

TSG Continuity Action Plan

March 13, 2020

Handouts

We have created several handouts for posting and for our first contact personnel (guard station/receiving depts.)

1. Self Identify Handout – General Visitors/Guests (Word doc)
 - Guard/Worker is to verbally ask the questions listed on the sheet.
 - You will need to train your team on this information for all shifts affected.
 - If you use an outside service for security you will need to train them as well.
 - In all circumstances if anyone has issues or becomes disgruntled because they are not allowed on premise the GM or designated Manager(s) must be notified immediately, ALL SHIFTS.
2. Self Identify Handout Truck Drivers – all drivers (Will Call/ Truck Drivers) Word doc
 - Follow same protocols as above and verbally ask the questions to self identify.
 - Provide a handout to the drivers as it goes into specifics with regards to staying in their vehicles and having limited access to the inside of any of our facilities.
3. Site Contingency Plan (Word doc)
 - This is for management review (GM/Ops Mgrs./Supervisors)
4. Cleaning and Sanitation Guidelines (Power Point)
 - This is for immediate training with all workers in the facility, office personnel included.
 - You may present by slide or make copies.
5. Sanitation Workers (Power Point & SOP)
 - This team will need to be briefed separately from the rest of the staff.
 - Their roll is extremely important for everyone's health and safety.
 - Present the power point and the SOP.
 - Mark and I will locate videos to present by Monday, but please do not wait get in front of this team now.

6. Continuity Tier Plan – TSG

- This is a matrix on what is expected at all sites based on the level of severity.
- This will be available on SPW.

Attendance

1. If a worker calls out sick on Monday and comes to work on Tuesday, they must self identify and their temperature should be taken.
 - Exhibit A below is the form that should be used and returned to HR
2. If a worker calls to notify you they are unable to attend work due to child care issues due to school closings:
 - Allow worker to take off with paid or unpaid PTO.
 - All points will be forgiven during this time off period.
3. If a worker is out and upon return they refuse allow their temperature to be taken for whatever reason:
 - They will be asked to leave the premises until they can provide a doctor's note.

Other

1. HR has placed all documents in: SPW-Resources, folder>TSG-Continuity Plan, tab.
2. In addition the following is also available for download and use:
 - Self Identify on Premise Note – To be used if an unexpected visitor arrives that needs to be seen the same day for business or a truck driver is needing to deliver a load that was not previously scheduled.
 - Sign for all entry doors, guard stations: Notice on Premises. This is a notice which states no visitors allowed on premises without an appointment.
3. Continuity Tier Plan, can be shared with customer(s) in the event they request the TSG action plan.

When in doubt, notify Human Resources and your V.P. for additional guidance.

Thank you,
Diane Villafana