

COVID-19

Information, Prevention & Preparation



engineered
systems

Steps to Inform Employees About Coronavirus:

We have taken additional steps to inform our employees about the Coronavirus and protect them from exposure to the virus, as our goal remains health and safety first:

1. We have created an ACCO intranet to house all communications that employees can access easily and centrally.
2. Office-to-office visits are no longer allowed, unless the visit is critical to ACCO's business operations.
3. Inter-region travel, even by car, is now restricted as of Monday, March 16, 2020.
4. Employees who regularly use public transportation (busses, BART, LA Metro, and other public transportation methods) are discouraged from using these commute methods if they are not able to telework since 'social distancing' is not generally possible.
5. Visitors are restricted in offices. Only visitors who are essential for business (e.g., mail or supply delivery, security, repair services, cleaning services) are allowed entrance.

Preventive Measures We are Taking to Reduce Exposure to COVID-19:

1. **Stay Home** – As of Monday March 23, 2020 all office employees are to work from home, except those that need to make occasional trips into the office to support essential business related activities.
2. **Feeling Sick** – Employees who have early symptoms of illness, including cold or flu-like symptoms, are to stay home until symptoms have subsided. These symptoms include (but not limited to) fever (a temperature of 100.4°F or greater), congestion, sore throat, nausea, overall achiness, cough, shortness of breath, etc.
3. **Go Home** – Employees in the office who become sick during the day, are being instructed to go home.
4. **Cover your cough or sneeze** – Employees are asked to cover their mouth and nose when coughing or sneezing by using a tissue, their elbow or shoulder.
5. **Wash your hands and/or sanitize frequently** – Wash or sanitize hands and high touch surfaces frequently (e.g. door handles, computer keyboard, mouse, desk phone, smartphone and car/household keys). Use soap and wash hands for at least 20 seconds or use sanitizer with at least 60% alcohol.
6. **Do not touch** – Use a tissue when touching door handles and other surfaces in common areas.
7. **Avoid touching your face** – Avoid touching face, eyes, nose and mouth.
8. **Discontinue handshakes** – Discontinue handshakes during this period.
9. **Report an exposure** – If an employee has been in close proximity, or in contact, with someone who has a confirmed case of COVID-19, he/she must report this immediately to the Vice President of Human Resources and to his/her manager.

10. **Practice Social Distancing** – Maintain six feet separation from each other.

Business Travel Restrictions Implemented:

1. **Personal International Travel** – All employees who have traveled internationally in the past 30 days, or planned to travel internationally, are required to inform Human Resources for tracking and monitoring purposes. Furthermore, employees returning from a country identified by the CDC to have a Travel to Health Notice Advisory countries of Level 2 or 3, or any cruise ship, are directed to stay at home for 14 days and return only when symptom free and released by the Vice President of Human Resources.
2. **Business Travel** – Business-related air travel is now banned and will resume only at such time that it is safe and that Health orders in State's and counties are lifted.

Safety Actions Taken:

1. **Job Hazard Analysis (JHA)** – We developed a JHA for construction and facility service work for low, medium and high-risk project situations to ensure proper use of personal protective equipment (PPE) and hygiene etiquette described earlier.
2. **Site Specific JHA** – For all projects deemed high risk, a site specific JHA is prepared via our safety dept.
3. **PPE** – ACCO employees can only go to work when there is proper PPE for the work environment. If PPE is not available, employees are directed to stop work and wait for direction.
4. **Safety Inspections** – We are conducting safety inspections at construction sites to ensure appropriate hand-wash facilities are available to our construction field crews.
5. **Sanitizers** – We distributed hand sanitizer stations to all offices and manufacturing facilities.
6. **Gatherings – Only as allowed by Public Health Notices**
 - a. Large internal ACCO meetings are postponed or canceled until further notice.
 - b. For small group gatherings and meetings, social distancing (6ft) is being practiced.
 - c. Unnecessary visits to office locations and job sites from external parties are prohibited.
7. **Non-Compliant Projects** – ACCO will only perform work at jobsites where there is a customer provided JHA for the jobsite that addresses procedures for the recommended CDC guidelines for social distancing and sanitization. Should the jobsite not practice proper procedures, ACCO personnel will return when compliant.

Exposure Evaluation Procedures:

1. **Potential or actual exposures** – Employees are to report all exposures or potential exposures immediately to their manager and the Vice President of Human Resources. We will thoroughly investigate these exposures. Those determined to have likely (or definite) exposure will be asked to go home for 14 days. After 14 days, they may return to work if they are symptom free and the V.P. of Human Resources releases them.
2. We will report any exposure that affects our customers, vendors, suppliers or any other entity as soon as possible.

Supply Chain Concerns:

1. We are actively working with our suppliers to maintain adequate stock levels in order to ensure business continuity. This includes PPE, raw materials and supplies. PPE masks are in short supply and will limit our ability to provide services in some areas at this time.