max number of employees/chairs is specified. If the breakroom is full (restricted chairs/tables) the employees will take their break elsewhere.

Saukville Roll pulpit operators will take their breaks in the pulpits where the max number of people is specified. Stelmor operators are on a staggered rotation due to tasks. Lunches are taken when possible, but the lunchroom does have social distancing seating implemented.

Saukville Processing will stagger shift relief at different times beginning roughly within 40 minutes of 5am/pm shift change.

Saukville Shipping has 30-minute offset break times for the shifts. No more than 6 people at a time. That is also reinforced by having the lunchroom having social distancing seating implemented.

Cleveland Roll take breaks in the operator pulpits where the max number of employees/chairs is specified. The maintenance breakroom is utilized only by maintenance and has an established limit of people that can be present.

Cleveland Melt take breaks in the operator pulpits where the max number of employees/chairs is specified. The maintenance breakroom is utilized only by maintenance and has an established limit of people that can be present.

Fostoria Shipping is not using the main lunchroom for breaks, but asking employees to leverage the shipping office, outside picnic table or their vehicle. If more than (2) employees are taking a break at the same time, they are asked to offset breaks or take them in separate areas.

Fostoria Processing rotate the breaks through departments and limit the max occupancy to (6) in the breakroom. Employees utilize the breakroom, outside picnic tables and their vehicles for further distancing.



Prescreening Protocols

A key protective measure in the effort to reduce transmission of the COVID19 virus is to keep infected individuals from entering our sites. Our Pre-screening protocols allow us to identify and restrict those showing symptoms of the virus from entering the sites.

Employee Self-Assessment Process

Charter Steel utilizes employee self-assessment to insure ill employees do not enter the workplace. It is essential that all employees complete the pre-screening process daily, including taking their temperature, before coming to work. This process is in place to protect individual wellbeing, coworkers and families.

Self-Assessment Process:

Prior to coming to work:

- Take your temperature. Is your temperature 100.4 degrees Fahrenheit or greater?
- Have you experienced symptoms such as fever, sore throat, chills, muscle pain, headache, new loss of taste or smell, cough, shortness of breath or difficulty breathing in the past 3 days?
- Have you been in contact with anyone who has been diagnosed with a critical contagious illness, such as COVID19 within the past 14-days?

If you answered “yes” to any of these questions, notify your supervisor and the HR Service Center **and stay home.**



Visitor Self-Assessment Process

This protocol applies to all visitors coming onsite. “Workplace visitors” may refer to employees’ friends and family (referred to as personal visitors), contractors, external vendors, customers and suppliers.

We ask that visitors are only on-site if the work is business critical. Those visits include things like inventory replenishment and contractor services that keep our production running. During this time, frequent visits should be reduced wherever possible.

This protocol does not refer to remote employees from other Charter locations.

Protocol Elements

Prior to coming on-site, it is required for visitors to self-assess the following areas:

- Use a thermometer to take your temperature. Is your fever 100.4 degrees Fahrenheit or greater?
- Have you experienced symptoms such as fever, sore throat, chills, muscle pain, headache, new loss of taste or smell, cough, shortness of breath or difficulty breathing in the past 3-days?
- Have you been in contact with anyone who has been diagnosed with a critical contagious illness within the past 14-days?

If the visitor answers “yes” to any of the above questions, he/she will not be permitted onsite.



Once onsite:

- Visitors should register at the gate with the security guard/ reception and or front office.
 - Name of visitor and date/time of visit will be documented.
- Verify the visitor has been asked self-assessment questions
- If the visitor says “yes” to any of the questions, then they are not permitted onsite.
- The security guard and/or administrative assistant will confirm that the visitor has the required PPE.
- If the visitor does not have a mask or a facial covering, one will be provided.
- Visitors are required to adhere to social distancing guidelines when on Charter Steel property.
- Visitor is required to only visit designated location where work will be performed and or delivery will be complete.
- Visitors will sign out at the gate with the security guard/ reception, front office or with host (after hours) once visit is over.

Visitors:

- **Truck drivers** -who pick up loads at any of our facilities are required to wear face coverings while on site(s).
- **Suppliers** that gain access to any of our facilities are required to wear face coverings while on site(s), if they cannot maintain social distancing.
- Charter Steel may occasionally accept the following types of visitors:
 - Students
 - Job Candidates
 - External vendors
 - Auditors
 - Customers

The above self- assessment protocol and face covering guidelines apply to them as well.



On-Site Supplier Needs Assessment Process

To control the exposure, spread of a virus:

Assess Suppliers On-site: A current state assessment must be done to identify which vendors are coming on-site, and how frequently. This will include raw and indirect material providers, contractors, service providers and all sales professionals.

Only Business Critical Visits: Communicate to all suppliers that there are no on-site visits, unless the visits are deemed business critical by Charter Steel. All contractors must self-assess before coming on-site

- Non-essential visits include sales calls, tours or meetings that can be done virtually.
- See visitor policy. Include any changes to the visitor policy in this communication, found in the visitor self-assessment protocol. Changes include the check-in log, self-assessment and mask requirements if working within 6 feet.

Vendor (Supplier) Managed Inventory Programs: Procurement will determine criticality and review service levels for critical suppliers.

- Visit Cadence: Review visit cadence with procurement and operational leads. Example: If a program is traditionally stocked three times/week, look to reduce the frequency to one time per week.
- Eliminate visits: If the supplier is not business critical or orders can be placed electronically those avenues should be utilized.

Contractors: Operations will identify critical contractors who must remain on-site. Those deemed to be not critical, will be notified accordingly.

- Work should be done in house by Charter Steel employees where possible.
- Determine if work can be postponed.

All suppliers coming on site, must follow the same social distancing and mask policies being followed by Charter Steel employees.



Re-integration for Visitors and On-Site Suppliers

Bringing visitors back on-site must be done in a strategic and safe fashion. As we move through the phases of return to work, we will gradually allow visitors on-site. Moving forward, visits that can be done virtually should be done so.

Phase 1	Types of Visitors
Prior to Phase 1	Business Critical Visitors Only
Phase 1	Business Critical Visitors Only, including critical projects
Phase 2	Technical visits, Resume VMI schedules
Phase 3	Full return of non-essential visitors

Communication to visitors coming back to site must include the following information:

- Full review of the visitor's self-assessment process
- Personal Protective Equipment Protocol ([link](#))
- Social distancing protocol ([link](#))
- Any other applicable protocols; cleaning, lunchrooms, conference rooms, and food and drink policies.

Procurement will provide a standard communication letter to be used for suppliers coming back on-site. A version of these protocols for visitors and contractors will be released to Charter Steel's website under Contact Us --> Supplying to Charter.



Cleaning Protocols

PURPOSE

Establish cleaning and disinfection procedures to control and prevent the spread of the coronavirus disease (COVID-19). Use protocols as a foundation to change habits, coach and develop new social norms.

SCOPE

Routine cleaning and disinfection of workstations including office areas, pulpits, shared workstations and other common surfaces.

DEFINITIONS

Cleaning- wiping away dirt and impurities from surfaces. Cleaning does not necessarily kill bacteria and viruses but removes them to lower the risk of spreading infection.

Sanitizing- process of reducing bacteria and viruses to a certain percentage on surfaces

Disinfecting- process of killing all bacteria and viruses on surfaces. Surfaces should be cleaned or sanitized before they are disinfected.

Sterilizing- the process of killing all microorganisms.



APPROVED CLEANING SUPPLIES

1. Regular soap and water for cleaning. It does not sanitize or disinfect.
2. EPA Pesticide Registration, [List N](#), are considered effective against SARS-CoV-2.
Common products include *Clorox and Lysol* disinfecting wipes and sprays, cleaners containing bleach.
3. CDC products for disinfection include:
 - *Hydrogen peroxide solutions* (typically 3%). Most effective on nonporous surfaces, sprayed or wiped (letting it stand for at least one minute before wiping).
 - *Isopropyl alcohol (rubbing alcohols)* in concentrations of at least 70%. wiped or sprayed (letting it stand for at least 30 seconds. Shelf life of one month after opening container; 3 years if unopened)
 - Bleach sanitizing solution mixed in a ratio of 1-part bleach to 10 parts water (6-month shelf life.)
4. Charter Steel Approved Disinfecting Methods
 - UV-C light (see protocol below and SWP, Safe Work Practice K, and ensure proper training before use)
 - Fogging by approved vendors.



APPROPRIATE USE OF CLEANING SUPPLIES

1. Where possible, use ready-to-use disinfectants. Any concentrated cleaners must be approved by the Safety Department.
2. Read labels carefully to ensure safety and proper levels of cleaning. Disinfecting might require extended time.
3. Spray bottles used as secondary containers for sanitizing solutions must be labeled with content.
4. Cleaners should be appropriate for the surfaces.
5. Cleaners must be used in accordance with the manufacturer's recommendations. Spray cleaners are typically not suitable for electronics. As a result, electronics should be cleaned/disinfected using wipes.

MANAGING CLEANING SUPPLIES

1. Immediately secure critical supplies on-site.
2. Critical supplies are only to be accessed by Charter Steel approved personnel and managed through a central store.
3. Approved personnel will distribute cleaning supplies to disinfection/sanitization stations according to area need.



CLEANING LOGS and PROCESS GUIDE

Cleaning logs will be completed for common workspaces according to the Disinfection Summary Chart and Area Process Guide.

Expectations:

1. Use the Process Guide and Disinfection Summary Chart to define the areas/equipment needing to be cleaned and the appropriate frequency of each area.
2. Record correctly and legibly each time cleaning or disinfecting is performed.
3. Area owners to distribute, collect, and save to a common place to review.
4. Locate logs in common, high traffic areas that are easily accessible.
5. Logs will be used as a basis for making informed decisions in case of a confirmed Covid-19 case.

Critical Log Information:

1. Time, am/pm, appropriate cleaning column checked, name, signature, and company
2. Entry for each shift that an area was used by a Charter Steel employee
3. Entry for each day, area, and level of cleaning expected from outside cleaning service. (See cleaning contract or consult Plant Managers for details regarding outside cleaning services.)



Sample Log:

Area		Type of Disinfection Conducted					Week Of:	
Date	Time	Wipe Down (shift change or start of work)	General Cleaning (janitorial)	Supplemental Disinfection	Case Response Sanitization/Disinfection	Name of Person Performing Disinfection	Signature	Company
<i>Examples</i>	<i>4/17</i>	<i>5:30a</i>	<input checked="" type="checkbox"/>			<i>Joe Operator</i>	<i>Joe Operator</i>	<i>Charter</i>
	<i>4/17</i>	<i>10:30a</i>		<input checked="" type="checkbox"/>		<i>Jane Doe</i>	<i>Jane Doe</i>	<i>Total Cleaning</i>
Monday								
Tuesday								



Sample Area Process Guide:

Process		Area to Clean :			
1 Clean following prescribed protocol for each area and type of cleaning 2 While still wearing gloves, Fill in daily log on clipboard containing a stack of blank weekly forms 3 Photo of daily log sent to facilitator (Environmental for CLVR, Shipping) at the end of each week 4 Facilitator (or Env. Engineer) upload photo each week to Plant Cleaning folder in COVID 19 Teams 5 Form changed at the start of each week. Keep old form below it.		Common Area			
Disinfection Protocol Criteria					
Step	Wipe Down Surfaces	General Cleaning	Added Disinfection (high touch surfaces)	Case Response Sanitation/Disinfection	
	Remove dirt and disinfect surface	Remove dirt and disinfect surface	Disinfect surface that has been cleaned	Clean, disinfect and sanitize all surfaces	
Method / Supplies	Step 1 (must also use Step 2) Clean to remove any dirt and grime, as needed i.e. use Kresto Kwip Wipes, etc	Clean to remove any dirt and grime Use EPA Listed virus killing disinfectants	Use EPA Listed virus killing disinfectants Spray on as mist, and/or Apply with soaked rag	Clean to remove any dirt and grime Use EPA Listed virus killing disinfectants	
	Step 2) Can be done w/o Step 1) Use EPA Listed virus killing disinfectants Disinfectant Sprays/Pumps, using rags Disinfectant Wipes (>70% Isopropyl alcohol) If <70%, can use if also containing ethanol Let dry to achieve contact time	GS Neutral Disinfectant (AmmoniumCl) Bleach blends Let dry to achieve contact time Post "Slippery when wet" as needed	(Example product: Shockwave) (5-minute contact time) Let dry to achieve contact time Post "Slippery when wet" as appropriate	Fogging of all chairs and other porous surfaces Fogging of all cavities (such as locker insides) Post fogging: Disinfection of all hard surfaces within the space Wiping of any and all tools within the space	
	Who	Area Employees	Outside Cleaning/Disinfection Service Day Crew	Outside Disinfection Service	Outside Disinfection Service
	When	Start of Shift After start of new position during shift	One rotation on day shift One rotation on night shift	Scheduled per request of Facility	Triggered Upon Positive COVID-19 Case
	What Surfaces	(Remove papers, etc from working area, then...)	(Remove papers, etc from surfaces)	(Remove papers, etc from surfaces)	(Remove papers, etc from surfaces)
		Touch Surfaces	All visible hard surfaces	All visible hard surfaces	
Work Table			Work Table	Cleaning of all surfaces within the space	
Crane Pendant		Follow Building Maintenance Program Cleaning Specs	Crane Pendant		
Commonly Used Tools			Commonly Used Tools	Disinfection of all hard surfaces within the space	
Common Parts			Common Parts		
		Handles and Touch Surfaces		Wiping of any and all equipment within the space	
		Follow Building Maintenance Program Cleaning Specs			
			Handles and Touch Surfaces		
		Outside Cleaning/Disinfection Service Night Crew	Toolbox		
Handles					
Toolbox	Floor (weekly)				
Storage Cabinets	Same scope as Day Crew, especially: Handles and Touch Surfaces				
	Outside contractors do not touch computer equipment or other handheld electronics				



DISINFECTION SUMMARY CHART

Area	Disinfection Content	Disinfectant	Disinfection Measures	Responsible Person	Frequency
Pulpits	control buttons, common surfaces, chairs, appliances	EPA or Charter approved materials, ie UV-C light.	Apply according to directions on containers or training.	Charter Employees	At the beginning of each shift.
General use tools	common touch points			Charter Employees	After each use
Forklifts	common touch points			Charter Employees	After each driver change.
Individual Office Spaces	desktop, computer touch points, chair			Charter Employee	At the beginning of each shift.
Bathrooms/ Lockerrooms	door, stall, sink, fixture handles and countertops			Outside service	twice per day
Lunchrooms/ Kitchens	vending machines, appliances, tables, chairs, countertops, other high touch point			Outside service	twice per day
General use: entry doors, mailrooms	common touch points			Outside service	twice per day
Conference Rooms	if used: technology, whiteboards, countertops, chairs, tables			Outside service/Charter Employee	twice per day or as used



Confirmed Case Response Procedure

In order to safely respond to a positive case of COVID-19 to prevent the spread of the virus to other a procedure has been developed. This procedure includes notifying employees that have come into close contact, disinfecting areas of contact and communication to appropriate parties. These procedures have been tested with tabletop and live drill scenarios. Response Teams have been organized and trained by plant for effective investigation and actions to prevent the spread of COVID 19.

preferred over hand sanitizer where the option is available.



Personal Protective Equipment Protocol

PPE, when used properly, is a key method to reduce the transmission of COVID-19. The purpose of the Personal Protective Equipment protocol is to establish the guidelines and circumstances where personal protective equipment must be worn to control and prevent the spread of a virus.

Masks Protocol for Reducing Transmission of COVID-19

- N95 filtering facepiece respirators are not to be used for COVID-19 protection, as limited supplies need to be reserved for workplace particulate protection, hospitals and emergency services.
- General purpose masks are the preferred option for COVID-19 protection. Masks used to reduce transmission of COVID-19 are not necessarily appropriate for protecting you against workplace contaminants, such as particulates, acid gases or organic vapors. Follow all Level 3 and safe work practices appropriate to the area, including specific respiratory protection.



	Safety Glasses	Mask	Gloves	Face Shield
Emergency response team	Required	Required	Required	Optional
General Cleaning	Required	Optional	Required	Optional
Cleaning Personal Workstation	Follow Mfg. Reqts	Optional	Follow Mfg. Reqts	Optional
Employees working under 6 ft apart with no barrier in plant or office setting	As specified based on risk assessment	Required		Optional (in place of mask)
Shipping & Receiving (interacting with drivers)	Required	Optional	Required	
Decontamination of affected areas	Required	Required	Required	
General Plant Area/at office workstation		Optional		
Off-site Visits (Customer Sites)	Follow Site Requirements			
Company Travel (Planes, Trains, Autos)	Follow Regional Travel Advice			



Face Covering Description	Photo Examples	Voluntary Use	Required Use
N95 Filtering Facepiece Respirator		Not allowed for COVID protection	
KN95 Filtering Facepiece Respirator		Not recommended for COVID protection if supply is constrained for healthcare and/or production requirements	
General Purpose Disposable Mask		When it does not present safety exposures	When within 6 feet of another.
Reusable Cloth Face Covering (constructed per CDC guideline)		When it does not present safety exposures	When within 6 feet of another.
Face Shields		When it does not present safety exposures	Optional in place of face mask.
Other Cloth Covering (face mask, bandana, gaiter, fishing buff)		Not allowed for COVID protection. Local health departments have advised that single layer face coverings provide minimal protection.	



Workplace Preparedness: Areas of Focus

- **Office Preparedness:** Touchless fixtures, sanitizer, signage posted
- **Workstation / Cube Design:** Barriers between cubes & desks
- **Function Separation:** Separate or relocate teams that need to be on-site at the same time. Alternate or rotate schedules.
- **Meetings / Training:** Until further notice, if individuals have access to the appropriate technology all meetings should continue to be held via Microsoft Teams
- **Common Areas / Restrooms / Breakrooms:** Occupancy limited to maintain social distancing and increase cleaning
- **Food Implications:** Food delivery remains restricted at this time. We are continuing to evaluate the appropriate timing to reintroduce this. When food is delivered, it must be contactless delivery and include individually boxed meals. No food sharing is allowed anywhere on-site.
- **Mail Deliveries:** Practice contactless deliveries/pickups whenever possible



Office Preparedness

Everyone's safety as they return to work is the utmost priority.

This interim guidance is based on what is currently known about the coronavirus disease 2019 (COVID-19) and intended to help prevent non-healthcare workplace exposures.

This section will provide ongoing guidance regarding the installation of the items below in the following areas: bathrooms, locker rooms, kitchen spaces, conference rooms and labs.

- Touchless fixtures - faucets, soap dispensers, towel dispensers and toilets
- Sanitizer stations - wall-mounted and free-standing staged in common use areas
- Signage - maximum occupancy, maintaining 6ft distance
- PPE stations – include items like masks and gloves, and are available within conference rooms



Workstation/Cube Design

To ensure social distancing practices are in place, all workstations will be reviewed prior to returning to workplace.

- Whenever possible, workstations should utilize a physical barrier.
 - Cube walls, office walls, plexiglass, windows are considered a barrier.
- If a physical barrier is not possible, modify workstations to maintain 6-feet or greater.
- Use signs, tape marks, or other visual cues, placed 6-feet apart, to indicate where to stand when physical barriers are not possible.
- If barriers or distancing cannot be maintained, then employees must follow face covering guidelines.
 - When using a standing desk, if a barrier is not high enough and 6-foot distance is not maintained, a face covering is needed.
 - If someone comes into a workspace and 6-foot distance cannot be maintained, then both employees must wear a mask.



Employee/function separation

In the effort to mitigate the risk to manufacturing operations and distribution, essential operational-critical positions have been identified by their functional managers.

These groups and positions will have separation protocols in place, which may consist of rotating or offset schedules, or relocation. Please refer to additional content related to [work schedules](#).

Functional Managers will make the decision of separating employees based on need and risk to the business, or by employing other means to mitigate risk to the business.

Critical office roles or groups are defined as those with limited backfill capability and in close proximity to each other.

Our protocols on social distancing, mask usage, and cleaning in the office will help reduce risk; but we recognize that exposure to these groups at the same time could be a detriment to production.



Meeting/Event Occupant Limits

Whenever possible, hold virtual meetings or events.

If an in-person meeting/event is necessary, it must follow the guidelines of maintaining 6ft distance and have **10 or fewer participants** in each area.

All conference rooms/meeting locations will have designated signage marked for the number of occupants that can be in a room at any given time.

These occupant limits are set based on maintaining social distancing of 6ft and following the 10 or fewer occupants per room guidelines.

SKV Admin
Kitchen - Downstairs
MAXIMUM OCCUPANCY
2 PEOPLE

- Please practice social distancing
 - 6 foot minimum
 - Do not use taped off furniture
- All items used to be cleaned and sanitized after each use by user
 - Record cleaning on cleaning log located in room
- If barriers or distancing cannot be maintained then masks must be worn
- Best practices include
 - Bring food from home
 - Do not share food
 - Eat at your desk or in your vehicle
 - Only use disposable or home brought utensils, mugs, glasses, plates, etc.

If you are to hold an in-person meeting or event that would require more than 10 participants at a time, one suggestion is to have multiple conference rooms designated for the meeting/event where you can use video/audio technology to broadcast the meeting throughout all locations.

Another option is utilizing Teams-Live technology for conducting a larger virtual meeting/event.



Conference Room Use Protocols

All Conference Rooms are only to be used if technology (Microsoft Teams) or alternative medias cannot be used. In the event a conference room must be used, please follow the designated signage placed at the entry of the room. Meeting organizers must ensure the following are available, maintained and completed upon the close of their meeting:

- Hand sanitization stations will be available
- Occupant Limits – Set based on maintaining social distancing of 6ft and following the 10 or less occupants per room guidelines
- Cleaning and sanitation schedule and procedures
 - There should be a clipboard in each conference room with a [cleaning log and process page](#).
 - All items used during the meeting will be cleaned and sanitized after use (including HDMI, network and charging cords)
 - Use printed paper cleaning logs available in each conference rooms to log cleanings after each use
 - Responsibility will be on the meeting organizer to ensure cleaning is completed
- Some chairs may not be able to be physically removed from rooms, and therefore will be taped off or stacked – These items are not to be used.
- Disinfecting / Sanitizing supplies can be found throughout the business at designated locations. (link to sanitizing station protocol)



Common Area/Breakrooms/Employee Kiosks Use

Use of common areas should be limited to the extent possible. Common areas may include, but are not limited to breakrooms, bathrooms, printer/copier areas, lobbies, elevators or supply areas.

Please follow the guidelines below when utilizing common areas.

- Maintain social distance (6 feet minimum)
 - Occupancy will be limited accordingly (signs to be posted)
- Hand sanitization stations will be available if not already
 - Recommended at point of use (copiers, etc.)
- Cleaning and sanitation schedule and procedures
 - There should be a clipboard in each area with a cleaning log and process page.
 - All items used will be cleaned and sanitized after use
 - Including maintaining the cleaning/sanitizing schedule and signoffs
 - Responsibility for cleaning after use will be tasked to each user
- Required to wipe off common use tools.
 - Examples: copier, laminator, paper cutter
- If distancing cannot be maintained, then employees must follow face covering guidelines.



Lunchroom/Kitchenette Setup and Use

Use of lunchrooms and/or kitchenettes should be limited to the extent possible.

Please follow the guidelines below when utilizing common areas.

- Maintain social distance (6 feet minimum)
 - Occupancy will be limited accordingly (signs to be posted)
 - Tables and chairs will be spaced accordingly
 - Tape will indicate the locations that chairs need to be kept
 - Some microwaves may be moved to alternate locations accordingly
 - Employees must sit at least 6 feet apart
- Hand sanitization stations will be available if not already
 - Recommended at point of use
- Cleaning and sanitation schedule and procedures
 - There should be a clipboard in each conference room with a cleaning log and process page.
 - All items used will be cleaned and sanitized after use
 - Paper towel or disposable tissue may be used to create a barrier between your hand and the object surface
 - Including maintaining the cleaning/sanitizing schedule and signoffs
 - Responsibility for cleaning after use will be tasked to each user
- If distancing cannot be maintained, then employees must follow face covering guidelines.
- Vending machines are still operating but bringing food from home is encouraged.
 - Vending suppliers will be contacted by Procurement to increase sanitizing.
- Food sharing needs to be avoided - this includes shared candy dishes and other similar offerings
- It is recommended to eat at your desk or in your vehicle to further mitigate the potential risks to employees
- Only use disposable or home brought utensils, mugs, glasses, plates, etc.
- Drinking fountains will be disabled



Food and Drink Policies

- Vending machines are still operating but bringing food from home is encouraged. Food sharing needs to be avoided.
- It is recommended to eat at your desk or in your vehicle to further mitigate the potential risks to employees
- Only use disposable or home brought utensils, mugs, glasses, plates, etc.
- Drinking fountains will be disabled

Offsite Food Ordering Protocol – Contactless Delivery / Hygiene Priority

EFFECTIVE WITH PHASE II

All Food Providers must meet the CDC guidelines for approval as a Charter vendor.

An approved food vendor list will be provided based on confirmation that a food service is following CDC guidelines in food preparation and delivery. Only vendors from that list should be used for site food deliveries.

All food providers must offer contactless deliveries:

- a. Prepay – Do not sign any receipts after delivery, have them include tip on the original charge
- b. Call upon arrival
- a. Leave delivery in a predesignated spot outside the plant. Each plant/department would have to determine appropriate area.
- b. Meals are individually packaged & labeled with employee's name
- c. Delivery drivers must wear masks when outside of their car and on Charter property

Any food provider who does not meet the above criteria will be subject to losing their ability to deliver food to Charter Steel locations.



Pulpits/Shared Offices

Descriptive measures to reduce pulpit and office interaction and promote social distancing:

1. Spread Out – Space all chairs >6 feet apart, in all Pulpits and Offices.
2. Chair Removal – Remove any additional chairs to ensure >6 feet minimum spacing.
3. All employees must space themselves at least 6 feet apart.
4. In some cases, you may need to install barriers, tape off and/or map areas – Apply tape to the floor and/or use area maps to indicate required 6 feet minimum spacing
5. Workstation controls (use of mouse and keyboard and command panels) and chairs are to be disinfected before starting every shift. During shift, avoid multiple employees sharing workstation controls. If there are multiple employees sharing workstation controls at the workstation, the area must be disinfected every time a different employee shares the workstation controls.
6. Be Mindful – Don't congregate or visit other pulpits or offices - Effective social distancing requires cooperation from all; recognize that your role is important! Stand at the door if in person communication is needed.
7. Total occupancy should be posted in each pulpit and office



High Touch Items Elimination

High touch or non-essential items being eliminated:

- Cooking/kitchen utensils
- Common dishes (coffee mugs, cups, plates, bowls, platters, etc.)
- Silverware
- Staplers in common supply / copier areas
- Staple pullers in common supply / copier areas
- Conference room dry-erase markers and erasers
- Lobby area items (books, magazines, etc.)

Available alternative items may include:

- Individually wrapped disposable silverware
- One-time use cups
- Acquire your own stapler or staple puller
- Acquire your own dry-erase markers and eraser

Where possible, shared use items are being eliminated with alternative single-use solutions being available. Where single-use or alternative items are unavailable, utilize a disposable towel or tissue to touch the object surface and then throw away. If disposable barrier is not available, you must sanitize the surface after use. One example of using this method is opening door handles with a paper towel, and then disposing of the paper towel after use. Doors in common areas that not essential to safety or privacy, should be propped open, where possible.