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COVID-19 Return to Work Overview & Guidelines

Developing and Implementing Appropriate Policies

Key Items to THINK about when making Your Businesses Game Plan

- Criteria & Factors – what will guide your decisions
  - ► Government Regulations
  - ► Community COVID-19 Status
  - ► School Status / Childcare Availability

- Mitigations –What Actions to take
  - ► Flexible Work Schedules
  - ► Personal Protective Equipment (PPE)
  - ► Employee Screening – Monitoring workforce for symptoms

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Applied Materials COVID-19 Phased Escalation Plan

Today

	PHASE 1	PHASE 2	PHASE 3	PHASE 4
TRAVEL RESTRICTIONS	▪ International travel restrictions ▪ No US travel restrictions	▪ International travel restrictions ▪ No US travel restrictions	▪ International travel restrictions ▪ **Only business-critical US travel**	▪ **No travel allowed**
QUARANTINE	▪ 14 days from affected areas	▪ 14 days from affected areas	▪ 14 days from affected areas	▪ 14 days from affected areas
IN-PERSON MEETINGS	▪ **>100**, business-critical only ▪ Limit meetings with visitors	▪ **>30**, business-critical only ▪ Meetings with visitors require executive approval	▪ **>10**, not allowed ▪ No visitors/guests on site	▪ **Business-critical only**
WORKFORCE ON SITE	▪ Standard work from home	▪ **Encourage** work from home	▪ **Recommend work from home** ▪ **"Passing period"** between shifts	▪ **Critical workers only onsite** ▪ **Work from home required** ▪ **Close** non-critical buildings
HEALTH SCREENING	▪ **Passive** screening ▪ **Screening** for visitors	▪ **Passive** screening ▪ **Screening** for visitors	▪ **Passive** screening ▪ Track **absenteeism / cases**	▪ **Onsite health screening** ▪ **Masks** for on-site workers
FACILITIES & SERVICES	▪ **Routine** cleaning	▪ Routine cleaning + additional **disinfection** ▪ Adjust **cafeteria** protocols	▪ Increased **cleaning frequency** + additional disinfection ▪ Adjust **cafeteria** protocols ▪ **Close** gyms ▪ Limit **shuttles**	▪ Increased **cleaning frequency** + additional disinfection ▪ Adjust **cafeteria** protocols ▪ **Close** gyms ▪ **Suspend** shuttles

All Sites Subject to Government Health Authority Requirements

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COVID-19 MT Site Recovery – Governing Criteria & Triggers

Current State

Estimated Timeline | Q3 — May 4th | | May 18th | Jun 1st — Q4

All Clear State (Pre-COVID-19)

	Phase 4 Widespread and Sustained Community Transmission	Phase 3 Sustained Community Transmission	Phase 2 Limited Community Transmission	Phase 1 No or Few Cases in Community
Government Regulations	• Statewide shelter in place	• Montana Phase 1 Guidelines • Remote workforce whenever possible • No gathering >10 w/o physical distancing	• Montana Phase 2/3 Guidelines • Remote workforce encouraged No gathering >50 w/o physical distancing	• Montana Phase 2/3 Guidelines • Resume full staffing • Awareness of physical distancing
County Stats / Medical Factors	• Community spread / Increasing cases	• No new cases or downward trajectory of documented cases within a 14 day period	• No new cases or downward trajectory of documented cases within a 14 day period	• No or few cases in community
Quarantine	• Self-quarantine required for traveling into / out of the state • 14 day quarantine for individuals with confirmed or suspected case of COVID-19	• Self-quarantine required for traveling into / out of the state • 14 day quarantine for individuals with confirmed or suspected case of COVID-19	• Travel quarantine as required by state directive • 14 day quarantine for individuals with confirmed or suspected case of COVID-19	• Travel quarantine as required by state directive • 14 day quarantine for individuals with confirmed or suspected case of COVID-19
Schools	• School – Active Distance Learning	• School – Active Distance Learning	• School – Active Distance Learning	• School – Active Distance Learning
Childcare	• Limited Access	• Limited/Partial with occupancy limits	• Partial with increased occupancy limits	• Full Access

***Site Recovery phases may contain guiding principles from multiple phases listed above & subject to change.**

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Last Updated 4/27/2020

COVID-19 MT Site Recovery – Mitigation Actions

Current State

Estimated timeline:

	Phase 4 — Widespread and Sustained Community Transmission	Phase 3 — Sustained Community Transmission	Phase 2 — Limited Community Transmission	Phase 1 — No or Few Cases in Community	All Clear State (Pre-COVID-19)
Employee Quarantine (Incoming/Returning)	• 14 day Self-quarantine required for traveling into / out of the state • 14 day quarantine for individuals with confirmed or suspected case of COVID-19	• Self-quarantine required for traveling into / out of the state • 14 days from affected areas & individuals with confirmed or suspected case of COVID-19	• Travel quarantine as required by state/corporate directive • 14 days from affected areas & individuals with confirmed or suspected case of COVID-19	• Travel quarantine as required by state/corporate directed • 14 days from affected areas & confirmed or suspected case of COVID-19	
Visitor Policy	• Not allowed	Not allowed	Require executive approval • Business Critical Demos Only • 1 Visitor per Customer • Must follow Employee Site Screening procedures	• Business Critical Demos and Vendors • 1 Visitor per Customer or Vendor • Must follow All Employee Site Screening procedures	
PPE & Facility Cleaning	• PPE – Face masks are Employee preference • High Frequency cleaning of bathrooms, lunchrooms, & common areas • Self-Cleaning of all Workstations	• PPE – Face masks are Employee preference • High Frequency cleaning of bathrooms, lunchrooms, & common areas. • Self-Cleaning of all Workstations	• PPE – Face masks are Employee preference • High Frequency cleaning of bathrooms, lunchrooms, & common areas. • Self-Cleaning of all Workstations	• PPE – Face masks are Employee preference • High Frequency cleaning of bathrooms, lunchrooms, & common areas. • Self-Cleaning of all Workstations	
Employee Screening	• Active Screen Required	• Active Screen Required	• Passive Screen w/ Temperature screening	• Passive Screening	
F2F Meeting & Social Distancing	▪ **Business-critical only** ▪ Strict social distancing guidelines (6') – PPE suggested when 6' cannot be maintained • All conference rooms closed • Break rooms at 50% occupancy	▪ **>10**, not allowed ▪ Encourage e-meetings • Strict social distancing guidelines (6') – PPE suggested when 6' cannot be maintained • All conference rooms closed	▪ **>30**, business-critical only • Social distancing guidelines (6') wherever practical – PPE optional when 6' cannot be maintained • Conference rooms open (50% capacity)	▪ **>100**, business-critical only ▪ Limit meetings with visitors • Conference rooms open • Social distancing whenever possible • Breakrooms open with no occupancy restrictions	

Q3 — May 4th — May 18th — Jun 1st — Q4

Last Updated 4/27/2020

Consider Telework & Flexible Schedules

- Work from Home
  - ▶ Business Critical on-site work only
  - ▶ Can you employee do their job remotely
    - − Essential employee
    - − Business critical

- Structured phased approach Includes:
  - − Reduced Occupancy
  - − Periodic onsite management
  - − Conference calls while inside your worksite

- Workforce separation of employees when social distancing is not practical
  - ▶ Dividers to separate workers
  - ▶ Split into two shifts (days and nights)
  - ▶ On/Off schedule 4-on 4-off & work every other weekend
  - ▶ Office staff – Monday/Wed/Fri

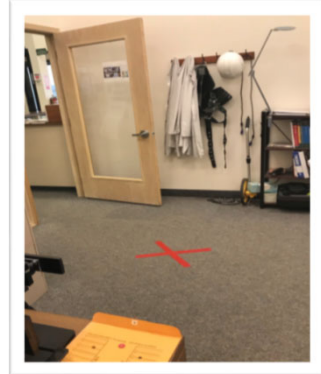"Make special accommodations for members of a vulnerable population or those with vulnerable household members."

Identify High risk Employees

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Social distancing and protective equipment

"Close common areas or enforce strict social distancing."
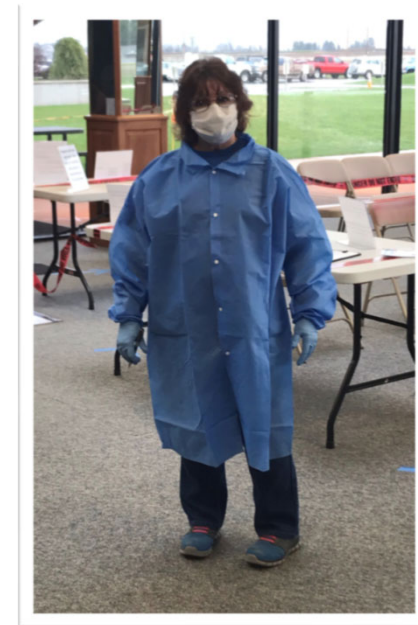
- Social distancing
  - ▶ Conference rooms and break rooms
  - ▶ Strict social distancing guidelines (6') – PPE when 6' cannot be maintained
  - ▶ **"Avoid gathering in groups of more than 10 people in circumstances that do not readily allow for appropriate physical distancing."**

- Personal Protective Equipment (PPE)
  - ▶ Mask, face-shields, safety glasses, gloves
  - ▶ Cleaning may require additional PPE
  - ▶ Screeners
    - – N95s, gloves, disposable lab coat, tight fitting safety glasses or face-shield

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Collaborating with Public Health

Definitions:

- Confirmed → Covid19 confirmed case thru testing

- Suspected →Test administered or quarantined by health care professional

- Close contact → 6ft contact with confirmed or suspected including household members

Tracking of sick calls and Covid19 related absents

- Plan for sick employees in the workplace and potential confirmed case
  - ► If you feel sick, do not come to work.
  - ► Collaborate with public heath when implementing policies and procedures for workforce contact tracing following an employee COVID+ test

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Temperature checks and/or symptom screening

- **"Monitor workforce for indicative symptoms"**

- Passive screening = Indirect Monitoring
  - ▶ Lobby signage, email communications, internal company website

- Active screening = Direct Monitoring to Control Access
  - ▶ Same screening questions, verbal response and sign/symptom monitoring
    - – Drive thru model and remote indoor model
    - – Screeners in full PPE
    - – Method for denying entry
    - – Times of operation, off-hour screening, deliveries, members of the public
    - – Temperature screening

ATTENTION
Important Notice to All Employees/Workers

HEALTH SCREENING QUESTIONS
(Please Read Carefully)

1. Within the past 14 days, have you been ill with suspected or confirmed Coronavirus (COVID 19)?

2. In the past 24 hours have you experienced any of the following symptoms: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat or new loss of taste or smell?

3. Is a member of you household ill with or recovering from confirmed or suspected Coronavirus (COVID 19)?

4. In the past 14 days, have you been in close contact with a person with confirmed or suspected Coronavirus (COVID 19)? Close contact is considered contact within 6ft and face to face

5. In the past 14 days, have you traveled outside the State of MT?

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Sanitation, disinfection of common and high-traffic areas

- Increased cleaning schedule
  - ▶ Published
  - ▶ Closing areas not in use
- Self-cleaning
  - ▶ Cleaning stations
  - ▶ Isopropyl Alcohol (IPA) for manufacturing
  - ▶ Wipe down work area upon arrival/departure.
- Hand-sanitizer and handwashing
- High traffic areas and touch points
  - ▶ Printers, vending, restrooms, breakrooms, doors, shared equipment, vehicles, drinking fountains

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