

May 2020

# SAFE OPERATIONS PROTOCOLS

COVID-19 | Version 2.8

# Disclaimer

DISCLAIMER - LEGAL STATEMENT Please be advised that this presentation is being shared for informational purposes and reflects Aptiv's operations in the geographies and industries that are relevant to our business. Some or all of the information contained in this document may not be applicable to other businesses or operations. We strongly recommend consultation with professional advisors as may be appropriate to carefully evaluate the potential efficacy and legality of procedures and practices described herein before adopting for your business. Aptiv will update the practices and procedures described herein over time and undertakes no obligation to update this document given the fluidity of the situation. Aptiv bears no responsibility for any circumstances arising out of or related to the adoption, or decision not to adopt, any of the practices or procedures contained in the Aptiv Safe Start protocols.



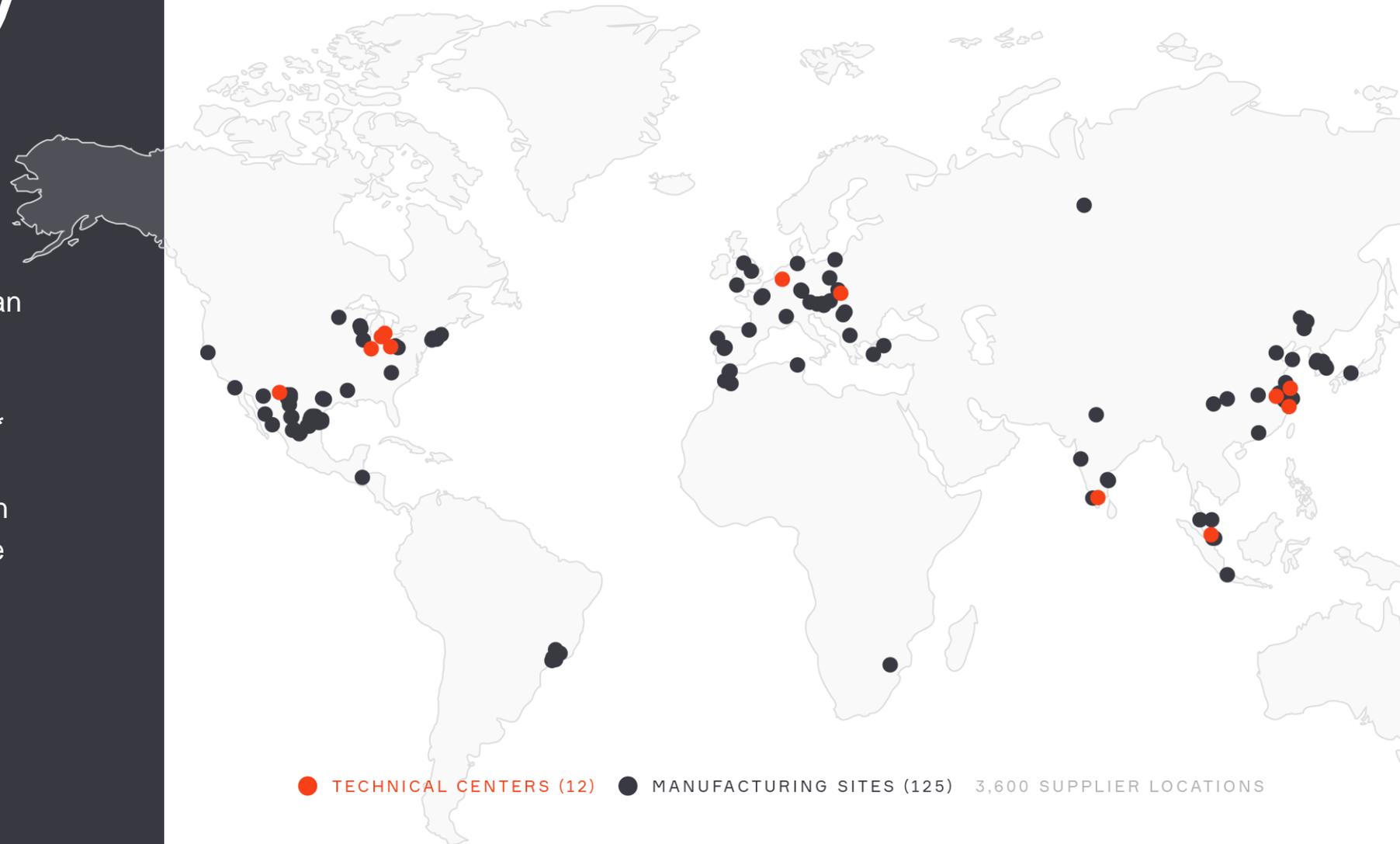
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# Global Supply Chain

Every day our plants receive more than **220 million pieces of material** and they produce and ship more than **90 million very complex components**.\* While the daily issues we each face may vary, we also face many common challenges. Through collaboration, we accelerate our progress towards recovery. Together, we will come out stronger than ever on the other side.

*\* Under normal market conditions*



# Aptiv COVID-19 Safe Operations Protocols

OUR UNWAVERING COMMITMENT TO THE HEALTH AND SAFETY OF OUR EMPLOYEES AND THEIR FAMILIES



POLICY /  
MANAGEMENT



PRE-SCREENING /  
MONITORING



SOCIAL  
DISTANCING / PPE



CLEANING /  
DISINFECTION



COMMUNICATION  
& TRAINING



CASE  
RESPONSE



OFFICE  
SAFETY



# Summary of Aptiv Safe Operations Protocols

<b>1</b>	<b>POLICY / MANAGEMENT</b>		<ul style="list-style-type: none"><li>• Crisis Management Team</li><li>• Regular reporting, touchpoints</li><li>• Evidence check before re-start</li></ul>	<b>5</b>	<b>COMMUNICATION &amp; TRAINING</b>		<ul style="list-style-type: none"><li>• Site-level training and Q&amp;A</li><li>• Communication of preventative measures</li><li>• Employees update process and channels</li></ul>
<b>2</b>	<b>PRE-SCREENING / MONITORING</b>		<ul style="list-style-type: none"><li>• Health / risk screenings</li><li>• Non-contact thermometer checks</li><li>• Restricted access when necessary</li></ul>	<b>6</b>	<b>CASE RESPONSE</b>		<ul style="list-style-type: none"><li>• Guidelines for reporting symptoms</li><li>• Response procedures and tracing</li><li>• Clearance to return to work</li></ul>
<b>3</b>	<b>SOCIAL DISTANCING / PPE</b>		<ul style="list-style-type: none"><li>• Min 6 feet of separation</li><li>• Physical barriers / work-from-home</li><li>• Inventory requirements for PPE</li></ul>	<b>7</b>	<b>OFFICE SAFETY</b>		<ul style="list-style-type: none"><li>• Reduced Density</li><li>• Office Etiquette</li><li>• Elevators and Walkways</li></ul>
<b>4</b>	<b>CLEANING / DISINFECTION</b>		<ul style="list-style-type: none"><li>• Cleaning high-touch areas every 3 hrs</li><li>• Professional cleaning / disinfection</li><li>• Hand washing / sanitizer stations</li></ul>				

# Policy & Management



**1** POLICY /  
MANAGEMENT



**2** PRE-SCREENING /  
MONITORING



**3** SOCIAL  
DISTANCING / PPE



**4** CLEANING /  
DISINFECTION



**5** COMMUNICATION  
& TRAINING



**6** CASE  
RESPONSE



**7** OFFICE  
SAFETY



# Crisis Mgmt / Emergency Response Organization



	COVID-19 Executive Steering Committee	Safe Operations Steering Team	Site-level Emergency Response Management
Members	<ul style="list-style-type: none"> <li>• CEO &amp; Direct Reports</li> <li>• Operations</li> <li>• Finance</li> <li>• HR</li> <li>• Sales</li> <li>• Strategy</li> <li>• EHS</li> </ul>	<ul style="list-style-type: none"> <li>• VP Global Operations</li> <li>• Business Operations Leaders</li> <li>• Supply Chain Management</li> <li>• Logistics</li> <li>• Legal &amp; Government Affairs</li> <li>• EHS</li> <li>• HR</li> </ul>	<ul style="list-style-type: none"> <li>• Site Manager Chairs</li> <li>• Site Leadership Team</li> <li>• EHS Leader</li> </ul>
Function / Responsibilities	<ul style="list-style-type: none"> <li>• Ensure coordination, communication, and execution across all topics related to COVID-19 response, including EHS</li> <li>• Focus on key updates, KPIs, risks, and mitigation</li> <li>• Escalation forum as required</li> </ul>	<ul style="list-style-type: none"> <li>• Sets standards &amp; protocols for cross company deployment</li> <li>• Monitors &amp; validates readiness levels across all sites</li> <li>• Ensure internal minimum standards meet external requirements (customer, legal)</li> <li>• Escalation forum as required</li> </ul>	<ul style="list-style-type: none"> <li>• Execute site emergency action plan</li> <li>• Meet daily</li> <li>• Monitor changes and adjust action plan</li> <li>• Ensure proper level of PPE availability</li> <li>• Escalate gaps and risks</li> </ul>

# Site Infectious Disease Procedure Overview



## Inputs

- Transmissible disease outbreak identified
- Emergency Response Plan
- Incident Management Team or equivalent

## World Health Organization

- Step 1:**
- Identify Transmissible disease outbreak World Health Organization (WHO) Pandemic Phases
  - Site Management (MG), Environmental, Health & Safety (EHS), Human Resources (HR), Medical.

## Site Manager

- Step 2:**
- Identify the proper level of preparedness for the site and continue with the Global infectious disease surveillance through the WHO Collaborating Center network and with the Health Authorities of the country
  - HR, MG, SE, Medical Area, Incident Management Team or equivalent

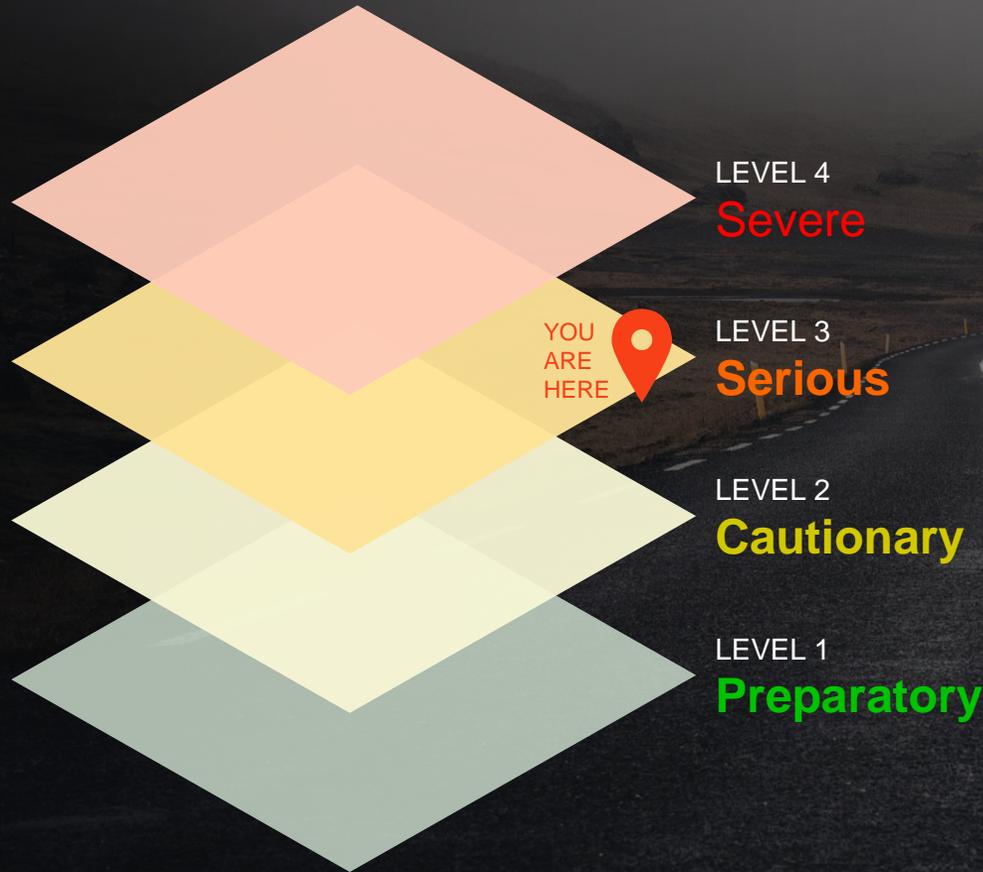
## Incident Management Team or equivalent

- Step 3:**
- Implement Pandemic preparedness level according with the severity of the cases in the country.
  - HR, MG, SE, Medical Area, HR, MG, SE, Medical Area, Incident Management Team or equivalent.
- Step 4:**
- Daily review of the conditions in the country and the proper level of preparedness.
  - HR, MG, EHS, Medical Area, Incident Management Team or equivalent.
- Step 5:**
- Continue with the global infectious disease surveillance through the WHO Collaborating Center network and with the Local Health Authorities
  - HR, MG, EHS, Medical Area

## Outputs

- Transmissible Diseases Report Up to date.
- Reduction of mortality, morbidity by transmissible disease outbreak.
- Reduction of business disruption.
- Review the effectiveness of the Emergency Plan

# Four Levels Of Site Preparedness



LEVEL 4  
**Severe**

Highest level of disease. Incidence severity critically impacting operations. Mandated public health and government measures in effect, including quarantine.

LEVEL 3  
**Serious**

Disease incidence and / or severity is of serious concern for health and government agencies. Authorities issue significant alerts especially involving travel restrictions/border closing advisory.

LEVEL 2  
**Cautionary**

Disease incidence and/or severity is of growing concern for local and country public health agencies.

LEVEL 1  
**Preparatory**

Disease incidence and / or severity is of minimal or no concern for local and country public health agencies

# Our Four Levels Of Site Pandemic Preparedness



	LEVEL 1 PREPARATORY	LEVEL 2 CAUTIONARY	LEVEL 3 SERIOUS	LEVEL 4 SEVERE
Definition	<ul style="list-style-type: none"> <li>Disease incidence and / or severity is of minimal or no concern for local and country public health agencies</li> <li>Medical situation:                             <ul style="list-style-type: none"> <li>No case identification in-country</li> <li>No screening recommended</li> <li>No documented human-to-human transmission</li> </ul> </li> <li>Encourage vaccination (if applicable), healthy lifestyle habits, good personal hygiene and proper food handling</li> </ul>	<ul style="list-style-type: none"> <li>Disease incidence and/or severity is of growing concern for local and country public health agencies.</li> <li>Medical situation:                             <ul style="list-style-type: none"> <li>Limited case identification in-country</li> <li>None or very limited person-to-person spread (cluster)</li> <li>Minimal country infrastructure affected</li> <li>Minimal healthcare systems impacted</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Disease incidence and / or severity is of serious concern for local and country public health and government agencies</li> <li>Public health alerts are in effect and public health actions are recommended and possibly mandated</li> <li>Medical situation:                             <ul style="list-style-type: none"> <li>Confirmed evidence of widespread person-to-person spread in the country, city or immediate surrounding areas</li> <li>Possible / probable country's infrastructure is compromised</li> </ul> </li> <li>WHO, CDC, and/or reliable sources issue significant alerts especially involving travel restrictions/border closing advisory</li> <li>Disease severity is increasing; death rates increasing</li> </ul>	<ul style="list-style-type: none"> <li>Highest level of disease. Incidence severity critically impacting operations</li> <li>Mandated public health and government measures in effect</li> <li>Medical situation:                             <ul style="list-style-type: none"> <li>Pandemic: high incidence of person-to-person spread</li> <li>Infrastructure is compromised</li> <li>Healthcare systems are overwhelmed</li> </ul> </li> <li>Quarantine is being mandated (e.g. borders closed, schools closed, critical-only business operations)</li> </ul>
Trigger to move up one level	<ul style="list-style-type: none"> <li>Case in country</li> </ul>	<ul style="list-style-type: none"> <li>Widespread person-to-person spread in country</li> <li>Increased # of cases in region</li> <li>Impact on the business, infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>High incidence of person-to-person</li> <li>Mandated quarantine</li> </ul>	

# Safe Start Protocols Each Facility Must Satisfy



Full Safe start checklist on pages 11-13

- Detailed tracking of each manufacturing facility and tech center to ensure compliance
- Regional Ops leaders accountable to review with Plant Manager if sites are satisfying required protocols before they approve restart
- Remote evidence checks through EHS and OPEX – if sites are not meeting expected levels, Executive Steering Team will take immediate action to address and improve as appropriate

Version 1.0 **Plant SAFE Start Protocol**

Site Name: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Completed By: \_\_\_\_\_

Objective:  
 1. Ability to secure a healthy workforce  
 2. Ability to restart operations  
 3. Ability to restart supply chain

Responsible Owners

#	Major Elements	Major element	Open items	Owner	Date expected to close
1	New Legal Requirements / Stakeholder Mgt	New Legal Requirements / Stakeholder Mgt	Is support available from government to help protect employees and are we utilizing that support Aptiv internal preparedness level 3 is defined for the site and is confirmed to be in place Obtain local/national authorizations to restart where required	Plant Manager Plant Manager Plant Manager	
2	Secure Health of Employees	Secure Health of Employees	Return to work controls defined for all employees Personal hygiene protocols are in place and health declaration forms provided in advance Site has access to target of 25 days coverage Quarantine protocol defined if suspected infection Check site has identified and is in compliance		
3	Facility Readiness	Facility Readiness	Rules around breaks established, executed and emergency response team is complete and confirmed Full site disinfection executed prior to employee return Cleaning routines (daily/shift) established, executed and confirmed Waste water treatment system checks are complete and confirmed		

#	Major element	Tar	Act	% Tar	% Act
1	New Legal Requirements / Stakeholder Mgt	5	0	100%	0%
2	Secure Health of Employees	9	0	100%	0%
3	Facility Readiness	10	0	100%	0%
4	Customer Ramp Up Planning	5	0	100%	0%
5	Manufacturing Readiness	10	0	100%	0%
6	People Availability	7	0	100%	0%
7	Supplier Readiness	8	0	100%	0%
8	Logistics Planning (Warehousing)	4	0	100%	0%
9	Inventory Planning	4	0	100%	0%
10	Management Planning Requirements	6	0	100%	0%



# Plant Safe Start Protocols (1/3)



Version 1.0 **Plant SAFE Start Protocol**

Site Name: _____ Date: _____ Completed By: _____	<b>Objective:</b> 1. Ability to secure a healthy workforce 2. Ability to restart operations 3. Ability to restart supply chain	Responsible Owners
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#	Major Elements	Scope	Key Criteria to check	In Place	Corporate Lead	Site Element Owner	Plant	Regional	Global
1	New Legal Requirements/ Stakeholder Mgt  <a href="#">HOGP 5-3 SE 37-A01 EN</a>	<i>Do we understand any new legal requirements or the minimum Aptiv standards in relation to COVID19?</i>	1.1 Determine new legal requirements impacting, assess consequences and escalate any risk to re-start	<input type="checkbox"/>	Tim Seitz	Plant Manager	X		
			1.2 Aptiv internal preparedness level 3 is defined and is confirmed to be in place per ( <a href="#">HOGP 5-3 SE 37-A01 EN</a> )	<input type="checkbox"/>		Plant Manager	X	X	X
			1.3 Obtain local/national authorizations to restart where required	<input type="checkbox"/>		Plant Manager	X		
			1.4 Obtain internal approvals from regional operations leader to commence restart	<input type="checkbox"/>		Plant Manager	X	X	
			1.5 Is support available from government to help protect employees and are we utilizing that support	<input type="checkbox"/>		Plant Manager	X		
2	Secure Health of Employees  <a href="#">HOGP 5-3 SE 38-F01 EN</a>  <a href="#">HOGP 5-3 SE 37-A01 EN</a>	<i>Pre-return to work and site entry health controls are in place to minimize the risk to our employees and ability to run our operations</i>	2.1 Health declaration forms provided to all employees, checked before entry to site ( <a href="#">HOGP 5-3 SE 37-F01 EN</a> )	<input type="checkbox"/>	Aldo Gomez	EHS Manager	X		
			2.2 Country Level PPE availability is confirmed	<input type="checkbox"/>		Regional Ops		X	
			2.3 Site has access to target of 25 days coverage of specified masks per preparedness Level 3	<input type="checkbox"/>		EHS Manager	X		
			2.4 Return to work controls defined for all employees and any high risk categories ( <a href="#">HOGP 5-3 SE 37-A01 EN</a> )	<input type="checkbox"/>		EHS Manager	X		
			2.5 Sufficient temperature check equipment is available & protocol in place to safely measure on entry	<input type="checkbox"/>		EHS Manager	X		
			2.6 Suspected employees should be tested immediately	<input type="checkbox"/>		EHS Manager	X		
			2.7 Quarantine protocol defined if suspected infected employee identified at work ( <a href="#">HOGP 5-3 SE 37-A01 EN</a> )	<input type="checkbox"/>		EHS Manager	X		
			2.8 Check site has identified and is in compliance with local/country legal requirements	<input type="checkbox"/>		EHS Manager	X		
			2.9 Personal hygiene protocols are in place and monitored for effectiveness per ( <a href="#">HOGP 5-3 SE 37-A01 EN</a> )	<input type="checkbox"/>		EHS Manager	X		
3	Facility Readiness  <a href="#">HOGP 5-3 SE 38-F01 EN</a>  <a href="#">HOGP 5-3 SE 37-A01 EN</a>	<i>The physical workplace is safe and clean to operate in, with clear guidelines on sanitation, segregation and emergency response plans and services</i>	3.1 Full site disinfection executed prior to employees returning to work per <a href="#">HOGP 5-3 SE 38-F01 EN</a>	<input type="checkbox"/>	Tom Dempsey	EHS Manager	X		
			3.2 Cleaning routines established, executed and checked at specific frequency per Level 3 ( <a href="#">HOGP 5-3 SE 37-A01 EN</a> )	<input type="checkbox"/>		EHS Manager	X		
			3.3 Canteen protocol established, executed and checked at specific frequency per Level 3 ( <a href="#">HOGP 5-3 SE 37-A01 EN</a> )	<input type="checkbox"/>		EHS Manager	X		
			3.4 Break rules established, executed and checked at specific frequency per Level 3 ( <a href="#">HOGP 5-3 SE 37-A01 EN</a> )	<input type="checkbox"/>		EHS Manager	X		
			3.5 Social distancing, segregation, gatherings rules communicated & enforced per Level 3 ( <a href="#">HOGP 5-3 SE 37-A01 EN</a> )	<input type="checkbox"/>		EHS Manager	X		
			3.6 Water supply and food (vending) start up checks completed	<input type="checkbox"/>		Facility Manager	X		
			3.7 Emergency response team is complete and contact information up-to-date	<input type="checkbox"/>		EHS Manager	X		
			3.8 Waste water treatment system checks are complete	<input type="checkbox"/>		Facility Manager	X		
			3.9 Check fire alarm and safety systems are meeting statutory requirements	<input type="checkbox"/>		EHS Manager	X		
			3.10 Local emergency services confirmed available to support site start up (fire, police, medical)	<input type="checkbox"/>		EHS Manager	X		

# Plant Safe Start Protocols (2/3)



Version 1.0 **Plant SAFE Start Protocol**

Site Name: _____ Date: _____ Completed By: _____	<b>Objective:</b> 1. Ability to secure a healthy workforce 2. Ability to restart operations 3. Ability to restart supply chain	Responsible Owners
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#	Major Elements	Scope	Key Criteria to check	In Place	Corporate Lead	Site Element Owner	Plant	Regional	Global
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4	Customer Ramp Up Planning	<i>We understand our customers start up plan and requirements, and have a clear demand outlook to plan against</i>	4.1 PC&L person identified to monitor & communicate EDI during closure and ramp up period	<input type="checkbox"/>		PC&L Manager	X		
			4.2 Establish Finished Goods plan during ramp up plan to secure customer supply	<input type="checkbox"/>		PC&L Manager	X		
			4.3 Customer ship to locations shutdown plan documented & maintained	<input type="checkbox"/>		PC&L Manager	X		
			4.4 Single point of contact is established with key customers obtain real time customer start up info	<input type="checkbox"/>		PC&L Manager	X	X	
			4.5 Process established to check normal payments terms are applied to shipments before release	<input type="checkbox"/>		PC&L Manager	X		
5	Manufacturing Readiness	<i>Our equipment, processes &amp; support services have been checked for readiness to restart with first time right quality</i>	5.1 Specific people have been defined and are available to complete pre-start up activities and checks	<input type="checkbox"/>		Plant Manager	X		
			5.2 Equipment deep cleaning activities are complete (in particular with user interface)	<input type="checkbox"/>		Facility Manager	X		
			5.3 Equipment readiness activities/checks are completed	<input type="checkbox"/>		Plant Manager	X		
			5.4 Any specific quality safe launch plan activities in addition to standard are defined and implemented	<input type="checkbox"/>		Quality Manager	X		
			5.5 Frequency of in process quality checks and layered audits is increased appropriately during start up period	<input type="checkbox"/>		Quality Manager	X		
			5.6 Lab equipment is stored safely during shutdown, sanitization and re-calibration plans are in place	<input type="checkbox"/>		Quality Manager	X		
			5.7 Confirm facilities (mechanical, electrical) start up checks are complete	<input type="checkbox"/>		Facility Manager	X		
			5.8 Service providers have confirmed ability to support required activities	<input type="checkbox"/>		Plant Manager	X		
			5.9 Utility & Waste disposal services are available as normal with no constraints	<input type="checkbox"/>		Facility Manager	X		
			5.10 Standard site shutdown/restart checklist is in place and followed in addition to new requirements	<input type="checkbox"/>		Plant Manager	X		
6	People Availability	<i>Our employees have real time information on start-up plans and we have the right skills required at the right time to support our customers</i>	6.1 Establish daily remote comms channel to all employees (comms update & restart information eg. Whatsapp)	<input type="checkbox"/>		HR Manager	X	X	
			6.2 Plan defined on how to prioritize who to bring back first (salaried, hourly)	<input type="checkbox"/>		HR Manager	X		
			6.3 Staffing plan during shutdown period defined to maintain and prepare start up	<input type="checkbox"/>		HR Manager	X		
			6.4 Temp/Contingent workforce re-hiring & training plan in place to support planned volumes	<input type="checkbox"/>		HR Manager	X		
			6.5 Transportation services provided for employees have defined health controls in place & checked	<input type="checkbox"/>		HR Manager	X	X	
			6.6 Critical skills (specific roles) availability define and plan in place to support ramp up	<input type="checkbox"/>		HR Manager	X		
			6.7 Pre-return to work health checks requirements are clearly defined and communicated (declaration of exposure)	<input type="checkbox"/>		HR Manager	X	X	

# Plant Safe Start Protocols (3/3)



Version 1.0 Plant SAFE Start Protocol

Site Name: _____ Date: _____ Completed By: _____	<b>Objective:</b> 1. Ability to secure a healthy workforce 2. Ability to restart operations 3. Ability to restart supply chain	Responsible Owners
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#	Major Elements	Scope	Key Criteria to check	In Place	Corporate Lead	Site Element Owner	Plant	Regional	Global
7	Supplier Readiness	<i>We understand our suppliers readiness &amp; risks along with any capacity gaps based on supplier lead times &amp; our inventory position</i>	7.1 Supplier facility & workforce planning assessment complete per Company guidance - site to check with SCM support	<input type="checkbox"/>		Commodity Mgt		X	X
			7.2 Supplier restart plans have been verified to support our start up plans - site to check with SCM support	<input type="checkbox"/>		Commodity Mgt		X	X
			7.3 Supplier capacity check is complete against next 3-6 months current demand - site to check with SCM support	<input type="checkbox"/>		Commodity Mgt		X	X
			7.4 Constrain supply list by component is available and actioned by SCM at appropriate frequency	<input type="checkbox"/>		PC&L Manager	X	X	X
			7.5 On hand/current coverage of components - clear to build available to support first full week of production	<input type="checkbox"/>		PC&L Manager	X		
			7.6 In transit material status is understood	<input type="checkbox"/>		PC&L Manager	X		
			7.7 Lead time and ramp up plan with long lead suppliers is reflected in current EDI signals	<input type="checkbox"/>		PC&L Manager	X		
			7.8 Financial consideration around payment terms checked (any differences to standard terms) - site to check with SCM	<input type="checkbox"/>		Commodity Mgt		X	X
8	Logistics planning (Warehousing)	<i>Potential logistics &amp; warehousing constraints are identified with mitigation plans in place</i>	8.1 Transport restrictions linked to in country or cross border goods movement are understood	<input type="checkbox"/>		Global Logistics		X	X
			8.2 Alternate providers / routes have been defined with support of corporate logistics teams	<input type="checkbox"/>		Global Logistics		X	X
			8.3 Truck driver physical controls in place and checked to manage segregation during drop off and pick up	<input type="checkbox"/>		PC&L Manager	X		
			8.4 Required warehousing operations to support factory ramp up are in place (internal or 3PL)	<input type="checkbox"/>		PC&L Manager	X		
9	Inventory planning	<i>Value chain inventory positions are understood and material is only committed when needed by customer</i>	9.1 Component inventory status/coverage is understood and targets defined	<input type="checkbox"/>		PC&L Manager	X		
			9.2 Projection on Finished goods in place assuming aligned demand view with PC&L and Sales	<input type="checkbox"/>		PC&L Manager	X		
			9.3 Inventory storage is secure during shutdown and material shelf life is actively managed and check pre-start up	<input type="checkbox"/>		PC&L Manager	X		
			9.4 Spare parts inventory for key equipment is checked and confirmed pre-start up	<input type="checkbox"/>		PC&L Manager	X		
10	Management Planning Requirements	<i>Management teams have routines in place to check progress, implement contingency plans and lessons learnt</i>	10.1 Formal review mechanism is established for management team to assess pre-planning and readiness for start up	<input type="checkbox"/>		Plant Manager	X		
			10.2 High risk areas of concern identified with mitigation actions included in start up plan	<input type="checkbox"/>		Plant Manager	X		
			10.3 Contingency plan established, reviewed and confirmed to be up to date	<input type="checkbox"/>		Plant Manager	X		
			10.4 Duration required for execution of pre-start up activities in defined (in days) to ensure sufficient planning & comms	<input type="checkbox"/>		Plant Manager			
			10.5 Significant changes to processes, equipment, tooling are validated and communicated (internal, customer)	<input type="checkbox"/>		Plant Manager	X		
			10.6 Lessons learnt for future shutdown and restart activities identified, reviewed and incorporated into procedures	<input type="checkbox"/>		Plant Manager	X	X	X

# Pre-Screening & Monitoring



**1** POLICY /  
MANAGEMENT



**2** PRE-SCREENING /  
MONITORING



**3** SOCIAL  
DISTANCING / PPE



**4** CLEANING /  
DISINFECTION



**5** COMMUNICATION  
& TRAINING



**6** CASE  
RESPONSE



**7** OFFICE  
SAFETY



# Pre-Screening Protocols



	LEVEL 1 PREPARATORY	LEVEL 2 CAUTIONARY	LEVEL 3 SERIOUS	LEVEL 4 SEVERE
Employee Health Checks	<ul style="list-style-type: none"> <li>Check no-touch thermometers availability</li> <li>Identify supplier of no-touch thermometers</li> </ul>	<ul style="list-style-type: none"> <li><b>Daily digital survey</b> for all employees inquiring about health status of themselves and relatives, symptoms, and travel history</li> <li>Purchase non-contact thermometers and be ready to deploy all employee temperature check (training and planning)</li> </ul>	<ul style="list-style-type: none"> <li>Temperature check at least once per day</li> <li>Employees, contractors, suppliers</li> <li>Refuse entry to people presenting symptoms. No internal or external visitors allowed</li> </ul>	<p style="text-align: center;">↑ Site Closed ↓</p>
Visitors/Suppliers & 3 <sup>rd</sup> Party Contractors	<ul style="list-style-type: none"> <li>Prepare for the application of health declaration to visitors/ suppliers / 3<sup>rd</sup> party contractors. Use <b>Health Declaration Form</b> or equivalent</li> <li>Refuse entry when symptoms are detected</li> </ul>	<ul style="list-style-type: none"> <li><b>No visitors allowed.</b> Apply health declaration to 3rd party contractors and suppliers</li> <li>Refuse entry if /supplier/contractor presents symptoms and/or has been exposed to a risk situation.</li> </ul>		
Truck drivers		<ul style="list-style-type: none"> <li>Screen truck drivers for symptoms and risk exposure. Seek to <b>limit or deny entrance</b> if coming from countries in level 3 or higher)</li> </ul>	<ul style="list-style-type: none"> <li>Screen truck drivers for point of origin. Seek to limit or deny entrance if coming from countries in Level 3 or higher</li> <li>Apply mandatory measures. Temperature check / PPE</li> </ul>	

# Pre-Screening Health Declaration Form

## SCREENING PROCESS FOR ANY PERSON ACCESSING AN APTIV FACILITY



**Health Declaration Form**  
**2019 novel Coronavirus (COVID-19)**

*As part of our Health and safety measures for the prevention of transmissible diseases, we request that you complete this Health Declaration Form.*

*This declaration form will not be considered complete unless all questions are answered and the form has been signed. Based on the information you provide, we may decide to deny you entry to our facility or request that you provide additional information.*

*Before providing the personal information requested and completing the declaration, please read our [Privacy Statement](#) in relation to the protection of the data that you provide. Our Privacy Statement can be found overleaf.*

Today's date	_____	ID	_____
Name	_____		

**a). Do you have the following signs and symptoms of respiratory illness including any of the following (check all that apply)?**

Yes     Fever (1)     Cough     Sore throat     Shortness of breath

Headache     Muscle pain     Joint pain     None

**b). In the last 21 days did you:**

Spend time in China, Japan, South Korea, Singapore, Italy, Iran, Spain, France, Germany and/or the following states in the United States: Washington, California and New York?     Yes     No

1. If Yes, Date traveled to any of these countries/states \_\_\_\_\_

2. Date traveled from any of these countries/states \_\_\_\_\_

**c). Were you in close contact (2) with a person known to be ill or suspect to be ill for COVID-19 or who travelled to impacted countries/states (i.e. China, Japan, South Korea, Singapore, Italy, Iran, Spain, France, Germany and/or the following states in the United States: Washington, California and New York)?**     Yes     No     Unknown

**I have read the privacy statement and I consent to the collection of my personal data for the purposes described. I declare that all and declare: All answers in this Health Declaration Form are true and correct to the best of my knowledge and belief.**

**I agree to inform Aptiv without delay if any of the statements given herein cease to be true within (2 weeks) of the date of this Health Declaration Form.**

\_\_\_\_\_  
Signature

(1) Fever corresponds to a temperature of 37 °C (98.6 °F) or higher.

(2) Close contact is defined as: being within approximately 6 feet (2 meters), while not wearing recommended PPE (e.g. gloves, surgical or N95 mask).

When printed, this document is uncontrolled unless properly identified as controlled

**For Countries in the European Union Only**

**Privacy Statement**

Aptiv Global Operations Limited ("Aptiv"), as a data controller is committed to protecting the privacy and security of your personal data. Aptiv is Aptiv Global Operations Limited 5 Hanover Quay, Grand Canal Dock Dublin.

We are collecting and processing the data you have provided on this Health Declaration Form to safeguard the health of our employees and other visitors to our facilities. We will use the data provided by you to decide if you should be given access to our facilities and/or to decide on any appropriate measures needed as a result of your presence at the facility.

We will process these data only with your consent, which may be withdrawn at any time. If you wish to withdraw your consent to this processing please contact \_\_\_\_\_

The data that you provide will be processed by us and may be shared within our organization. Your data will not be transferred outside of the European Economic Area. Unless required by law, your data will not be shared with any third party individual or organization.

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you.

We will only retain your personal data for as long as necessary to fulfil the purposes for which we collected it: that is to safeguard the health of our employees and other visitors to our facilities in light of risk posed by COVID-19/2019 novel Coronavirus. In some circumstances we may anonymize your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes.

Under certain circumstances, by law you have the right to:

- Request access to your personal information.
- Request correction of the personal information that we hold about you.
- Request erasure of your personal information.
- Object to processing of your personal information.
- Request the restriction of processing of your personal information.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please submit a request to \_\_\_\_\_

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Complaints

You have the right to make a complaint at any time to the relevant data protection supervisory authority.

If you have any questions about this statement, please contact \_\_\_\_\_

When printed, this document is uncontrolled unless properly identified as controlled

# Monitor Employee Health And Travel History

REGULAR SURVEY ACROSS ALL SITES



**APTIV** Employee Health and Wellbeing survey

\* Required

1. Please provide your name \*

2. Please provide your phone number \*

3. Please provide your email address

4. Do you, any of your family members, or others you live with have COVID-19? \*

Yes

No

5. Have you, your family members or others you live with had close contact with some suspected of having/confirmed to have COVID-19? \*

Yes

No

6. Do you have any of the following symptoms? \*

No symptoms

Fever

Cough

Difficult breathing

Flu like symptoms (chills, aches)

7. What cities have you visited in the last 24 hours (leave blank if only hometown)?

8. Consent Approval \*

I hereby authorize Aptiv to collect/verify the information contained in this survey. Aptiv may disclose the information to affiliated Aptiv entities and to judiciary or regulatory authorities as required by law.

# Social Distancing & PPE



**1** POLICY /  
MANAGEMENT



**2** PRE-SCREENING /  
MONITORING



**3** SOCIAL  
DISTANCING / PPE



**4** CLEANING /  
DISINFECTION



**5** COMMUNICATION  
& TRAINING



**6** CASE  
RESPONSE



**7** OFFICE  
SAFETY



# Face Masks

FACE MASKS ARE MANDATORY AT ALL TIMES WHILE IN THE OFFICE

## MASKS HELP PROTECT YOU AND YOUR COLLEAGUES

- COVID-19 spreads primarily through droplets coming out of an infected person's mouth or nose
- If you are in close contact with a person infected by COVID-19, you can breathe in the droplets, and therefore the virus

## PROPER MASK PROTOCOL IS KEY

- Don't touch your face, after touching a contaminated surface, as you can transfer the virus to your eyes, nose or mouth
- Dispose of a mask before 8 hours of use in one of the marked containers; don't reuse masks
- Keep masks in a clean paper bag while eating; you will get a paper bag with your mask



Before putting on a mask, wash your hands with an alcohol-based disinfectant or soap and water.



Cover your mouth and nose with the mask and make sure there are no gaps between your face and the mask.



Avoid touching the mask while wearing it



At your lunch time, remove the mask: remove it from behind (do not touch the front of the mask), and put it in a safe place



When finished, dispose of it immediately in a closed container and wash your hands with soap and water or use an alcohol-based hand sanitizer



# Social Distancing Protocols



	LEVEL 1 PREPARATORY	LEVEL 2 CAUTIONARY	LEVEL 3 SERIOUS	LEVEL 4 SEVERE
Home Office Policy / Employee Teams	<ul style="list-style-type: none"> <li>Identify home office for feasible positions, positions, based on activity, site conditions and infrastructure availability &amp; at discretion of site leader</li> </ul>	<ul style="list-style-type: none"> <li>Avoid large gatherings, e.g. townhalls at the discretion of the site leader</li> <li>Implement home office for feasible positions, based on activity, site conditions and infrastructure availability and at the discretion of the site leader</li> </ul>	<ul style="list-style-type: none"> <li>Implement home office for feasible positions. Avoid in person meetings in the site</li> <li>Use Skype even for local meetings</li> </ul>	Site closed
Segregation		<ul style="list-style-type: none"> <li>Create a exposure reduction plan (segregation)</li> </ul>	<ul style="list-style-type: none"> <li>Full employee exposure reduction strategy implemented on the shop floor. Ensure a minimum of 1m (3.3ft) space at all times when PPE is being used or a minimum of 2m (6ft) when no PPE is being worn (i.e. while eating or smoking)</li> </ul>	

# Personal Protective Equipment (PPE) Protocols



	LEVEL 2 CAUTIONARY	LEVEL 3 SERIOUS	LEVEL 4 SEVERE
Personal Protective Equipment	<ul style="list-style-type: none"> <li>• Purchase and make available masks, (at a minimum surgical masks), hand sanitizers and disposable gloves. Procure 25 days of masks.</li> <li>• Mandatory mask for medical and emergency response team, change every 8 hours</li> <li>• Hand Sanitizer, Alcohol base 60%</li> <li>• Disposable examination gloves (only for medical area or response team)</li> <li>• Dispose used masks and gloves as biological waste</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a mask to each employee (at a minimum surgical masks) and replace daily and/or per shift</li> <li>• Mandatory/compulsory to wear masks.</li> <li>• Disposable gloves for the medical area or emergency response team.</li> <li>• Keep a 2m (6ft) distance among employees in cafeteria and smoking area</li> <li>• Dispose used masks and gloves as biological waste.</li> <li>• Change masks daily and/or per shift.</li> </ul>	Site closed
	<ul style="list-style-type: none"> <li>• Dispose used masks and gloves as biological waste</li> </ul>		

Note: If more strict local measures exist, those measures are followed

# Cleaning & Disinfecting



**1** POLICY /  
MANAGEMENT

**2** PRE-SCREENING /  
MONITORING

**3** SOCIAL  
DISTANCING / PPE

**4** CLEANING /  
DISINFECTION

**5** COMMUNICATION  
& TRAINING

**6** CASE  
RESPONSE

**7** OFFICE  
SAFETY

# Disinfection Tasks



Disinfection level	Transmission risk	Tasks
<b>LEVEL 4 SEVERE</b>	Emergency disinfection Very high	<p><b>Dedicated one-time disinfection service:</b></p> <ul style="list-style-type: none"> <li>• Site specific emergency disinfection plan which meets local regulations</li> <li>• Whole site is in the scope by default</li> <li>• In case of business critical activities, customized, site specific emergency response plans in place to secure safety and minimize business disruption (e.g. manufacturing, material distribution)</li> </ul>
<b>LEVEL 3 SERIOUS</b>	Extended preventive disinfection High	<p><b>Extended disinfection service:</b></p> <ul style="list-style-type: none"> <li>• Increased frequency of cleaning for defined objects to 3 times a shift</li> <li>• Based on site specific extended preventive disinfection plan</li> <li>• Disinfection of the “common touch” objects defined for LEVEL 3</li> </ul> <p><b>Optional depending on the supply situation:</b></p> <ul style="list-style-type: none"> <li>• Disinfecting wipes available for employee self-disinfecting</li> <li>• UV surface purifiers for the papers handling</li> </ul>
<b>LEVEL 2 CAUTIONARY</b>	Preventive disinfection Medium	<p><b>Extra cleaning/disinfection service:</b></p> <ul style="list-style-type: none"> <li>• Increased frequency of cleaning for defined objects to 2 times a day</li> <li>• Disinfection of the “common touch” objects defined for LEVEL 2</li> <li>• Hand washing protocol (posters)</li> </ul> <p><b>Optional depending on the supply situation:</b></p> <ul style="list-style-type: none"> <li>• Installing hand sanitizers</li> <li>• Cleaning/disinfection wipes for employee self-cleaning/disinfecting</li> </ul>
<b>LEVEL 1 PREPARATORY</b>	Regular cleaning Low	Site-specific regular cleaning service/disinfecting

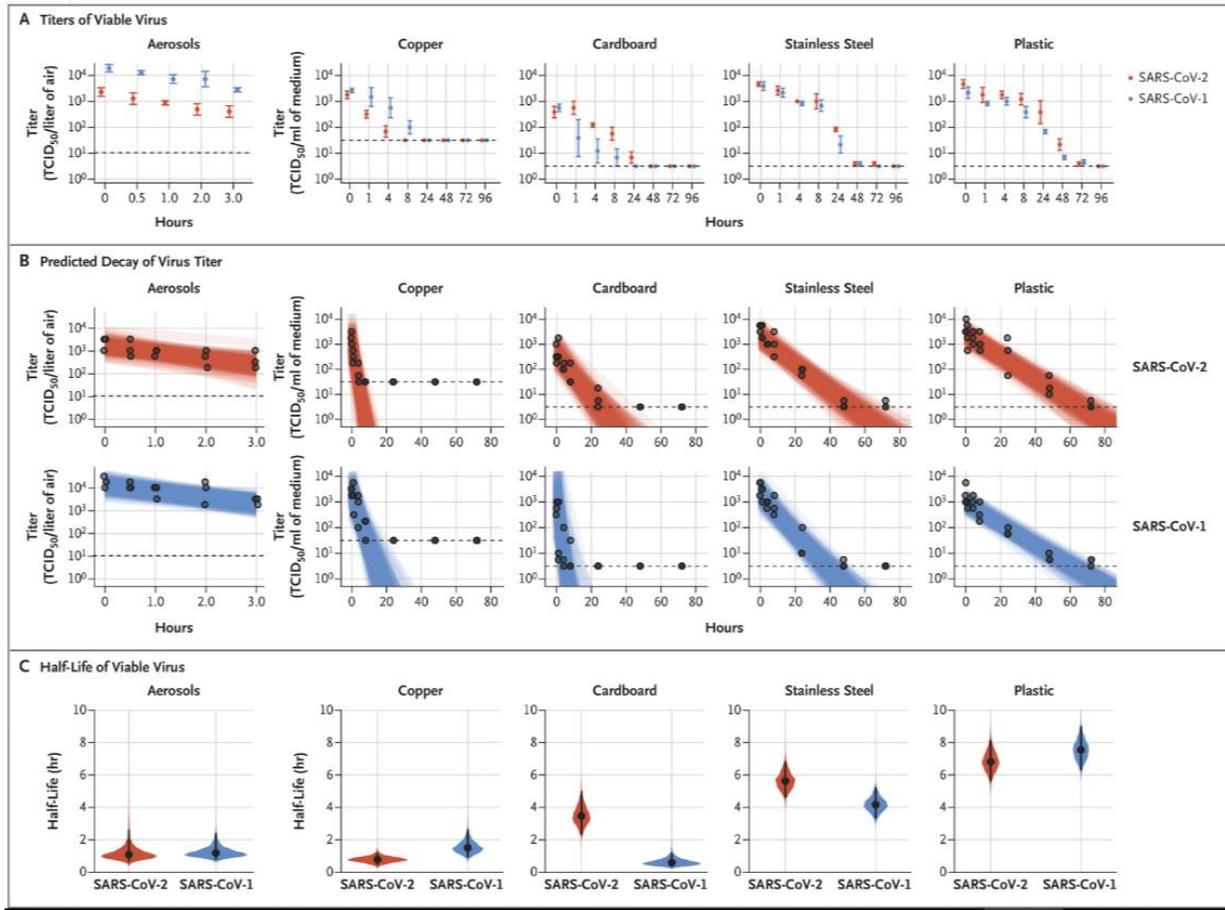
# Sanitization And Food Preparation Protocols



	LEVEL 2 CAUTIONARY	LEVEL 3 SERIOUS	LEVEL 4 SEVERE
Sanitization	<ul style="list-style-type: none"> <li>• Clean and disinfect according to sanitation checklist level 2.                             <ul style="list-style-type: none"> <li>– Canteen / cafeteria</li> <li>– Site buildings</li> <li>– Public and company vehicles</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Clean and disinfect according to sanitations checklist level 3.                             <ul style="list-style-type: none"> <li>– Canteen / cafeteria</li> <li>– Site buildings</li> <li>– Public and company vehicles</li> </ul> </li> </ul>	<p style="text-align: center;">↑</p> <p style="text-align: center;">Site Closed</p> <p style="text-align: center;">↓</p>
Food preparation	<ul style="list-style-type: none"> <li>• Eliminate raw foods and ensure all food is fully cooked, fully cook meat products, ensure quality of drinking water (daily)</li> <li>• Strengthen health surveillance on all cafeteria workers (daily)</li> <li>• Strengthen hygiene inspection. (daily)</li> <li>• Anyone preparing food wears a mask, wash his / her hands every hour or at activity change, and uses disposable gloves (food grade)</li> </ul>		

# Cleaning Frequency

BASED ON LATEST RESEARCH ON HOW VIRUS SURVIVES ON SURFACES



Recent study<sup>1</sup> in *New England Journal of Medicine* showed:

- Steel: **up to 72 hours**
- Cardboard: **up to 24 hours**
- Copper: **~4 hours**
- Plastic: **up to 72 hours**

1. *New England Journal of Medicine*, "Aerosol and Surface Stability of SARS-CoV-2 as Compared with SARS-CoV-1" (March 17, 2020)

# Level 2 Sanitation Checklist (1/3)



Element	Internal Ownership	Responsible	Delivering Service	Status
1. Housekeeping is appointed at a site				
2. Real Estate/Facility Management local agent is identified to support preparedness and implementation of extended preventive disinfection				
3. If significant activities are conducted in industrial park or shared office building, the extended disinfection procedure is aligned with landlord and other tenants				
4. Site-specific extended disinfection plan is defined				
5. National regulations for disinfection activities are identified and the extended disinfection plan comply with national regulations, if applicable				
6. Following areas and minimum frequencies are included in extended CLEANING plan:				
- Canteens: before any meal break				
- Meeting rooms (tables, chairs, screens): Once per day				
- Office desk and chair handles: Once per day				
- Workstations: Once per day				
- Phone booths: Once per day				
- Corridors: Once per day				
- Stairs: Once per day				
- Open office area: Once a day				
- Coffee corners/pantry rooms/ coffee machine surfaces: Twice per day				
- Lifts, floor, control panel and handrails: Twice per day				
- Receptions/entrances : Twice a day				
- Pantry desktop: Twice a day				
- Toilets : Twice a day				
- Changing rooms : Twice a day				
- Recreation areas : Twice a day				

Note: the checklist addresses minimum requirements. Housekeeping must align extended disinfection procedure to local circumstances (multi-building sites, industrial park, buildings shared with other tenants).

<b>Task Assigned</b>	Internal owner assigned the task to the responsible person. The person/party delivering service is identified
<b>When Ready</b>	Responsible person indicated the deadline for meeting the requirement
<b>Ready</b>	The requirement is completed. Site is ready to execute immediately

# Level 2 Sanitation Checklist (2/3)



Element	Internal Ownership	Responsible	Delivering Service	Status
7. Following objects are included in extended DISINFECTION plan:				
- Door handles/doorknobs: twice per day				
- Hand rails: twice per day				
- Control panels (lifts, equipment in manufacturing and warehouse, coffee machines): twice per day				
- Taps and flushing buttons in toilet: twice per day				
- Coffee corners/pantry rooms/ coffee machine surfaces: twice a day				
8. Disinfection service provider implemented, with instructions that include:				
- Indication of safety risks and necessary Personal Protective Equipment for own personnel, in line with Safety Data Sheets (SDS)				
- Cordoning off area under disinfection				
- Cleaning with warm soapy water and drying before disinfecting				
- Disinfectant type and method of application				
- Proper storage of disinfectants, in accordance with manufacturer's specification				
- Disposal of cleaning material and Personal Protective Equipment				
9. Disinfectants used contain 75% of ethanol or other equivalent disinfectants				
10. Safety Data Sheets (SDS) for disinfectants must be readily available for emergency response.				
11. UV surface purifiers considered for surfaces that can't be cleaned with fluid disinfectant				
12. Disinfection service provider trained disinfecting personnel (training records are signed for understanding of instructions provided)				
13. Disinfectant wipes available for employees (for laptops, smart phones, keyboards, lockers, phone boot surfaces, etc.)				

Note: the checklist addresses minimum requirements. Housekeeping must align extended disinfection procedure to local circumstances (multi-building sites, industrial park, buildings shared with other tenants).

<b>Task Assigned</b>	Internal owner assigned the task to the responsible person. The person/party delivering service is identified
<b>When Ready</b>	Responsible person indicated the deadline for meeting the requirement
<b>Ready</b>	The requirement is completed. Site is ready to execute immediately

# Level 2 Sanitation Checklist (3/3)



Element	Internal Ownership	Responsible	Delivering Service	Status
14. Machine operators instructed to disinfect equipment control panels:				
- At the beginning of the shift				
- Every two hours				
15. HVAC (Heating, Ventilation, Air Conditioning) system:				
- HEPA filters preferred (if HVAC design doesn't allow HEPA, the best possible filtration factor is applied), exchange every 3 months				
- Grilles disinfected 1 time a month				
- regular cleaning procedure for HVAC is adhered to, in line with manufacturer instructions				
16. Disposal of used Personal Protective Equipment categorized as biohazard waste				
17. Disinfection service provider collects and disposes biohazard waste in line with governmental regulations				
18. Records of extended disinfection are kept				
19. Disinfection service provider signed site specific extended disinfection plan as understood and acknowledged for execution.				

*Note: the checklist addresses minimum requirements. Housekeeping must align extended disinfection procedure to local circumstances (multi-building sites, industrial park, buildings shared with other tenants).*

<b>Task Assigned</b>	Internal owner assigned the task to the responsible person. The person/party delivering service is identified
<b>When Ready</b>	Responsible person indicated the deadline for meeting the requirement
<b>Ready</b>	The requirement is completed. Site is ready to execute immediately

# Level 3 Sanitation Checklist (1/3)



Element	Internal Ownership	Responsible	Delivering Service	Status
1. Local Response Team (LRT) is appointed at a site				
2. Real Estate/Facility Management local agent is identified to support preparedness and implementation of extended preventive disinfection				
3. If significant activities are conducted in industrial park or shared office building, the extended disinfection procedure is aligned with landlord and other tenants				
4. Site-specific extended disinfection plan is defined				
5. National regulations for disinfection activities are identified and the extended disinfection plan comply with national regulations, if applicable				
6. Following areas and minimum frequencies are included in extended DISINFECTION plan:				
- Receptions/entrances : 3 times per shift				
- Changing rooms: 3 times per shift				
- Lifts, control panel, and handrails: Every 3 hours				
- Lifts, floor: 3 times per shift				
- Corridors: 3 times per shift				
- Stairs: 3 times per shift				
- Open office area: 3 times per shift				
- Offices: 3 times per shift				
- Phone booths: 3 times per shift				
- Meeting rooms: 3 times per shift				
- Workstations: 3 times per shift				
- Coffee corners / pantry rooms: Every 3 hours				
- Canteens: Before any meal break and every 3 hours				
- Recreation areas: 3 times per shift				
- Toilets: Every 2 hours				

Note: the checklist addresses minimum requirements. Housekeeping must align extended disinfection procedure to local circumstances (multi-building sites, industrial park, buildings shared with other tenants).

<b>Task Assigned</b>	Internal owner assigned the task to the responsible person. The person/party delivering service is identified
<b>When Ready</b>	Responsible person indicated the deadline for meeting the requirement
<b>Ready</b>	The requirement is completed. Site is ready to execute immediately

# Level 3 Sanitation Checklist (2/3)



Element	Internal Ownership	Responsible	Delivering Service	Status
7. Following objects are included in extended DISINFECTION plan:				
- Door handles/doorknobs				
- Hand rails				
- Control panels (lifts, equipment in manufacturing and warehouse, coffee machines)				
- Wall light switches				
- Taps				
- Flushing buttons				
- Desktops				
- Chairs				
- Tables				
- Lockers				
- Countertops				
- Floors				
8. Disinfection service provider implemented disinfection instructions that include:				
- Indication of safety risks and necessary Personal Protective Equipment for own personnel, in line with Safety Data Sheets (SDS)				
- Cordoning off area being under disinfection				
- Cleaning with warm soapy water and drying before disinfecting				
- Disinfectant type and method of application				
- Proper storage of disinfectants, in accordance with manufacturer's specification				
- Disposal of cleaning material and Personal Protective Equipment				
9. Disinfectants used contain 75% of ethanol or other equivalent disinfectants				
10. Safety Data Sheets (SDS) for disinfectants must be readily available for emergency response				
11. UV surface purifiers considered for surfaces that can't be cleaned with fluid disinfectant				

Note: the checklist addresses minimum requirements. Housekeeping must align extended disinfection procedure to local circumstances (multi-building sites, industrial park, buildings shared with other tenants).

<b>Task Assigned</b>	Internal owner assigned the task to the responsible person. The person/party delivering service is identified
<b>When Ready</b>	Responsible person indicated the deadline for meeting the requirement
<b>Ready</b>	The requirement is completed. Site is ready to execute immediately

# Level 3 Sanitation Checklist (3/3)



Element	Internal Ownership	Responsible	Delivering Service	Status
12. Disinfection service provider trained disinfecting personnel. The training records are signed for understanding of instructions provided				
13. Disinfectant wipes available for employees				
14. Machine operators instructed to disinfect equipment control panels:				
- At the beginning of the shift				
- Every two hours				
15. HVAC (Heating, Ventilation, Air Conditioning) system:				
- HEPA filters preferred, if HVAC design doesn't allow HEPA, the best possible filtration factor is applied, exchange every 3 months				
- Grilles disinfected 1 time a month				
- Regular cleaning procedure for HVAC is adhered to, in line with manufacturer instructions				
16. Disposal of used Personal Protective Equipment categorized as biohazard waste				
17. Disinfection service provider collects and disposes biohazard waste in line with governmental regulations				
18. Records of extended disinfection are kept				
19. Disinfection service provider signed site specific extended disinfection plan as understood and acknowledged for execution				

*Note: the checklist addresses minimum requirements. Housekeeping must align extended disinfection procedure to local circumstances (multi-building sites, industrial park, buildings shared with other tenants).*

<b>Task Assigned</b>	Internal owner assigned the task to the responsible person. The person/party delivering service is identified
<b>When Ready</b>	Responsible person indicated the deadline for meeting the requirement
<b>Ready</b>	The requirement is completed. Site is ready to execute immediately

# Level 4 Sanitation Checklist (1/3)



Element	Internal Ownership	Responsible	Delivering Service	Status
1. Pandemic/epidemic response is addressed in Site Business Continuity Plan				
2. Local Response Team (LRT) is appointed at a site				
3. Site-specific emergency response plan is defined				
4. Site-specific emergency response plan includes, but not limited to:				
- Local Response Team members roles and responsibilities				
- Evacuation procedure				
- Notification and communication process within Signify and with local authorities				
- Close contact screening process				
- Emergency disinfection procedure				
- Securing continuity of business critical operations				
- Rules for re-opening the site, following governmental approval procedure, if applicable				
5. Emergency procedures potentially imposed by local authorities for COVID-19 are known				
6. Site-specific emergency response plan is in line with local regulations				
7. Local authorities and contact persons for notification and communication are identified				
8. In case of industrial park or multi-tenants buildings Signify emergency response plan is aligned with landlord and other tenants				
9. Contact persons in Regional CPT (Coronavirus People Team) and Global CPT (Coronavirus People Team) are identified				
10. Contact persons at landlord and other tenants for notification are identified				
11. Evacuation procedure includes immediate shut off HVAC system, if feasible				
12. Evacuation drill was recently conducted				
13. Local Response Team was trained how to conduct close contact screening protocol. Including follow up actions				
14. Local Response Team member is assigned responsible for site preparedness to immediate start up of emergency disinfection procedure				
15. The emergency disinfection will be conducted by specialized third party company. The potential company is identified and qualified				

Note: the checklist addresses minimum requirements. Housekeeping must align extended disinfection procedure to local circumstances (multi-building sites, industrial park, buildings shared with other tenants).

<b>Task Assigned</b>	Internal owner assigned the task to the responsible person. The person/party delivering service is identified
<b>When Ready</b>	Responsible person indicated the deadline for meeting the requirement
<b>Ready</b>	The requirement is completed. Site is ready to execute immediately

# Level 4 Sanitation Checklist (2/3)



Element	Internal Ownership	Responsible	Delivering Service	Status
16. The emergency disinfection procedure must include all areas such as, but not limited to:				
- Gate/reception				
- Cafeterias/canteens, coffee corners, pantry rooms, recreation areas				
- Changing rooms				
- Toilets				
- Corridors				
- Stairs				
- Lifts				
- Offices				
- Workstations				
- Meeting rooms				
- HVAC systems				
17. The emergency disinfection procedure must include following objects, but not limited to:				
- Door handles/doorknobs				
- Floors				
- Railings				
- Common touch control panels (lifts, coffee machines, etc..)				
- Operation panels of production machines				
- Lockers				
- Desktops, tables				
- Countertops				
- Chairs				
- Individual uniforms and Personal Protective Equipment				
- Keyboards, stationary phones, remote controllers				

Note: the checklist addresses minimum requirements. Housekeeping must align extended disinfection procedure to local circumstances (multi-building sites, industrial park, buildings shared with other tenants).

<b>Task Assigned</b>	Internal owner assigned the task to the responsible person. The person/party delivering service is identified
<b>When Ready</b>	Responsible person indicated the deadline for meeting the requirement
<b>Ready</b>	The requirement is completed. Site is ready to execute immediately

# Level 4 Sanitation Checklist (2/3)



Element	Internal Ownership	Responsible	Delivering Service	Status
18. Specialized disinfection service company is able to define disinfection tasks, its sequence and to secure safety of own personnel involved in tasks execution				
19. Specialized disinfection service company defined type of disinfectants to be used and confirms the disinfectants are reliable to inactivate COVID-19 virus. See yellow section below				
20. Specialized disinfection service company ensures storage and handling of disinfecting substances in accordance with the manufacturer's specification to avoid fire or chemical hazards				
21. Use of UV for disinfecting sensitive workplaces is considered. The UV equipment manufacturer's guidelines are strictly adhered to				
22. Disinfecting personnel is adequately trained. Record of the training was verified				
23. Specialized disinfection service company ensures own supervision been present on site all time during the emergency disinfection process				
24. Used cleaning equipment and Personal Protective Equipment is considered as biohazard. Collection and disposal is organized in line with governmental regulations				
25. Specialized disinfection service company will provide report from emergency disinfection. Report will be controlled and kept on site				

*Note: the checklist addresses minimum requirements. Housekeeping must align extended disinfection procedure to local circumstances (multi-building sites, industrial park, buildings shared with other tenants).*

<b>Task Assigned</b>	Internal owner assigned the task to the responsible person. The person/party delivering service is identified
<b>When Ready</b>	Responsible person indicated the deadline for meeting the requirement
<b>Ready</b>	The requirement is completed. Site is ready to execute immediately

# Level 4 Disinfection



REQUIRES USE OF IDENTIFIED PPE AS MINIMUM MANDATORY REQUIREMENT

## BODY PROTECTION

<p>1</p> 	<ul style="list-style-type: none"><li>• Coated Tyvek or Tychem hooded suit (or equivalent) with taped or bonded seams.</li><li>• Suits with boot socks can be ordered if necessary due to inventory considerations.</li><li>• Various suppliers of hooded suits are acceptable. Suit brand may vary based on available inventory</li></ul>	<p>2</p> <p>Chemical booties for covering boots</p> 	<p>3</p> <p>Use Duct Tape for Wrists and Ankles</p> 	<p>4</p> <p>Hand Protection - Double Layered Nitrile Gloves or Rubber Over Glove &amp; Inner Nitrile</p> 
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## EYE, FACE, AND RESPIRATORY PROTECTION

<p>1</p>  <p>Full Face APR (Air Purifying Respirator)</p>	<p>2</p> <p>P-100 Cartridges</p> <table border="0"><tr><td data-bbox="1172 1071 1375 1213"></td><td data-bbox="1401 1071 1579 1120">a P-100</td><td data-bbox="1681 1071 1885 1242"></td><td data-bbox="1961 1071 2216 1156">b GME P-100 (Multi Gas)</td></tr></table>		a P-100		b GME P-100 (Multi Gas)
	a P-100		b GME P-100 (Multi Gas)		

# Communication & Training



**1** POLICY /  
MANAGEMENT

**2** PRE-SCREENING /  
MONITORING

**3** SOCIAL  
DISTANCING / PPE

**4** CLEANING /  
DISINFECTION

**5** COMMUNICATION  
& TRAINING

**6** CASE  
RESPONSE

**7** OFFICE  
SAFETY

# Communication And Training Protocols



	LEVEL 1 PREPARATORY	LEVEL 2 CAUTIONARY	LEVEL 3 SERIOUS	LEVEL 4 SEVERE
Communication		<ul style="list-style-type: none"> <li>• Emergency Response Team meets daily</li> <li>• Communicate outbreak status and the actions taken</li> <li>• Reinforce personal hygiene and preventive measures (posters and videos)</li> <li>• Offer flu-shots on-site to reduce the number of people with symptoms</li> <li>• Communicate with contractors and suppliers the actions in place at the current risk level (i.e. masks, temperature checks, and health declaration)</li> <li>• Implement home office for feasible positions</li> <li>• Avoid in person meetings in the site, Use Skype even for local meetings</li> </ul>		<p style="text-align: center;">↑</p> <p style="text-align: center;">Site closed</p> <p style="text-align: center;">↓</p>
Training	<ul style="list-style-type: none"> <li>• Prepare the possible training on transmissible disease and prevention for:                             <ul style="list-style-type: none"> <li>– Incident Management Team or equivalent</li> <li>– Security guards</li> <li>– Supervisors</li> <li>– EHS committee</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Detailed training and Q&amp;A sessions on Safe protocols with all sites with Plant Managers, EHS Leaders and Regional Operations leaders                             <ul style="list-style-type: none"> <li>– Regional Operations leaders accountable to review with Plant Manager if sites are satisfying the required standard against the protocol before they approve restart</li> </ul> </li> <li>• Conduct training (including on temperature checks) for all personnel involved in the surveillance control program, including:                             <ul style="list-style-type: none"> <li>– Emergency Response Team</li> <li>– Security guards</li> <li>– Supervisors</li> <li>– EHS committee</li> </ul> </li> </ul>		

# Key Communications Actions Taken At Each Site



- ✓ COVID Site Team is established (e.g. site lead and representative from each business unit and function)
- ✓ WhatsApp or SMS group list for COVID Site Team is created
- ✓ Emergency phone tree for site critical situations is developed
- ✓ Group distribution list for each site, and assignment of owners and permissions to use and send emails are developed:
  - All salaried employees
  - All contract employees
  - All service providers that support the facility/campus
- ✓ Key organizations outside of supplier base are contacted as and when required:
  - Government agencies
  - Emergency/local contact information (e.g., the nearest medical facility)
  - Health service organizations in each (country, state, and city levels)
- ✓ Local HR proactively liaises with employee representatives to explain proactive measures the site is taking

# Training Materials Provided To Each Site (1/3)



## OVERVIEW ON CORONAVIRUS AND ITS TRANSMISSION

### What is 2019 Novel Coronavirus?

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV).

A novel coronavirus (nCoV) is a new strain that has not been previously identified. The COVID-2019\* is a novel coronavirus.

Source: <https://www.who.int/health-topics/coronavirus>

### Transmission - How COVID-2019 spreads?

Coronaviruses are a large family of viruses that are common in many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people.

When person-to-person spread has occurred with MERS and SARS, it is thought to have happened **mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other respiratory pathogens spread.** Spread of other similar viruses between people has generally occurred between close contacts.



Close contact is defined as 2m (6ft) or less without a mask.

# Training Materials Provided To Each Site (2/3)



## KEY PREVENTATIVE MEASURES / ACTIONS

### Prevention

**Everyday preventive actions** to help prevent the spread of respiratory viruses, including:

- **Wash your hands often with soap and water for at least 20 seconds.** If soap and water are not available, use an alcohol-based hand sanitizer.
- **When coughing and sneezing cover mouth and nose with flexed elbow or tissue** – throw tissue away immediately and wash hands;
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.
- **Avoid close contact\*** with anyone who has fever and cough.

\* Close contact is defined as: being within approximately 6 feet (2 meters), while not wearing recommended PPE (e.g. gloves, surgical or N95 mask).

12 COVID-2019 | March 2020 | Aptiv Confidential

### Prevention

There is currently no vaccine to prevent COVID-2019 infection.

**The best way to prevent infection is to avoid being exposed to this virus.**

If you are experiencing any cold or flu-like symptoms such as a cough, runny nose, headache or fever please seek medical help, inform your manager, and work from home. If it will not be feasible to work from home, please discuss with your manager.



STAY HOME



SLEEP



STAY HYDRATED



DISINFECT



AVOID CONTACTS

# Training materials provided to each site (2/3)



DETECTION (SYMPTOMS, TEMPERATURE CHECK, ETC.)

## Detection

- If you have fever, cough and difficulty breathing seek medical care early and share previous travel history with your health care provider.
- All visitors, 3<sup>rd</sup> Party Contractors and Suppliers must be monitored previous access to the building, and **refuse entry when symptoms are detected.**
- Fill out the **Health Declaration Form** is part of entrance registration. It is required, previous access to the building.

## Detection

TEMPERATURE CHECK

- Before taking a temperature, ensure the forehead is free of perspirations and that hair has been moved aside.
- With the thermometer about 5 - 8 cm (2 - 3 inches), or about 3 fingers width away from the forehead, press the SCAN button. The temperature is displayed instantly.



# Safe Start up Communications Plan

FOR KEY STAKEHOLDERS



## Objective:

- Ensure communications are **consistent** across stakeholders and geographies
- Instill stakeholder **confidence** in risk mitigation strategies deployed in the workplace
- **Reinforce proactive measures** Aptiv is taking to prioritize the health and safety of employees, while also supporting customers
- Protect the brand by minimizing opportunity for public attacks on Aptiv's response to COVID-19

## Approach:

- Develop **standard messages**, Q&A, holding statements, templates and assets, reviewed by legal, IR, govt affairs
- **Ownership by region/** country with comms, HR and Ops teams leading
- Prepare all local sites with a standardized communications plan **as part of Safe Start Protocols**
- Proactively engage media once we have government approval, safe protocols in place and willing employees
- Launched dedicated COVID-19 page on Aptiv.com that can serve as a resource page for stakeholders
- Develop **contingency communications**, monitor sites for triggers and launch if needed

# Re-Start Screening Checklist Questions



## OPERATIONS

1. Does the specific Aptiv site have 'Safe Start Approval'?
2. Is a ramp-up plan in place (including employee availability and supply chain) that can support the demand forecast?

## COMMUNICATIONS

1. Is a communications plan in place covering employee's, government and media that has been approved by Corp Comm's team? (**must be attached to request**)
2. Is Aptiv a major employer in the local community?
3. Is Aptiv one of the 1st companies to re-start production within your local area?
4. Is there negative media coverage ref business re-starts and Covid-19 within your area?

## HRM

1. Is the local union, works council and/or employee representative supportive of re-start?
2. Is the 'Health Declaration' process (forms or on-line submissions) in place for all returning employee's?
3. Are all employees returning on a voluntary basis?

## LEGAL & GOVERNMENT RELATIONS

1. Has government approval been granted at appropriate levels (i.e. Federal, State) to start operations and on file with regional legal counsel? (**must be attached to request**)
2. If No to Q1, an exception in writing must be provided by Aptiv's regional legal counsel (**must be attached to request**)

# Communication Protocol

## HOGP\_5-3\_SE\_37-F03\_EN Communication Protocol

- The Communication Plan has been integrated into the Safe Start Protocol as part of the **requirements of the Preparedness Plan Level 3**
- Regional communication Lead will support & get approval from corporate communications
- Every site must be able to provide evidence and demonstration of:
  - ✓ A **communication plan** in place to restart operations owned by the Plant Manager – Submit an Executive Summary of the Communication Plan (doc. 6.01)
  - ✓ Complete **Reputation Risk Assessment** tab in HOGP 5-3 SE 37-F03 EN Communication Protocol document.
  - ✓ **Train employees** who are contacting employees to return to work. (doc. 7.01)
  - ✓ **Tailor talking points** for your business (doc. 7.04)
  - ✓ **Post all required communication materials** by submitting photographic evidence. Use templates (6.02 & 6.03)

Version 1.0		Plant SAFE Start Communication Checklist			
#	Major Elements	Scope	Key Assets to Post	Required	Site Element Owner
1	Hygiene and key preventive actions Signage for placement in key work areas and entrances  <a href="#">Download Material</a>	Reinforce communication to employees about the proactive hygiene preventive actions taking place every day	1.01 Pre-start messages on Ready Set Go actions. In Leverage GoAptiv posts.	Y	Plant HR Manager
			1.02 Welcome signage posted at every gate of the facility	Y	Plant HR Manager
			1.03 Be prepared to fill out a Health Declaration Form posted at the vendor and suppliers entrance gate	Y	Plant HR Manager
			1.04 Visitors not allowed posted in the visitors entrance gate.	Y	Plant HR Manager
			1.05 Facility cleaned and disinfected posted at every the employee entrance.	Y	Plant HR Manager
			1.06 Thank you for working safely posted in every employee exit doors.	Y	Plant HR Manager
			1.07 Time and attendance signage posted beside every time and attendance checkpoint	Y	Plant HR Manager
			1.08 Bus cleaned and disinfected posted at least twice inside every bus if services are provided	Y	Plant HR Manager
			1.09 Bathroom Cleaned and Disinfected posted at the entrance of every bathroom	Y	Plant HR Manager
			1.10 Meeting Room disinfected posted in every meeting room.	Y	Plant HR Manager
			1.11 Lunch room / Cafeteria disinfected posted in every cafeteria in key visible locations, at least 4 posters	Y	Plant HR Manager
			1.12 Trays and tableware washed and disinfected besides every tray and tableware container	Y	Plant HR Manager
			1.13 If applicable, we keep doors open in every main door inside the facility	Y	Plant HR Manager
			1.14 Wash your hands after managing any package posted inside and outside the Shipping and Receiving area	Y	Plant HR Manager
			1.16 Keep your space clean posted in key strategic locations around office spaces and monitors	Y	Plant HR Manager
			1.17 We started to take proactive steps already in January, well before every government shut-down	Y	Plant HR Manager
			1.18 90% of our facilities have been closed a week before government shutdown was announced	Y	Plant HR Manager
			1.19 We have thoroughly adjusted our operating procedures to ensure physical distancing	Y	Plant HR Manager
			2	Preventive Measures: Personal For Monitors & Posters  <a href="#">Download Material</a>	Reinforce communication to employees about correctly personal preventive measures as the best protection against COVID-19
2.02 How to disinfect your hands	Y	Plant HR Manager			
2.03 How to put and dispose of the mask	Y	Plant HR Manager			
2.04 How to use mask during work shift stops	Y	Plant HR Manager			
2.05 What to do with your mask at lunch stops	Y	Plant HR Manager			
2.06 Healthy Tips. (Reinforce personal preventive measures. Prevention is the best protection)	Y	Plant HR Manager			
2.07 Why is important for us Social Distancing. (Reinforce your distance)	Y	Plant HR Manager			
2.08 Infographic: Preventive measures outside work	Y	Plant HR Manager			
2.09 Why we are giving out masks and increased number of hand sanitizers	Y	Plant HR Manager			
2.10 Why & how we are working and keeping social distancing at the work stations	Y	Plant HR Manager			
2.11 Why & how we are keeping social distancing in common areas	Y	Plant HR Manager			
3	Preventive Measures: Facility For Monitors  <a href="#">Download Material</a>	Educate employees why and how Aptiv is taking preventive measures to keep them safe and healthy	3.01 Why & how we are keeping social distancing in the cafeteria/lunch room	Y	Plant HR Manager
			3.02 Why & how we are keeping social distancing in the cafeteria/lunch room	Y	Plant HR Manager
			3.03 Why & how we are keeping social distancing in the cafeteria/lunch room	Y	Plant HR Manager
			3.04 Why are we not using gloves to work	Y	Plant HR Manager
			3.05 Medical Call Center Information and Promotion	Y	Plant HR Manager
			3.06 Introduce the Site Emergency Response Team - Template	Y	Plant HR Manager
			3.07 What we did to ready for start up day	Y	Plant HR Manager
			3.08 Ready Set Go - Presentation	Y	Plant Manager
			3.09 Ready Set Go - Presentation	Y	Plant HR Manager
			3.10 Ready Set Go - Presentation	Y	Plant HR Manager
			3.11 Ready Set Go - Presentation	Y	Plant HR Manager
4	Health & Wellness For sending via same channel than the survey  <a href="#">Download Material</a>	Introduce the Employee Health & Wellness Survey to employees continuously on the tool	4.01 What is the Employee Health & Wellness Survey	Y	Plant HR Manager
			4.2 How to complete the survey. Step by step	-	Plant HR Manager
			4.3 Did you complete your survey already	Y	Plant HR Manager
5	Working From Home Post in GoAptiv and Email  <a href="#">Download Material</a>	Support employees WfH with information that will help them adjust and be productive.	5.1 Home Ergonomics	-	Plant HR Manager
			5.2 How to communicate effectively working from home - Stay Connected	-	Plant HR Manager
			5.3 Share Best practices	-	Plant HR Manager
			5.4 Healthy & Wellbeing tips	-	Plant HR Manager
6	Other Communication Materials  <a href="#">Download Material</a>	Other materials to communicate key messages	6.01 Template for executive summary of Communication Plan	Y	Plant Manager
			6.02 Template to report back posting of required communication assets	Y	Plant Manager
			6.03 Template to report back employee following safety procedure - high quality photos	Y	Plant Manager
			6.04 Template Lessons Learned & Continuous Improvement	Y	Plant Manager
			6.05 Electronic Employee Feedback Form	Y	Plant Manager
			6.06 Templates to daily post in Post-Start in private channels (GoAptiv, WhatsApp, WeChat, Viber, etc)	Y	Plant HR Manager
			6.07 Instructions to use and post all assets	Y	Plant HR Manager
			6.08 Thank you from leaders	Y	Plant HR Manager
			7.01 Re-Start Messaging and Q&A	Y	Plant HR Manager
			7.02 Call Script to restart operations during quarantine due being declared essential production.	-	Plant HR Manager
7	Talking Points - Welcome Presentation and message and, Scripts to ask employees to come back to work  <a href="#">Download Material</a>	Templates of talking points that must be adapted and adjusted by Site Management Team to fit their specific situation.	7.03 Call Script to restart operations after Government approval and customer start to ramp up	Y	Plant HR Manager
			7.04 E-mail Welcome Message to Plant Employees	Y	Plant Manager
			7.05 Talking points for Welcoming and Thank you employees first day of start up	Y	Plant Manager
			7.06 Leadership welcome presentation	Y	Plant Manager
			7.07 Talking Points for Ready, Set Go protocol	Y	Plant Manager
			7.08 Talking points for Health and Wellness Survey	Y	Plant Manager
			7.09 Talking points of all preventive Hygiene measures	-	Plant Manager
			7.10 Talking points for Unconfirmed Suspected Case at the Facility	-	Plant Manager
			7.11 Talking points for Confirming as Negative the Suspected Case at the Facility	-	Plant Manager
			7.12 Talking points for Confirming as Positive the Suspected Case at the Facility	-	Plant Manager
			7.13 Talking points Death of an Employee ruled as Natural Causes - Respiratory Complications	-	Plant Manager
			7.14 Talking points Death of an Employee ruled as COVID-19	-	Plant Manager

# Complete Employee Communication Plan



OWNERS: PLANT MANAGER + HR MANAGER TO LEAD EMPLOYEE COMMUNICATIONS

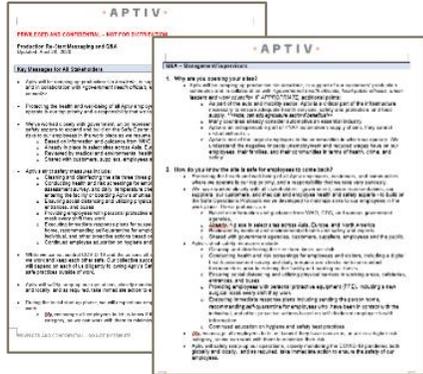
<b>Objective</b>	(example) Inform employees the necessity of resuming operations for John Deere, feeling positively about their contribution with their work within Aptiv-John Deere	<b>Customer:</b> (example) John-Deere
<b>Plant Name:</b> (example RBEV)	Plant Manager Name: (example: Jose Carlos)  HR Manager Name: (example: Maria Gonzalez)	<b>Start Date:</b> (example) May 4
<b>Communication Timeline</b>		<b>Number of Employees:</b> (example) 200 employees
<b>Pre-Start</b>	<ul style="list-style-type: none"> <li>○ Send pre-start safety messages to employees 2 weeks before start date</li> <li>○ Tailor talking points – doc.7.01</li> <li>○ Complete and attach reputation risk assessment</li> <li>○ Complete scripts/training for teams calling employees back to work. Work with regional IC point person to secure training dates – doc. 7.03</li> <li>○ Hold meeting with staff and supervisors and provide appropriate talking points</li> <li>○ Post all required communication materials and send evidence</li> </ul>	<b>Ramp-up schedule:</b> (example) Week of May 4: 200 employees Week of May 11: 300 employees Week of May 18: 550 employees Week of May 25: 950 employees
<b>Day 1</b>	<ul style="list-style-type: none"> <li>○ Meet and greet employees at the beginning and end of every shift</li> <li>○ Welcome e-mail to all salary employees from site leader.</li> <li>○ At the beginning of each shift Plant Manger to hold a meeting (huddle) to notify employees of safety protocols, what is new and why it is important.</li> <li>○ At least once per shift walk around the plant floor to talk with employees, address questions, reinforce safe &amp; health preventive measures.</li> <li>○ Send feedback from employees and employee's sentiment to Corporate Communications</li> </ul>	<b>Number of shifts:</b> (example) 2 shifts 6:30am – 3:30pm 4:00pm – 1:00am
<b>Post-Start</b>	<ul style="list-style-type: none"> <li>○ Day 2-5 Daily communication updates with all employees to reinforce Safe &amp; Health preventive measures, through walk arounds.</li> <li>○ Send feedback from employees to Corporate.</li> <li>○ Continuous communication: Daily post pushed out on private digital channels to reach employees reinforcing messaging.</li> <li>○ Continue posting frequency of News U Should Use and Aptiv Caring communication packages.</li> <li>○ After week one, stablish weekly updates to all employees to reinforce communication through walk arounds at least once a shift</li> <li>○ Review Communication lessons learned, develop continuous improvement to Communication plan on established cadence of calls with Regional/Corporate Communications.</li> </ul>	<b>Feedback from Health &amp; Wellness survey:</b> (example) 2,400 surveys sent via WhatsApp, 987 answers submitted, 8 employees reported symptoms, 5 employees reported having a family member in their home with COVID-19

Reference document: [HOGP\\_5-3\\_SE\\_37-F03\\_EN](#)

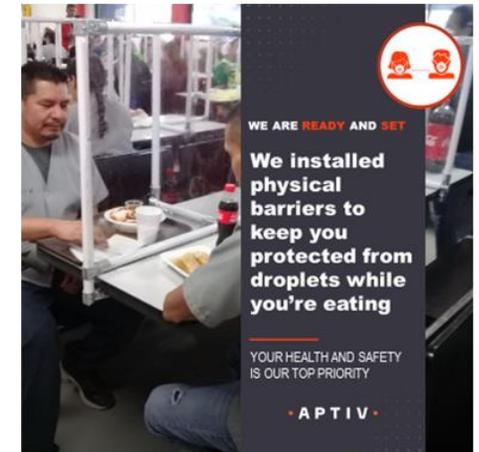
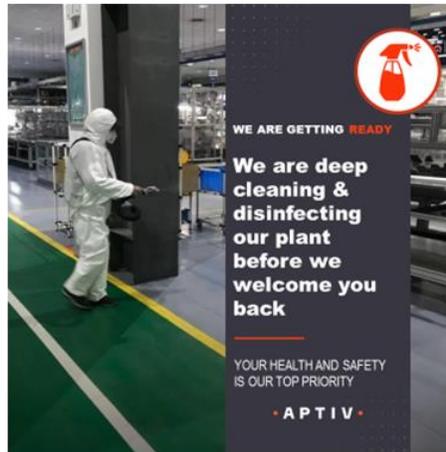
# Day 1 & Post Start Employee Communication Assets



## Talking points - Q&A – Welcome Presentation



## Preventive Measures Signages



# We're All In This Together

WE EACH HAVE A PERSONAL RESPONSIBILITY  
TO PROTECT ONE ANOTHER

## OUR VALUES



PLAY  
TO WIN



ONE  
TEAM



THINK AND ACT  
LIKE OWNERS



ACT WITH  
URGENCY



PASSION FOR  
RESULTS



OPERATE WITH  
RESPECT

**ALWAYS DO THE RIGHT THING, THE RIGHT WAY**

### RECOGNIZE YOUR PERSONAL RESPONSIBILITY

WHILE EACH OF THE INDIVIDUAL  
SAFETY PROTOCOLS IS USEFUL  
IN PREVENTING THE SPREAD OF  
COVID-19, THEY ARE MOST  
EFFECTIVE AS A WHOLE.

ALL OF US HAVE A RESPONSIBILITY  
TO ENSURE WE'RE FOLLOWING  
THE DIRECTIONS DETAILED IN THIS  
GUIDE



# Case Response



**1** POLICY /  
MANAGEMENT

**2** PRE-SCREENING /  
MONITORING

**3** SOCIAL  
DISTANCING / PPE

**4** CLEANING /  
DISINFECTION

**5** COMMUNICATION  
& TRAINING

**6** CASE  
RESPONSE

**7** OFFICE  
SAFETY

# Summary

## CRITERIA TO EVALUATE EMPLOYEES AND TAKE APPROPRIATE ACTION



### SYMPTOMS & RISKS

Fever\* and symptoms of respiratory illness (e.g., cough, difficulty breathing)

and

In the **last 21 days** before symptoms appeared, a history of travel to high risk areas

or

**In the last 21 days** before symptoms appeared, close contact \*\* with a person who has been diagnosed with COVID-19, presents symptoms or has been to a high risk area.

### ACTIONS

Upon detecting personnel with signs and symptoms, the supervisor or manager will contact site Doctor/Nurse or send personnel to external medical facilities.

**Quarantine at home for 14 days** employees that present symptoms, have been in close contact\*\* with someone with symptoms or have been to a high risk area.

\* Fever may not be present in some patients.

\*\* Close contact is defined as: being within approximately 6 feet (2 meters), while not wearing recommended PPE (e.g. gloves, surgical or N95 mask)

# COVID-19 Suspicious Case: First Interview



ALL INFORMATION COLLECTED AND MANAGED IN ACCORDANCE TO EUROPE'S GDPR<sup>1</sup>

General Information	Suspicious case analysis	Close contacts outside	Close contacts inside
<ul style="list-style-type: none"> <li>Name</li> <li>Shift</li> <li>Age</li> <li>Area / Specific workplace</li> <li>Position (Function)</li> <li>Supervisor</li> <li>Contractual agreement (Supplier / Contingent worker; Salary / Hourly)</li> <li>Transportation (company bus, private car, car sharing, public transportation)</li> <li>Family conditions (Leaving alone? With parents? With spouse? With friends? With colleagues from the plant?)</li> <li>Address (in the same city where the site is, close to the site)</li> </ul>	<ul style="list-style-type: none"> <li>Symptoms description.</li> <li>Fever above 37°C.</li> <li>When the symptoms started.</li> <li>Already assisted by any medical professional in the previous hours or days.</li> <li>If the doctor or nurse are present at the site, request to evaluate the person at the isolation area.</li> </ul>	<ul style="list-style-type: none"> <li>Any personal recent travel from any of the affected areas by COVID-19 in the last 21 days.</li> <li>Any familiar or friend returning from the affected areas in the last 21 days.</li> <li>Any contact with a person who is infected or suspicious to be infected by COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>Area where the person works – who was less than 2m with that person in the working place upon the symptoms commencement.</li> <li>With which group this employee has the breaks.</li> <li>Areas visited during the period inside the plant (i.e. cafeteria, offices, meeting rooms, training center...).</li> <li>Identify everyone who was in close contact and create a list of names (if feasible, check also by CCTV where the person was circulating).</li> </ul>

1. General Data Protection Regulation

# COVID-19 Suspicious Case: Initial Steps



ALL INTERNAL AND EXTERNAL COMMUNICATION MUST BE COORDINATED WITH RESPIRATORY THERAPISTS

## Immediate actions

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- Keep the person in the site's isolation area.
- Ask for local medical assistance, if possible.
- Start calling the national assistance line for COVID-19 for further steps acknowledgement.
- Proceed with this interview.
- In case the national line takes too many hours, ask the person to go home and continue to try establishing this critical contact from there.
- Contact the Regional Response Team to report the situation and request further guidance.
- Upon detecting personnel with signs and symptoms, the supervisor or manager will contact site Doctor/Nurse or send personnel to external medical facilities.
- Quarantine at home for 14 days employees that present symptoms



## Follow up measures

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- Call the affected person every day.
- Be informed of the progress related with their clinic situation.
- As soon as known if the case is confirmed or not, define next measures.
- In confirmed cases, establish the close contacts group that must start quarantine. Keep information about the health status of the employee.
- In non-confirmed cases, continue to track the evolution and the re-entry protocol has to be followed when the employee is considered recovered by the doctors.
- Maintain the Regional Response Team informed.

# Office Safety



**1** POLICY /  
MANAGEMENT



**2** PRE-SCREENING /  
MONITORING



**3** SOCIAL  
DISTANCING / PPE



**4** CLEANING /  
DISINFECTION



**5** COMMUNICATION  
& TRAINING



**6** CASE  
RESPONSE



**7** OFFICE  
SAFETY



# Changes In The Office

## KEY CHANGES TO EXPECT



Hand sanitizer and wipes placed throughout offices

Reduced number of entrances

Updated cafeteria seating

Practice Social Distancing (6 ft)

3X daily cleaning

- rails, door handles, table tops, hand rails, restrooms

Seating capacity must ensure 6' distance

One way hallways as necessary

Elevator capacity, signage and queue

Mask disposal upon exiting the office

Temperature check

Desk distancing or a screen in between  
Maintain a clean workplace

Extra cleaning in restrooms

Remote working when possible

# Safe Office Requirements



Level / Category	Level 2 -Cautionary	Level 3 -Serious	Level 4 -Severe
Workplace Activity	<ul style="list-style-type: none"> <li>Limit in person work</li> <li>Work from home when possible</li> <li>Identify critical roles</li> <li>Phased approach</li> <li>Limit visitors</li> <li>Employee density map</li> <li>Badge to restrict access</li> <li>Phased approach with rotating schedule</li> </ul>	<ul style="list-style-type: none"> <li>Limit in person work</li> <li>Work from home when possible</li> <li>Identify critical roles</li> <li>Phased approach</li> <li>Limit visitors</li> <li>Employee density map</li> <li>Badge to restrict access -when possible</li> <li>Phased approach with rotating schedule</li> </ul>	Site Closed
Gathering Size	<ul style="list-style-type: none"> <li>Avoid in person meeting</li> <li>Assign meeting room capacity</li> <li>Remove extra seats to ensure safe distance</li> <li>Use Skype/Teams including for local meetings</li> <li>Avoid food in conference rooms</li> </ul>	<ul style="list-style-type: none"> <li>Avoid in person meeting</li> <li>Assign meeting room capacity. [Divide the net usable area by the square of the locally acceptable social distance (6ft)]</li> <li>Remove extra seats to ensure safe distance</li> <li>Use Skype/Teams including for local meetings</li> <li>Avoid food in conference rooms</li> </ul>	
Elevators / Stairs	<ul style="list-style-type: none"> <li>Elevators with queue management for waiting, signage, passenger limits</li> <li>Elevator- capacity to ensure 6ft (2m) distance</li> <li>Avoid usage of elevators if possible</li> <li>Use stickers in the floor to establish distance and where to stand.</li> <li>Ensure on-going cleaning of high touch surfaces like elevator panels / buttons</li> </ul>	<ul style="list-style-type: none"> <li>Elevators with queue management for waiting, signage, passenger limits</li> <li>Elevator- capacity to ensure 6ft (2m) distance</li> <li>Avoid usage of elevators if possible</li> <li>Use stickers on the floor to establish distance and where to stand.</li> <li>Ensure on-going cleaning of high touch surfaces like elevator panels / buttons</li> <li>Wipe hand rails after use, open door with wipes</li> <li>Place wipes before at entrances of staircases</li> </ul>	
Physical Distance	<ul style="list-style-type: none"> <li>Ensure 6ft (2m) between individuals</li> <li>One-way hallways marked on the floor</li> <li>Restrict access to certain workplace areas</li> <li>Leave lights on and doors open when possible</li> <li>Special instructions for elevators</li> <li>Desk distancing or screens in between</li> </ul>	<ul style="list-style-type: none"> <li>Ensure 6ft (2m) between individuals</li> <li>One-way hallways marked on the floor</li> <li>Restrict access to certain workplace areas</li> <li>Leave lights on and doors open when possible</li> <li>Special section on elevators</li> <li>Desk distancing or screens in between</li> </ul>	

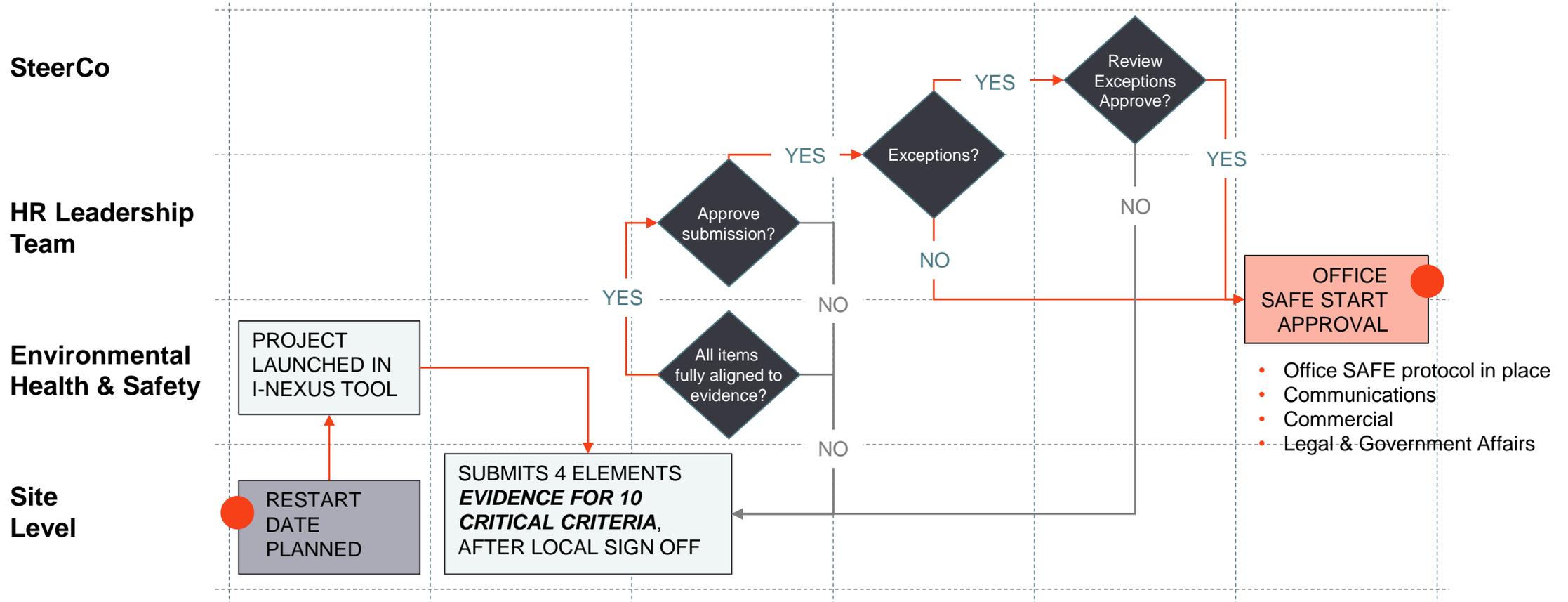
# Safe Office Requirements



Level / Category	Level 2 -Cautionary	Level 3 -Serious	Level 4 -Severe
Movement And Access	<ul style="list-style-type: none"> <li>Reduced number of entrances</li> <li>Exposure reduction by grouping</li> <li>Employees to stay on designated areas</li> </ul>	<ul style="list-style-type: none"> <li>Reduced number of entrances</li> <li>Exposure reduction by grouping</li> <li>Employees to stay on designated areas</li> </ul>	Site Closed
Special Measures For Vulnerable Population	<ul style="list-style-type: none"> <li>Special grouping</li> <li>Flexible schedule, additional PPE, consider shifting roles</li> <li>Delay work start to give employees time to commute without public transportation</li> </ul>	<ul style="list-style-type: none"> <li>Special grouping</li> <li>Flexible schedule, additional PPE, consider shifting roles</li> <li>Delay work start to give employees time to commute without public transportation</li> </ul>	
Personal Protective Equipment	<ul style="list-style-type: none"> <li>Masks required</li> <li>Gloves on exception basis</li> <li>Physical barriers and/or face shields for &lt; 3ft (1m)</li> <li>N95 Masks should be reserved for medical and emergency team</li> </ul>	<ul style="list-style-type: none"> <li>Masks required</li> <li>Gloves on exception basis</li> <li>Physical barriers and/or face shields for &lt; 3ft (1m)</li> <li>N95 Masks should be reserved for medical and emergency team</li> </ul>	
Pre Screening	<ul style="list-style-type: none"> <li>Health and wellness survey</li> <li>Temperature screening</li> </ul>	<ul style="list-style-type: none"> <li>Health and wellness survey</li> <li>Temperature screening</li> </ul>	
Monitoring	<ul style="list-style-type: none"> <li>Weekly wellness survey</li> <li>In case of positive test, trace likely contacts</li> <li>Guidance for Self-Quarantining and Return to Work</li> </ul>	<ul style="list-style-type: none"> <li>Weekly wellness survey</li> <li>In case of positive test, trace likely contacts</li> <li>Guidance for Self-Quarantining and Return to Work</li> </ul>	
Cleaning / Disinfection	<ul style="list-style-type: none"> <li>Disinfecting schedule and methods for workspaces with checklists based on calculated frequency of use</li> <li>Wipe down workstations several times a day</li> <li>Shared spaces cleaned in between use</li> <li>Shutdown water fountains</li> </ul>	<ul style="list-style-type: none"> <li>Disinfecting schedule and methods for workspaces with checklists based on calculated frequency of use</li> <li>Wipe down workstations several times a day</li> <li>Shared spaces cleaned in between use</li> <li>Shutdown water fountains</li> </ul>	
Communication / Education / Training	<ul style="list-style-type: none"> <li>Playbook with communication protocol including assets and methodology</li> <li>Educate employees on the new Norm</li> <li>Training both functional and change management</li> <li>2 way communication, several methods</li> </ul>	<ul style="list-style-type: none"> <li>Communication protocol including assets and methodology</li> <li>Educate employees on the new Norm</li> <li>Training both functional and change management support</li> <li>2 way communication, several methods</li> </ul>	

# Key Process Steps

OFFICE STEERCO TO BE SET UP TWICE WEEKLY



# Office Etiquette: Do's & Don'ts

THE NEW NORMAL IN THE OFFICE



## BE A ROLE MODEL

- Respect distancing and guidelines
- Report symptoms to your supervisor
- Wear your mask as required
- Wash hands regularly
- Read and support all communication
- Disinfect your area and equipment
- Proactively communicate concerns

## RISK YOUR SAFETY

- Ignore guidelines; they protect you and peers
- Come to the office if feeling ill
- Remove mask unnecessarily
- Touch your face
- Ignore communication
- Touch other people's equipment
- Wait to raise / fix an issue if you see one

[Learn More](#)  
Tips For Staying Healthy

# Your Responsibility Outside of Work

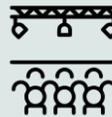
- Protecting yourself at home is just as important as protecting yourself at work
- Staying safe outside of work helps minimize risk for your colleagues in addition to yourself
- Pay close attention and adhere to governmental guidance for limiting the spread of COVID-19 such as:



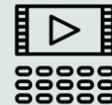
## AVOID / LIMIT



**Group Gatherings**



**Mass Concerts**



**The Theater or the Movies**



**Athletic Events**



**Public Places like the Malls**

## PROMOTE



Taking a **Walk** or go **Hiking**



Playing in your **Yard**



Reading a **Book** or listening to **Music**



Family **Game night**



Group **Video Chats**



# We're All in This Together

It is in Aptiv's DNA to manage change proactively, innovate through disruption, and be resilient in the face of challenge. We will continue to monitor this very fluid situation and take meaningful actions in partnership with our key stakeholders, in every region, to protect and deliver for our employees, customers, and shareholders.

**Together, we will come out stronger than ever on the other side.**

# ONE TEAM

• **A P T I V** •