



**MetalTechnologies**

*More than metal.*



# Coronavirus Awareness Training

*Revised July 14, 2020*

# Topics



- How is coronavirus (COVID-19) spread?
- Viability of the virus in air and on surfaces
- Known symptoms of COVID-19 infection
- Notification procedures when you have symptoms or exposure
- Steps being taken at work to prevent the spread
- Rules for individual personnel to prevent the spread
- Use of PPE

# How is coronavirus spread?



- Spreads easily from person-to-person contact
  - People in close contact with one another (within about 6')
  - Respiratory droplets produced by coughing, sneezing, or talking
    - Droplets land in the mouth or nose of nearby persons or are inhaled
- Can be spread by people with no symptoms

# How is coronavirus spread?



- Does NOT spread easily...
  - From touching surfaces or objects
  - From animals to people
  - From people to animals
- Continue maintaining social distance, washing your hands, and routinely cleaning and disinfecting frequently touched surfaces

# Viability of the virus



- Coronavirus remains infectious on surfaces and in the air
  - Can float in the air for up to 3 hours
- Remains virulent on surfaces for:
  - 4 hours on copper
  - 24 hours on cardboard
  - 24-36 hours on paper
  - 2-3 days on plastic
  - 2-3 days on stainless steel
- This is why cleaning and hand hygiene are important!

# Symptoms



- Many people have no symptoms
- If symptoms are present, they can be:
  - Fever
  - Body aches
  - Dry cough
  - Fatigue
  - Chills
  - Headache
  - Sore throat
  - Loss of appetite
  - Loss of smell

# If you have symptoms



- YOUR CO-WORKERS ARE RELYING ON YOU TO REPORT ANY SYMPTOMS OR EXPOSURES AND TO STAY AT HOME
- PLEASE HELP KEEP EACH OTHER HEALTHY!
- TAKE YOUR TEMPERATURE DAILY AND IF YOU HAVE A FEVER OR OTHER SYMPTOMS DON'T COME TO WORK

# If you have symptoms



- If you have symptoms while at home DO NOT COME TO WORK
  - Call human resources – this is a requirement
  - Advise them of your symptoms
  - If you leave a message be sure to include your phone number. Someone will call you back to discuss next steps.

MTI prohibits discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19

**REVISED**

# If you have symptoms



■ **Requirements** if symptoms develop while at work

■ Stay away from other people

■ Put on a face covering

■ Contact your supervisor

■ (supervisors direct the person to an empty conference room)

■ Write down all people you had direct contact with and places you went in the plant

■ You will be sent home

**REVISED**

MTI prohibits discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19

# If you are exposed



- If a family member or other person you have close contact with tests positive for COVID-19 or has symptoms contact HR before coming to work.

**NEW**

- If you are traveling outside your home state, please notify your manager, supervisor, or local HR representative for instructions to be followed upon your return
- If you use public transportation wear a mask and wash your hands or use sanitizer frequently

**NEW**

# How we're preventing the spread



- Screening and Temperature Checks
  - Michigan – temperature checks upon entering the plant
  - All Others –
    - Employee self-screening tool and thermometers
    - Daily temperature check before coming to work
  
- Increased cleaning/sanitization
  
- Providing face coverings
  
- Providing hand sanitation stations

**REVISED**

# How we're preventing the spread



- Severely restricting visitors
  - All visitors must wear masks while moving about the plant or offices, including visitors from other MTI locations
- Restrictive shipping/receiving procedures
- Limiting group size in break rooms and requiring social distancing
- Limiting or eliminating in-person meetings
- Analyzing workstations and requiring face covering if 6' isn't possible

**REVISED**

# Employee Notification



- If a MTI plant has a confirmed positive case, affected employees will notified.
- Proper precautions such as area shut down and deep cleaning will be followed.
- You will be kept informed to the fullest extent allowed by privacy laws.

# Individual Requirements



- This means you!
  - Maintain 6' from other employees at all times
  - If 6' cannot be maintained, wear a face covering
  - Take your temperature and review the employee screening tool questions each day at most 2 hours before reporting to work
  - Report illness symptoms to your supervisor or human resources
  - Do not come to work if you feel ill
  - Wash your hands before entering break rooms, eating, or smoking
  - Utilize hand sanitizer after handling materials bare handed
  - Check daily for new information on bulletin boards or other places where information is posted in your plant
  - Check out MTI's COVID information page [www.metal-technologies.com/covid19](http://www.metal-technologies.com/covid19)

# Personal Hygiene



- Frequently wash hands with soap & water for 20 seconds
- Use hand sanitizer when soap & water are unavailable
- Avoid touching eyes, nose, mouth, or face covering with unwashed hands
- Practice good cough etiquette – cover your cough
- Avoid close contact with those who are sick
- Stay home if you're sick

**NEW**

# MTI's Coronavirus Response Plan



- Our plan may be accessed by employees and the general public on our website:

[www.metal-technologies.com/COVID19](http://www.metal-technologies.com/COVID19)

- If you have concerns about unsafe conditions in your work area, please contact your supervisor, safety representative, human resource manager, or plant manager

**NEW**

# Use PPE properly



- The following slides offer information on how to:
  - Properly put on a N95 respirator (mask)
  - How to assemble a “do-it-yourself” face covering
  - How to remove gloves
  
- Always wash hands before and after touching any PPE

# Face Coverings



- Face coverings are not respirators
- Replace face covering when it is dirty, torn, or otherwise damaged



# How to wear mask properly



**NEW**

# HOW TO WEAR A MEDICAL MASK SAFELY

[who.int/epi-win](http://who.int/epi-win)



## Do's →



Wash your hands before touching the mask



Inspect the mask for tears or holes



Find the top side, where the metal piece or stiff edge is



Ensure the colored-side faces outwards



Place the metal piece or stiff edge over your nose



Cover your mouth, nose, and chin



Adjust the mask to your face without leaving gaps on the sides



Avoid touching the mask



Remove the mask from behind the ears or head



Keep the mask away from you and surfaces while removing it



Discard the mask immediately after use preferably into a closed bin



Wash your hands after discarding the mask

**NEW**

## Instructions for Application:

1



Cup the respirator in your hand with the nosepiece right-side up and the headbands hanging freely.

2



Position the respirator under your chin and the nosepiece on the bridge of your nose.

3



While holding the respirator in position, pull the TOP headband over your head and rest it at the crown of the back of your head.

4



As you continue to hold the respirator in position, pull the BOTTOM headband over your head and rest it around your upper neck, below your ears.

5



Untwist the straps and optimally position the respirator low on your nose.

6



Using both hands, mold the malleable nosepiece to fit snugly against the nose bridge and face, below the eyes.

7



Using a mirror, further check and adjust the edges to provide a good seal around the face.

**1. WASH YOUR HANDS!**

Video Instructions: <https://youtu.be/tPx1yqvJgf4>



2. Lay bandana out flat



3. Fold one side in 1/3 the width of the bandana



4. Fold the other side in by 1/3



5. Now fold the two long edges together.



The two halves should meet in the middle and look like this



5. Slide rubber band over end to about 1/3 in



6. Now slide the second rubber band on



7. Fold the bandana over one rubber band



8. Now fold the second side over



9. Tuck one end into the other



10. Place bands over the ears



Make sure the mask covers both nose and mouth. It should overlap your chin

**Take your bandana home daily and wash it in hot soapy water, rinse, and dry**

Video on safe mask removal:  
<https://youtu.be/L4U1G96s76Y>

## “Beak Method” Glove Removal Steps



**STEP 1:** Using one gloved hand, pinch and pull the base of the other gloved hand.



**STEP 2:** Use the middle finger to scoop the cuff of the glove.



**STEP 3:** Pull the glove inside out over all the fingers and thumb to form a “beak.”



**STEP 4:** With the beaked hand, pinch the opposite glove at the base and pull the cuff.



**STEP 5:** Roll the glove inside out and off the hand.



**STEP 6:** With the ungloved hand, use the index finger to pull the beaked glove off at the base of the beak and dispose into the appropriate waste container.

Always wash your hands after glove removal.

# If you use a 3M hood



- Sanitize daily at the end of your shift
  - wiping with a soapy rag then rinsing or
  - wiping Clorox or Lysol wipes

