An abstract graphic design featuring several overlapping, semi-transparent triangles in various colors: blue, teal, red, orange, yellow, and green. A white silhouette of an eagle with its wings spread is positioned in the center-right, appearing to fly over the geometric shapes. The background is a dark blue gradient.

# Eagle COVID-19 Playbook

Rev. 5.0

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# Message From COO

Dear customers, visitors, and colleagues,

First and foremost, I hope you and your loved ones are safe and healthy. Most of you are likely reading this from home instead of your office. You may not have seen coworkers, customers, and vendors—or even family or friends—face-to-face in some time. There is no doubt this pandemic has presented our company, families, and customers with new challenges. As ever, the top priority for Mike, Jay, and me is the health and safety of our people.

In the early stages of this virus, dating back to the end of January, Eagle recognized a need for emergency preparedness. As a precaution, we started daily meetings within management to prepare for the unthinkable. Over the past weeks and months, we've put in place policies and procedures to keep our people safe, thus ensuring our critical infrastructure customers are supported.

As a result of our early efforts, we developed an emergency playbook for use moving forward. Everything described in the playbook is intended to foster a Work Safe approach for our people and visitors. Our playbook will be updated frequently and available for download on our website at [www.Eagletechnologies.com/COVID19](http://www.Eagletechnologies.com/COVID19).

If you have questions or concerns, please contact Human Resources or management.

Brandon Fuller  
Partner, COO  
Eagle Technologies



# Disclaimer Legal Statement

Please be advised that some, or all, of the information contained in this document may not be applicable to other businesses or places of work.

Please also note that this is a “**living**” document that may be updated at any time by Eagle given the fluidity of this situation. The most recent version of this Playbook is available on our website at [www.EagleTechnologies.com/COVID19](http://www.EagleTechnologies.com/COVID19)

If you have questions regarding the revision of this document contact the Human Resource department.

# Contents

1. Facility Preparedness
2. COVID-19 Occupational Health Care Management
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4. Decontamination/Disinfection
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# 1.0 Facility Preparedness

## 1.1 COVID-19 Pandemic Control Plan

The COVID-19 Playbook and control measures must be reviewed and updated with Eagle's Leadership Team. Implementation and actions related to this control plan must follow the decision –making authority identified by Eagle Leadership.

One of the following supervisors or their designee will be onsite at each Eagle facility to implement, monitor, and report on the COVID-19 strategies outlined in this Playbook: [Fuller, Kuntz, Cleveland, Jackson, Argue, Bauer, Bild, Childress, Hemphill, Sawyer, Spitzer and Steinke]

Eagle provides COVID-19 training to employees that covers: (1) workplace infection-control practices; (2) the proper use of personal protective equipment; (3) steps employees must take to notify the company of any COVID-19 symptoms or a suspected or confirmed diagnosis of COVID-19; (4) how to report unsafe conditions; (5) routes by which the virus causing COVID-19 is transmitted from person to person; (6) distances the virus can travel and remain viable.

## 1.2 Non-Pharmaceutical Medical Devices

All locations must have the following non-pharmaceutical medical devices available:

- Soap and Hand Sanitizers:
  - Each location must sustain an inventory that allows all dispensers to be filled.
  - Effective hand sanitizers contain at least 60% alcohol, according to the Center for Disease Control and Prevention (CDC).

- **Cleaning Disinfectant Solutions:**
  - Each location must maintain a sufficient inventory of cleaning solutions and tools to provide effective disinfection of surfaces.
  - Each location must follow the disinfectant protocol as needed/necessary, using appropriate products. (Details in section 4.0 Decontamination/Disinfection)
  - The U.S. Environmental Protection Agency (EPA) has released a list of registered disinfectant products that have qualified for use against SARS-CoV-2, the novel coronavirus that causes COVID-19.
  
- **Other Personal Protective Equipment (PPE):**
  - Each location must have protective gloves and safety glasses on hand to reduce the spread of infection. It is imperative to use the proper PPE when in direct or close contact with workers who are suspected, had previously confirmed infection, or whenever cleaning/disinfecting areas suspected of being contaminated with the virus.
  
- **Face masks:**
  - Face masks are to be used in accordance with CDC and MIOSHA guidelines for vaccinated and un-vaccinated individuals.
    - These face coverings are not PPE or respirators that will protect the employee wearing the covering. The purpose of the face covering is to prevent droplet spread in the workplace when an employee coughs or sneezes.
    - Current MIOSHA regulations can be found at <https://www.michigan.gov/leo/0,5863,7-336-100207---,00.html>

## 1.3 Inventory Control

- The Manufacturing Administrative Assistant is responsible for our levels of PPE inventory, supply chain, and utilization rates.
- The Manufacturing Administrative Assistant will control our inventory and follow rules for issuing PPE properly. Replacements will be issued when the fit, form and function may be compromised. The employee is responsible for requesting replacement PPE.
- Higher levels of PPE may be issued when the risk of transmission may be considered higher.
- Training on proper use and care for PPE, and social distancing strategies while performing their job duties will help reduce the excessive use of PPE.

## 1.4 Reuse and Extended Use of Face masks

- Unless otherwise specified by the manufacturer the reuse and extended use of face masks is allowed - provided that the protective device still maintains the proper fit, form, and function.
- In order to extend the effective use, the following rules apply:
- Face masks should be removed and discarded if soiled, damaged, or hard to breathe through.
- The filter material must not be physically damaged, soiled, or contaminated.
- Not all face masks can be re-used.
  - Face masks that fasten to the person via ties may not be able to be undone without tearing and should be considered only for extended use, rather than re-use.
  - Face masks with elastic ear hooks may be more suitable for re-use.
- Face masks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage.
- Face masks must be stored in a clean environment between uses.
  - Face masks should be identified and is the responsibility of the user to maintain proper personal storage.



# 2.0 COVID-19

## Occupational Health Care Management

### 2.1 Transmission of COVID-19 Coronavirus

Public health agencies have stated some persons can be infectious during the pre-symptomatic stage of the illness. The same agencies also cannot exclude the transfer of the virus from infected people that show no sign of illness (asymptomatic). Therefore, if pre-symptomatic cases and asymptomatic cases are presumed to transfer the virus, all people may be considered potential COVID-19 exposure cases while conducting a Health Risk Screening and/or Questionnaire.

### 2.2 Requirements for Entry

All people attempting to enter any Eagle location are agreeing they meet the following requirements, which are posted at each point of entry:

- Vaccinated individuals – normal entry
- Unvaccinated individuals – by entering an Eagle facility you are confirming the following:
  - You have not been in direct contact with a confirmed case of COVID-19 in the last 14 days.
  - You are not currently experiencing any of the following symptoms:
    - Fever or chills
    - Cough
    - Difficulty breathing, shortness of breath, or tightness in chest
    - Fatigue
    - Muscle pain or body aches
    - Headache
    - Loss of taste or smell
    - Sore throat
    - Congestion or running nose
    - Nausea or vomiting
    - Diarrhea
  - You are encouraged to wear a mask when not able to maintain proper distancing from others.

## 2.3 Exposure Process

Utilization of our Contact Flow Form will determine the result of someone classified as Cold, Warm or HOT, relating to signs and symptoms related to COVID-19.

See Contact Flow Form. (Figure 1)

### **Cold:**

- Person shows no symptoms and is clear to work as usual.
- No required PPE, outside of normal requirements.

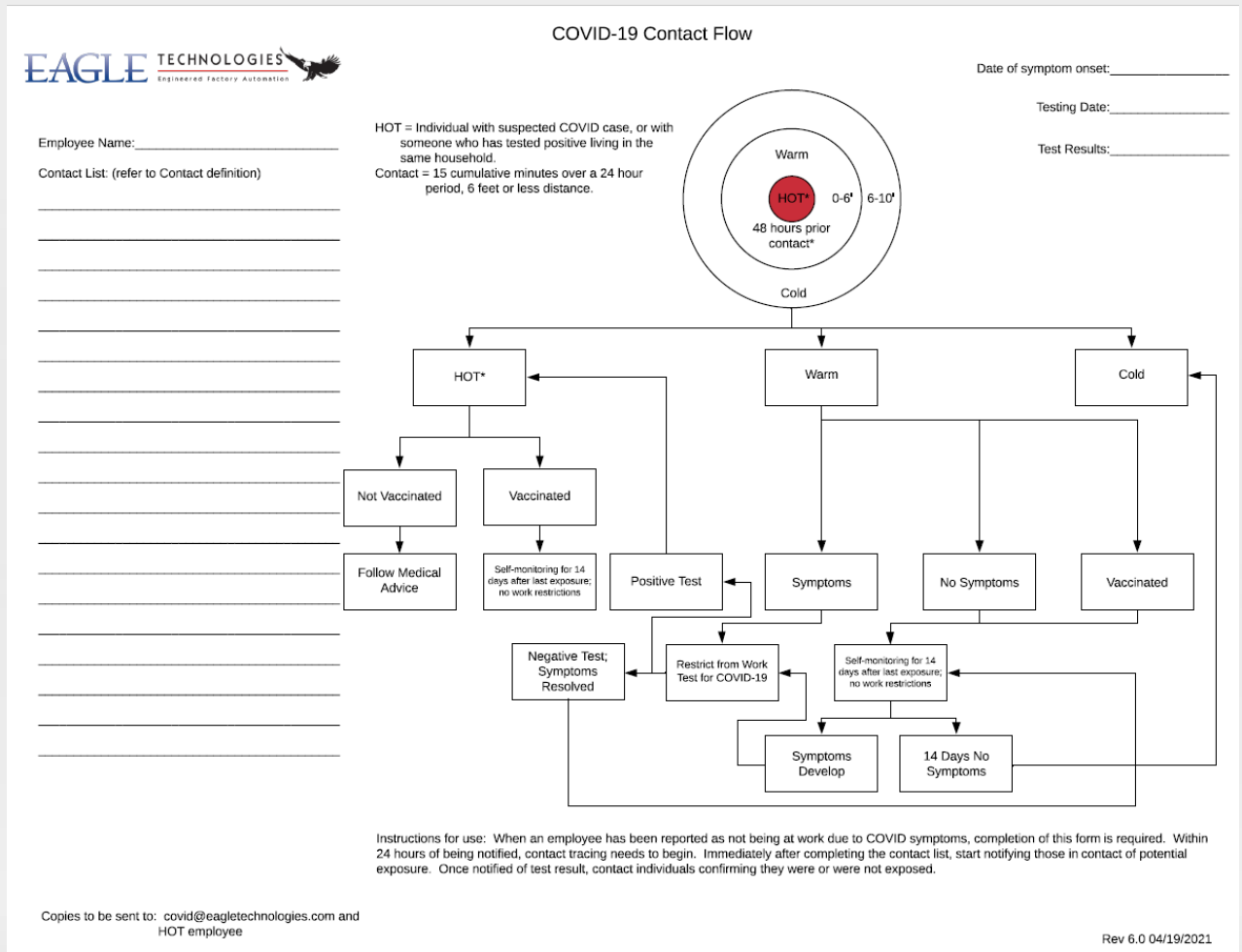
### **Warm:**

- Person has had contact to a potential carrier, within 48 hours who is being tested.
- If showing no symptoms, person is clear to work as long as he/she complies with Centers for Disease Control (CDC) guidelines for returning to work, see <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>.
- If showing symptoms, person will be classified as HOT.

### **HOT:**

- Person shows symptoms and is sent home, or with someone who has tested positive residing in the same household.
- Must consult medical advice.
- If no test is suggested, quarantine per doctor's recommendation.
- If test positive, must quarantine until they can discontinue home isolation in compliance with CDC guidance, <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>.
- Human Resources will follow-up/alignment with employee to ensure symptoms subside.
- Management must identify contact of any other persons, including co-workers, contractors, or others, who were within 0-6' of said person for a cumulative total of 15 minutes.
- Human Resources will maintain a log of confirmed COVID-19 cases in its workplace.
- Proper cleaning and decontamination of work areas and other areas, as necessary. (See section 4.0)

## Contact Flow Form (Figure 1)



## 2.4 Risk/Impact

(reference only)

### 2.4.1 Examples of High-Risk Exposure:

- A person living in the same household of someone with a confirmed COVID-19 case.
- A person having had direct physical contact with a potential COVID-19 case. (e.g., shaking hands)
- A person having unprotected direct contact with potentially infectious secretions of an infected person. (e.g., being coughed on, touching used tissues with bare hands, cleaning/disinfecting potential infected areas)
- A person having unprotected face-to-face contact with a COVID-19 case within 6'.
- Any person who was in a closed environment (e.g., meeting room, cafeteria/canteen, restroom, locker room) with a potential COVID-19 case, at a distance less than 6' without recommended PPE.
- Contact while using any public transportation, sitting within two seats (in any direction) of a potential COVID-19 case.

### 2.4.2 Examples of Low-Risk Exposure:

- A person in a closed environment with a potential COVID-19 case at a distance of more than 6'.
- A person in an open environment where social distance is created through the use of physical barriers to isolate them from others.
- A person having protected face-to-face contact with a potential COVID-19 case.
- A person having direct contact with infectious secretions of a potential COVID-19 case (e.g., being coughed on, touching used tissues with bare hands, cleaning/disinfecting potential infected areas) while wearing recommended PPE.
- Any person in a closed environment (e.g., meeting room, cafeteria/canteen, restroom, locker room) with a potential COVID-19 case at a distance less than 6' using recommended PPE.

# 3.0 Social Distancing

## 3.1 Definition of Social Distancing

Social distancing means keeping ample amount of space between yourself and others.

Public health organizations identify social distancing as staying at least 6' from other people, avoiding groups, mass gatherings, and crowded places.

Eagle has taken various steps to promote social distancing.

## 3.2 Individual Preventative Measures

1. Avoid close contact.
  - Especially with people who are sick.
  - When you are sick, keep your distance from others to protect them from getting sick too.
2. Stay home when you are sick.
  - If possible, stay home from work, school, and running errands to help prevent spreading your illness to others.
3. Cover your mouth and nose.
  - Cover your mouth and nose with a tissue when coughing or sneezing.
  - Coughing, sneezing, or having unclean hands may spread flu and other serious respiratory illnesses.
4. Clean your hands.
  - Washing your hands often & thoroughly will help protect you from germs.
  - The CDC recommends scrubbing your hands with soap and water for at least 20 seconds.
  - Use your towel to turn off faucets and open the door, if feasible.
5. Avoid touching your eyes, nose or mouth.
  - Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.
6. Practice other good health habits.
  - Clean and disinfect frequently touched surfaces at home, work or school, especially when someone is sick.
  - Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids and eat nutritious food.

### 3.3 Remote Work

In limited situations, it may be deemed necessary for an employee to work remotely. These situations will be identified between the individual, the respective department manager and the Human Resources Manager.

Employees working remotely are expected to work regular hours and to report all remote connectivity problems to the IT department and their Manager. You can access the IT Helpdesk from our website's Home Page, in the footer area.

Recommendations for working remotely:

- Dedicate a space to be your home office, treat it exactly like your office and avoid it after hours.
- Avoid working from a sofa or bed; instead, use a table and chair.
  - Body posture makes a difference to how you feel.
- Maintain a fixed working schedule (start, lunch and end) to synchronize availability with coworkers.
- If you step out, indicate so on your calendar as “Out of Office”.
- Use electronic media to keep scheduled meetings, via approved company software.
  - Have clear agendas, resolve audio/video issues at the start of the meetings and follow-up with clear minutes.
  - If possible, record meetings for those who can't attend.
- Hold frequent alignment sessions with the required employees.
  - Just as if you walk to someone's desk... setup quick video calls for brainstorming or informal meetings.
- Have informal conversations with your team, just like you would in regular office setting.
- Host virtual coffee breaks with your team during the day.

### **3.4 Communal Areas**

The objective of social distancing is to lower community transmission resulting from close physical contact. Consider that break rooms, locker rooms, restrooms and cafeterias have a higher potential for contact than on the factory floor and offices.

All locations are required to determine what measures can be taken to reduce person to person contact.

Routine cleaning occurs regularly in break rooms, locker rooms, restrooms and cafeterias. Each location must follow advanced cleaning and disinfectant protocols as needed/necessary, using appropriate products.

### **3.5 Customers and Vendors at Eagle**

Customers and vendors are subject to the same entry requirements as employees.



# 4.0 Decontamination/ Disinfection

## 4.1 Cleaning Efforts

It is the responsibility of a team member occupying a work area to clean their area at the end of each shift, and more frequently as needed. (e.g., whenever another operator uses a work area).

Routine cleaning occurs regularly in break rooms, locker rooms, restrooms and cafeterias. Each location must follow advanced cleaning and disinfectant protocols as needed/necessary, using appropriate products.

Eagle will adopt advanced protocols to clean and disinfect the facility as needed in the event of a positive COVID-19 case in the workplace.

Eagle makes cleaning supplies available to employees upon entry and at the worksite, and provides time for employees to wash hands frequently or to use hand sanitizer.



## 4.2 Cleaning Schedule

All Eagle locations follow regular cleaning - maintaining regular housekeeping, routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.

An after-hours cleaning service has been identified as our after-hours custodian.

Their cleaning entails:

- Sanitizing common use surfaces (counters, desktops, conference room tables and door handles).
- In bathrooms, he daily sanitizes sinks, counters and toilets.
- Bathrooms are mopped nightly.

Our on-staff Facilities Technician is responsible for regular cleaning of surfaces and doors daily.

## 4.3 Cleaning Office Areas

Reminder emails will be sent every other week reminding team members to sanitize their work area.

The previously instituted system to easily identify offices and conference rooms needing to be disinfected, will be reimplemented in the event of a viral out break. Previous system included red/green tags to identify a no sanitized/sanitized room.

# 5.0 Travel

## 5.1 General Travel

All travel will follow COVID-19 Travel Guidelines.

## 5.2 Air Travel

Business air travel must be approved.

The following individuals are authorized to approve domestic business air travel:

- Jason Cleveland, VP Engineering
- Steve Jackson, VP Project Management
- Dan Kuntz, VP Manufacturing
- John Spitzer, Applications Manager

Depending on the circumstances related to COVID-19, Eagle may require those traveling internationally or domestically to be tested prior to returning to work.

## 5.3 Non-Air Travel

All over-the-ground business travel must be approved by the department Manager.

- Non-vaccinated individuals should use their best judgement and wear a mask when in a vehicle with other employees.

The following information will be considered:

- Customer requests
- Operations where work can only be completed by being physically present
- The travel does not create an unacceptable health risk to our team

## 5.4 COVID-19 Travel Guidelines

All persons travelling should follow the latest available travel recommendations from the CDC, along with state and local recommendations and requirements.

## 5.5 International Travel

On a case-by-case basis, dependent on customer/country, return to work will be permitted upon a negative test result prior to boarding international flight per the CDC requirement, regardless of vaccination status (as of 5/19/2021).

## 5.6 Travel Kits

Eagle employees and teams who are approved to travel may request a kit containing assessment and disinfectant items to ensure they are prepared and safe.

### **Eagle Supplied Individual Travel Pack**

- 2 – Masks (Cloth until N95 readily available)
- 1 – Bottle of hand sanitizer
- 1 – Container of wipes

### **Eagle Supplied Team Travel Pack**

- Box(es) of gloves
- Bottle of disinfectant spray
- Non-contact thermometer



# 6.0 Visitor Resources

## Open Hotels with Eagle Rates

The Inn at Harbor Shores  
800 Whitman Dr.  
Saint Joseph, MI 49085  
269-983-1111

[www.harborshoresresort.com](http://www.harborshoresresort.com)

Fairfield Inn and Suites  
4408 Red Arrow Hwy.  
Stevensville, MI 49127  
269-429-1111

[www.marriott.com](http://www.marriott.com)

Hampton Inn by Hilton  
5050 Red Arrow Hwy.  
Stevensville, MI 49127  
269-429-2700

[www.hamptoninn3.hilton.com](http://www.hamptoninn3.hilton.com)

## Local Restaurants Open for Curbside Pick-up or Delivery

D'Agostino's Navajo Bar and Grille  
8970 Red Arrow Hwy.  
Bridgman, MI 49106  
269-465-3434

[www.dagostinosnavajo.com](http://www.dagostinosnavajo.com)

Tapistry  
4236 Lake St.  
Bridgman, MI 49106  
269-266-7349

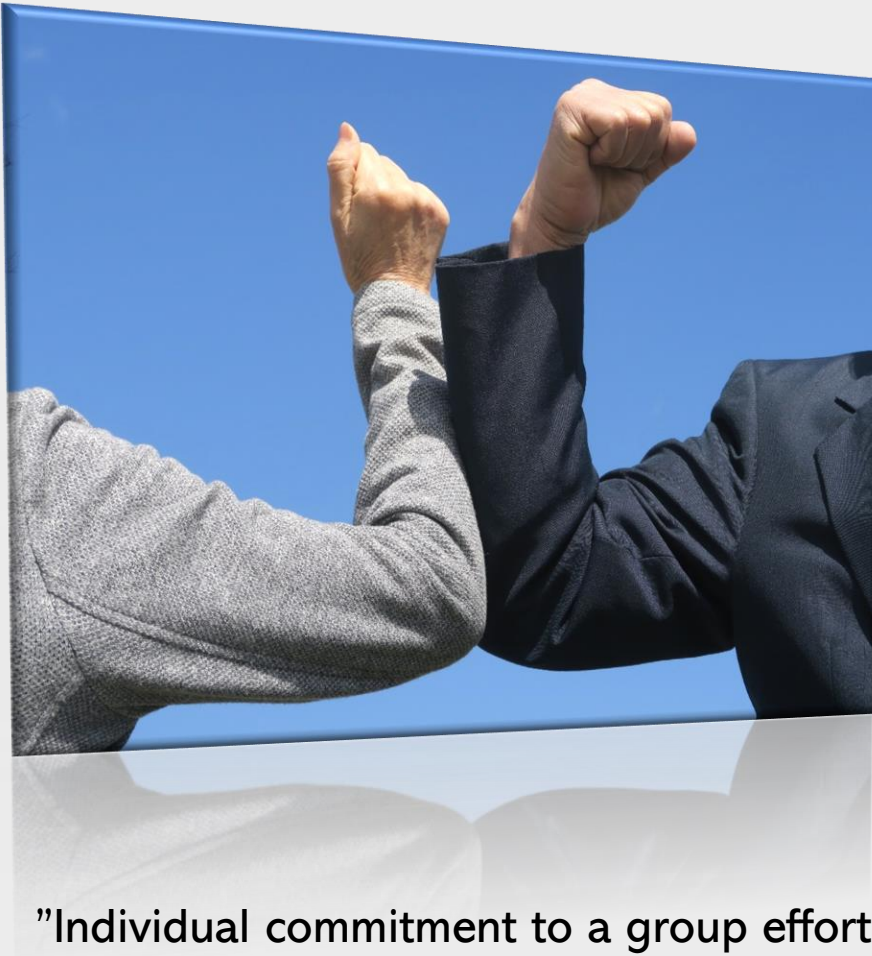
[www.tapistry.com](http://www.tapistry.com)

Haymarket Brewery and Taproom  
9301 Red Arrow Hwy.  
Stevensville, MI 49127  
269-266-5050

[www.haymarketbeer.com](http://www.haymarketbeer.com)

Tosi's Restaurant  
4337 Ridge Rd.  
Stevensville, MI 49127  
269-429-3689

[www.tosis.com](http://www.tosis.com)



**"Individual commitment to a group effort - that is what makes a team **work**, a company **work**, a society **work**, a civilization **work**."**

***~ Vince Lombardi***

# 7.0 Revision History

- **Revision 1.0**
  - Initial release
- **Revision 1.1**
  - Section 5 – Corrected numbering
- **Revision 1.2**
  - Section 2 – Added language to address 72 hours and no symptoms to the Contact Flow chart
- **Revision 1.3**
  - Section 5 – Added detailed travel guidelines
  - Section 5 – Note on maximum vehicle occupants
- **Revision 2.0**
  - Section 1 – Added language regarding purpose of face masks
  - Section 1 – Added control plan strategy language and designees
  - Section 1 – Updated inventory control section 1.3 language
  - Section 2 – Updated COVID-19 symptoms per latest CDC guideline
  - Section 2 – Updated Contact Flow form (Figure 2)
  - Section 2 – Added language for reporting symptoms to HR
  - Section 2 – Added language for logging and notifying the local health department of a positive case.
  - Section 4 – Added protocols for cleaning in the event of a positive case.
  - Section 4 – Added section, "Cleaning Office Areas"
  - Section 5 – Removed the Managers strategy in 5.4 misc. section
- **Revision 2.1**
  - Section 2 – Updated Contact Flow Form, Figure 2
- **Revision 2.2**
  - Section 2 – Updated requirements for entry for Automated Check In process
  - Section 2 – Replaced Health Screening language with Automated Check In process language
  - Section 2 – Added new Figure & updated Figure numbers based on placement
  - Section 5 – Added language for travel and testing related to testing
- **Revision 3.0** - changes to contact flow figure 3
- **Revision 3.1**
  - Section 2.5 figure 3 updated to meet the latest from CDC
  - Section 2.4 changed language b/c Eagle has mandatory mask policy



## 7.0 Revision History - continued

- **Revision 3.2**
  - Section 5 – Updated section numbering
  - Section 5.5 - International travel testing
- **Revision 3.3**
  - Section 2.5 - Updated contact flow form
  - Section 5.5 - International travel testing
- **Revision 3.4**
  - Section 2.4 – Updated Screening for Visitors Prior to Arrival
  - Section 2.5 – Updated contact flow form
  - Section 3.4 – Updated Remote Work
  - Section 5.4 – Updated Meals
- **Revision 4.0**
  - Section 1.2 – Removed Thermometers, updated Face masks requirement
  - Section 1.3 – Removed requirement for visitors to provide their own face mask
  - Section 2.0 – Numbering updated based on removal of sections
    - Removed – 2.2.1 Deliveries
    - Removed – 2.3 Automated Check In Process
    - Removed – Automated Check In How To (Figure 2)
    - Removed 2.4 Screening for Visitors Prior to Arrival
    - Section 2.3 now Exposure Process, previously 2.5
    - Section 2.4 now Risk/Impact, previously 2.6
  - Section 2.2 – Updated based on vaccination status
  - Section 3.0 – Number updated based on removal of sections
    - Removed - 3.2 Limiting contact
    - Section 3.2 now Individual Preventative Measures, previously 3.3
    - Section 3.3 now Remote work, previously 3.4
      - Requirements updated per CDC and MIOSHA
    - Section 3.4 now Communal Areas, previously 3.5
    - Section 3.5 now Customers and Vendors at Eagle, previously 3.6
      - Updated requirements
  - Section 5.4 – updated to reference CDC guidelines

## 7.0 Revision History - continued

- **Revision 5.0**

- Section 1.1 – Removed Crevier and Wishart. Added Jackson, Sawyer, and Spitzer.
- Section 1.2 – Updated Cleaning Disinfectant Solutions & Added MIOSHA website reference.
- Section 1.3 – Add title of designated individual
- Section 2.2 – Added symptoms from CDC website (Fatigue, body aches, Headache, Loss of taste or smell, Congestion or running nose, Nausea or vomiting, Diarrhea)
- Section 2.3 – Added Responsible Party for Hot covid case follow ups and removed the requirement to notify local health department.
- Section 3.4 – Updated cleaning protocols
- Section 4.1 – Updated cleaning protocols
- Section 4.2 – Removed Example cleaning schedule. Updated Cleaning Protocols.
- Section 4.3 – Removed Sanitizing Indicators. Added Reminder Emails.
- Section 5.2 – Changed VP Project Management and Applications Managers names
- Section 5.2 – Changed mask mandate to best judgement
- Section 5.5 – Testing requirement changed to situation-based testing
- Section 5.6 – Changed Travel Kits to offered rather than provided.