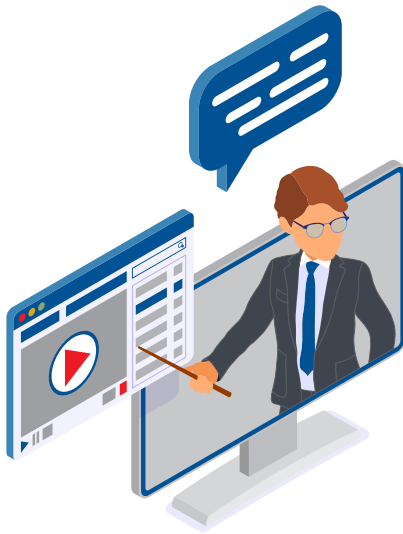


ACCO CARES

Ensuring Safe Jobsite
Working Conditions



engineered
systems



EDUCATION & AWARENESS MEASURES

1. Created a company-wide Playbook to help reduce employee exposure to COVID-19
 - Held 5 live Briefing Sessions for Management on how to handle various COVID-19 scenarios
 - Trained more than 400 ACCO employees during this process
 - Created FAQs and continue to maintain the ACCO Employee COVID-19 site with regular updates for all employees
2. Created a COVID-19 site-specific plan
3. Distributed Safety Flash to heighten awareness
4. Provided safety training/awareness via tailgate meetings
5. Participated in Statewide Safety Standdown

MONITORING & EVALUATION

1. Developed a system for assessment, classification, tracking, response measures, and notification of potential COVID exposures
2. Implemented employee questionnaire to help assess employee exposure
3. Created a process to evaluate job sites that have elevated risks for COVID-19
4. Implemented COVID-19 related job hazard analysis at all sites
5. Stopped work on all construction site until the client provided requested COVID Safety Procedures
6. Implemented a sanitizing process for all tools, equipment, and personal hygiene products including laminating instruction sheets with CDC guidelines for cleaning surfaces distributed to all projects



“We collaborated with the GC to provide a site specific safety plan. Other trades that were already back on site before ACCO thanked us for working with the GC to make it safer for everyone.”



SOCIAL DISTANCING MEASURES

1. Separated lunch tables by 6 feet to ensure social distancing is possible
2. Implement touchless temperature scanning at our fabrications shops and at some site locations
3. Hold all meetings with 6 feet social distancing requirements
4. Added lines for waiting and entering buildings to ensure 6 feet social distancing is met
5. Implemented site-specific COVID-19 prevention plans to ensure proper provisions are in place to protect workers



PERSONAL PROTECTIVE EQUIPMENT

1. Purchased face masks and shields to help mitigate exposure
2. Purchased additional sanitizer and disinfectant for employee use
3. Ensured all locations have proper PPE including face masks and shields where 6 feet distance is not possible, hand sanitizer, bleach spray, etc.
4. Implemented a product request system utilizing 14 supply chain hubs to cover all ACCO locations in an effort to streamline requests for PPE and materials needed to keep employees safe from COVID-19

For safety concerns or to offer suggestions for ACCO regarding a safer working environment please contact the Safety team at safety.nc@accoes.com