

MOTORS & DRIVES DIVISION COVID-19 GUIDELINES

As of 10/26/2020

Toshiba International Corporation (“TIC”) is committed to the health & safety of our employees and customers when at our facilities as well as when on-site at a customer. As such, TIC has established the following guidelines based on the US Centers for Disease Control and Occupational Safety and Health guidelines and recommendations.

When we visit a Customer Site Visits

TIC Motors & Drives personnel shall adhere to the following when travelling to customer’s facilities. These guidelines are meant to be used in conjunction with the customer’s COVID-19 Guidelines.

- Covid Symptoms – Employees experiencing Covid Symptoms should inform their supervisor immediately and not report to a customer facility.
- Social Distancing – Employees must maintain a safe social distance of at least six feet whenever possible. This includes periods of time when employees are in a classroom, on break, at lunch, in the restrooms, or walking to & from parking lots and in meetings.
- Face Coverings – Face coverings in public are a primary tool for preventing virus spread. TIC employees are **REQUIRED** to wear a face covering whenever they are in a customer facility – except when eating or drinking. The face covering should cover the nose and mouth.
- Hand Washing/Hand Sanitizer – Employees should wash their hands regularly or use hand sanitizer when washing is not possible. This includes cleaning of hands before putting on face coverings.
- Limited In-Facility Travel – Employees need to limit travel solely to areas of the Customer’s facilities as needed for the identified scope of work.
- Temperature Screening – Employees should comply with applicable Customer facility COVID-19 guidelines for temperature screening.
- Business Travel – All business travel continues to require employee completion of a travel checklist and review of that checklist with your manager. International travel continues to be limited to extreme need cases and must be approved by TIC Senior Management.
- Travel Restrictions due to COVID-19 – As states and localities have their own COVID-19 mitigation strategies, travel restrictions are subject to change without notice. These restrictions can include a mandatory 14-day quarantine to begin at the time TIC personnel arrive into the applicable state prior to reporting to the Customer facility, which could add to cost and delay in the delivery of services. Customers should check the latest applicable COVID-19 advisories and restrictions for additional information.

When a Customer Visits TIC

TIC is currently accepting customer visits, while at the same time encouraging visitors to consider alternate options vs face to face visits to TIC facilities. Visitors who are permitted access must follow the guidelines below.

NOTE: *For purposes of this guideline, a visitor is defined generally as an individual that does not have a TIC badge.*

TIC Sales personnel:

- Should discuss the requested customer visit to TIC with their management up to and including Mark Laber outlining:
 - Who / how many are requesting to come to TIC
 - Where are they coming from
 - What is their primary purpose in their visit
 - Where will they be in the facility (factory tour / Meetings)
 - When will they come
 - How long will they stay
 - Who from TIC will participate in the customer visit
 - Have they accepted our Covid Protocol rules
- Should enter the visit request using the SharePoint [customer visit form](#)
- Should inform their visitors of the below visitor requirements and gain their consent prior to scheduling the visit

All Visitors for the duration of their visit:

- Will be restricted to designated areas during their visit
- Must restrict travel within the facility to those areas communicated by their host and specifically for their business visit purpose
- Should not interact with any plant personnel during the factory tour (IE no plant employee interviews)
- Are required to bring and wear their own face coverings
- Will drive into TIC's campus via the main Gate (West Little York entrance), check in with Security.
- Will park in the visitor parking in the front of the building
- Will enter the facility through main lobby entrance and meet their TIC host in the lobby
- Will register their visit using the computer terminals (safety orientation and register for ID tags)
- Will complete the COVID screening process by having their temperature taken at the automated screening device located in the lobby
- Will receive a printed ID tag from the receptionist
- Will be escorted by their host and taken to their designated meeting area
- Conference meeting room capacities are decreased under the new Covid policy. Please review the allowed safe number prior to your meeting.
- Are expected to maintain 6' social distancing at all times, especially when eating, drinking, and conversing. Currently, only box lunches will be ordered if food is requested.

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- If taking your guests out to eat please plan ahead by choosing locations that allow guests to spread out amongst more than one table (maintain 6' distancing while eating) or will seat a large table or meeting room for smaller groups. (currently, Joe's Mesquite has not had a large lunch crowd and the location allows room for spreading out)
- **Are requested to contact their host if any visitor tests positive for COVID-19 within 21 days of their visit

In addition, all Training class students:

- Will wear face shields when 6' social distancing is not possible. (i.e. during the Lab portion of instruction)
- Will wear gloves while in the classroom, with the obvious exception of eating or drinking



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