



Manufacturer of High Performance PTFE Composites and Laminates

Covid-19 Bouchard Manufacturing/Office Employee Pre-Entrance Scanning Phased Approach

Phase Description	Steps	Implementation Date/Dates	Responsible	Status
Phase I Procurement/Employee Instruction/Effective Date	Procure Mask/Appropriate Face Cover/Distribute Two Per Employee/Insure Employees Are Instructed On Use, Care And Periodic Cleaning. Instruct Mandatory Face Covering Date Begins Monday April 27, 2020 While On The Shop Floor Until Further Notice. Employee Face Covering Is Required Prior To Entering Premises On The Above Effective Date.	April 21-April 24, 2020	<ul style="list-style-type: none"> Purchasing: PPE PPE Distribution/Use/Care/ Cleaning: Luis Hoyos, Oscar Arevalo, Supervisors And Leads/Communicate Implementation Date, Also Includes Purchasing Manager And Engineering Manager Create And Post Signage At Each Entrance. 	<ul style="list-style-type: none"> Complete Complete Complete
Phase II /Screener Selection/Procure Appropriate PPE/Screener Training Including Employee Questions/Answers/Thermometer Usage	Procure N-95 Mask, smocks, Face Shields And Employee Clothing Sticker To Establish Screening Was Performed. Screener Selection Covering All Shift Starts, Include Backup Screeners. Establish Training Document For Screeners.	April 27-May 1, 2020	<ul style="list-style-type: none"> Purchasing: PPE, Employee Clothing Stickers Luis Hoyos, Oscar Arevalo: Screener Selection Ed Frechette: Screener Training Document, Questions And Answers Questionnaire Used During Screening Distribute PPE/Stickers To Screeners 	<ul style="list-style-type: none"> Complete
Phase III /Quality Control/Dry Run With Each Screener, Insuring All Screeners Understand The Policy And Can Demonstrate Established Guide Lines	Establish Dry Run For Each Screener Insuring Compliance With Policy And Guide Lines. Each Screener Understands Required PPE During Their Assigned Duties	During The Week Of May 4, 2020 Once They Feel Confident They Can Handle Their Screening Assignment. Screener Quality Check Performed By HR Or Off Shift Supervisors	<ul style="list-style-type: none"> Quality/Dry Run: HR/Shift Supervisors 	<ul style="list-style-type: none">
Phase IV Roll Out Employee Screening	Appropriate Screeners Are Available For Each Shift Start	May 6, 2020	<ul style="list-style-type: none"> Roll Out: Luis Hoyos, Oscar Arevalo, Engineering Manager, Purchasing Manager And Shift Supervisors 	<ul style="list-style-type: none">

- **Note:** Bouchard Office Employees Will Adjust Start Times To Meet With Screeners where possible, Employees With Normal Start Times Near 8:00 AM Will be Screened By A Human Resources Representative. Office Employees Will Enter Masked For Screening, Office Employees Will Also Need To Be Masked Prior To Entering The Shop Floor After Screening

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Covid-19 George Ave Manufacturing/R&D/QC/Office Employee Pre-Entrance Scanning Phased Approach

Phase Description	Steps	Implementation Date	Responsible	Status
<u>Phase I</u> Procurement/Employee Instruction/Effective Date	Procure Mask/Appropriate Face Cover/Distribute Two Per Employee/Insure Employees Are Instructed On Use, Care And Periodic Cleaning. Instruct Mandatory Face Covering Date Begins Monday April 27, 2020 While On The Shop Floor Until Further Notice. Employee Face Covering Is Required Prior To Entering Premises On The Above Effective Date.	April 21-April 24, 2020	<ul style="list-style-type: none"> • Purchasing: PPE • PPE Distribution/Use/Care/ Cleaning: Pete Spohn, Mike Fariz, Oscar Arevalo Communicate Implementation Date 	<ul style="list-style-type: none"> • Complete •
<u>Phase II</u> /Screener Selection/Procure Appropriate PPE/Screener Training Including Employee Questions/Answers/Thermometer Usage	Procure N-95 Mask, smocks, Face Shields And Employee Clothing Sticker To Establish Screening Was Preformed. Screener Selection Covering All Shift Starts, Include Backup Screeners. Establish Training Document For Screeners.	April 27-May 1, 2020	<ul style="list-style-type: none"> • Purchasing: PPE, Employee Clothing Stickers • Ed Frechette/Neil Dymant: Screener Selection • Ed Frechette: Screener Training Document, Questions And Answers Questionnaire Used During Screening • Ed Frechette Develop Screening Failure Log 	<ul style="list-style-type: none"> • Complete • Wayne Nadeau, Backup Mike Fariz, Crystal Smith, Backup Magen Verrier •
<u>Phase III</u> /Quality Control/Dry Run With Each Screener, Insuring All Screeners Understand The Policy And Can Demonstrate Established Guide Lines	Establish Dry Run For Each Screener Insuring Compliance With Policy And Guide Lines. Each Screener Understands Required PPE During Their Assigned Duties	During The Week Of May 4, 2020 Once They Feel Confident They Can Handle Their Screening Assignment. Screener Quality Check Preformed By HR Or Off Shift Supervisors	<ul style="list-style-type: none"> • Quality/Dry Run: HR 	<ul style="list-style-type: none"> •
<u>Phase IV</u> Roll Out Employee Screening	Appropriate Screeners Are Available For Each Shift Start	May 6, 2020	<ul style="list-style-type: none"> • Roll Out: Oscar Arevalo (Meltex II), HR, Crystal Smith 	<ul style="list-style-type: none"> •

- **Note:** George Ave Office Employees Will Adjust Start Times To Meet With Screeners where possible, Employees With Normal Start Times Near 8:00 AM Will be Screened By Crystal Smith Or Magen Verrier. Office Employees Will Enter Masked For Screening, Office Employees Will Also Need To Be Masked Prior To Entering The Shop Floor After Screening

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Daily Screening Procedures

Description	Preparation
Screeners Will Be Prepared And In Place To Screen All Entering Employees Prior To Shift Start. 200 Bouchard Street Front And Rear Time Clock Entrances, 6 George Ave Employee Entrance And Office Lobby Area. Recommended That Screeners are in place 15 Minutes Prior To Shift Start And Remain In place 10 Minutes After Shift Start	Screeners Shall Be Wearing The Following PPE: Lab Smock, M-95 Mask And Face Shield. Screeners Will Have The Daily Stickers For Each Employee Screened, Stickers Are Color Coded With Day Of Week i.e. Mon-Blue, Tue-Green, Wed-Yellow, Thu-Orange, Fri-Red
Entering Employees Shall Be Masked And Adhering To Social Distancing Guidelines, (6'). Screeners Shall Not Screen Any Unmasked Employee	Screeners Shall Welcome The Employee And Ask Them The Following Questions: <ol style="list-style-type: none"> 1. Are You Experiencing A Fever? 2. Respiratory Symptoms Such as runny nose, sore throat, Cough or Shortness of Breath? 3. Flu-Like Symptoms such as muscle aches, chills, severe fatigue? 4. Change in your sense of Taste or Smell? 5. Have Come Into Contact With Anyone With Flu Like Symptoms? Screener Performs Temperature Scan With Outcome Within Normal Range (97.8-99.5 F)
Screened Employee Answers No To Questions 1-5 And Temperature Scan Is Within The Normal Range For Adults	Employee Meets Questions 1-6 With Normal Temperature, Give Them The Daily Corresponding Sticker Mon-Fri And Have Them Affix In Clear View Over Left Shirt Pocket, No Pocket Within Same Area Of A pocket And Allow Access; Sticker Will Be Worn Throughout The Shift Verifying Employee Passed Screening
Screened Employee Answers Yes To Any One Our More Questions And or Temperature Scan Is Not Within The Normal Range For Adults Above 99.5 F	Employee Is Not Allowed Access For Any Reason, Instructed To Return Home And Contact Their Primary Health Care Provider. Screener Will Report Any Access Refusals, Each Will Be Logged and Sent To HR Via E-Mail For Further Action/Further Instructions For Employee



Manufacturer of High Performance PTFE Composites and Laminates

Weekly 200 Bouchard Street Selected Screeners Monday Through Friday

Shift And Location	Primary Screener	Backup Screener
Front Employee Entrance Fabrication 1-ST		
Rear Employee Entrance Time Clock 1-ST		
Front Employee Entrance Fabrication 2-ND		
Rear Employee Entrance Time Clock 2-ND		
Front Employee Entrance Fabrication 3-RD		
Rear Employee Entrance Time Clock 3-RD		

Weekly 6 George Ave Selected Screeners Monday Through Friday

Shift And Location	Primary Screener	Backup Screener
Employee Entrance 1-ST	Wayne Nadeau	Mike Fariz
Office Lobby Entrance 1-ST	Crystal Smith	Magen Verrier

Note: Primary Screener Is Unavailable It Will Be The Responsibility Of His Or Her Manager To Notify The Backup Screener That They Will Be On Screening Duty Until The Primary Is Available

Screener Log: Failed Employees Only (Employee Confidential)

Employee Name	Questions	Answers Circle One	
	1. Are You Experiencing A Fever?	Yes	No
	2. Respiratory Symptoms Such as runny nose, sore throat, Cough or Shortness of Breath?	Yes	No
	3. Flu-Like Symptoms such as muscle aches, chills, severe fatigue?	Yes	No
	4. Change in your sense of Taste or Smell?	Yes	No
	5. Have Come Into Contact With Anyone With Flu Like Symptoms?	Yes	No
	Temperature Scan Results Outside Normal Range Of (97.8-99.5 F)	Pass	Fail Recorded Temp: _____

Forward TO HR, Employee Confidential And Not To Be shared With Anyone Outside Of Human Resources

Other Considerations

Visitors:

Vendors Such as Fastenal, Food/Snack machines required to come into refill vending machines will need to be masked and not require screening. Signage is posted at each entrance let people know masks are required, these vendors should be notified of our policy. Truck Drivers/Delivery Personnel will also enter masked and will not require screening.