DISCLAIMER:

The information contained in this document may not be applicable to all businesses or working environments. The material contained herein was drafted using the information available at the time it was created, and is subject to change without notice.

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A NOTE TO VISTEON SITES:

This guidance includes the minimum standards and implementation details for sites approved by Visteon to return to work after control of the COVID-19 virus. When a Visteon location reopens beyond essential workers, ongoing assessments may result in a site’s decision to revert to adjusted work practices or remote working, as deemed safe and practical.

This document is intended to guide sites and employees regarding general safe work practices, and does not replace the advice of an individual’s personal physician or other local medical authority. As Visteon complies with all applicable laws in the countries where it does business, in the event of any contradiction between this guideline and any local law or regulation, sites will be required to comply with the local law or regulation.

This is a living document and will be revised as the pandemic conditions evolve, and certain protocols may change, be eliminated and vary by region. For more information related to Visteon site standards visit the Coronavirus Resources page on PeopleCore (https://peoplecore.visteon.com/dashboard/coronavirus-resources/).
Framework for Visteon Sites Returning to Work

Decision to Reopen a Site
- Lift of government “stay at home” orders
- Ensure building safety
- Adequate PPE and cleaning supplies
- Phased transition plan by function
- Clear communication plans by site

New Safety Norms
- Individual
  - Daily temperature check (home or site)
  - Wearing reusable face masks on site
  - Maintaining 6 foot (2 meter) social distance
  - No handshaking/document sharing
  - Hourly hand washing/sanitizing
  - Restrictions during return phases
- Site
  - Phased return
  - Implementation of spatial distancing in workspaces
  - Enhanced cleaning protocols
  - Food services control
  - Parcel/delivery controls

Measurement of Success
- Sustained or increased productivity with in-office use of PPE vs. remote working
- Maintained seasonal averages related to absence due to illness
- Maintained site capacity at a level consistent with social distancing requirements of 6 foot (2 meter)

Sites to implement additional protocols per local regulation
1. General requirements (all sites – technical centers, manufacturing facilities, labs)

2. Specific manufacturing facility requirements

3. Specific lab and garage requirements

4. Site-specific requirements
General Requirements

(All Sites – Technical Centers, Manufacturing Facilities, Labs)
In advance of return to work, the site leader shall provide a detailed communication containing:

- Information on the local COVID-19 case situation
- Why the decision was made that it is safe to return
- Advise employees of the expected return to work date
- Information related to the site return to work plan
- Specific instructions for employees related to changes in protocols
- Contact information for questions

Broadcast information to employees before each phase of return

Site leader and HR manager to identify a local contact for questions

Send a regular assessment to employees regarding return to work metrics including:

- Reminders of site level policies
- New local developments
- Any other relevant information related to COVID 19
Ongoing-Site Communication During Phases of Return

• Changes to return to work protocols shall be provided to employees and posted in the PeopleCore website

• Reminders to be provided regularly during return-to-work phases including:
  • Distancing requirements
  • Hygiene rules
  • Application of self-monitoring protocols
  • How to isolate suspected cases
  • Managing on-site contractors
  • Restricting face-to-face meetings
  • Support of telecommuting, as much as reasonably possible
  • Canteen status – preference to bring food from home
  • Personal protective equipment distribution
  • Other site requirements

Encourage lunch from home
Distribute personal protective equipment
Restrict in-person meetings
Return to Work Form

• All employees and contract employees will be required to complete a return to work assessment of some type
• The format of the assessment may vary from site to site based on local privacy laws
• The company does not collect any employee data, except where legally required to do so
Avoid Transmission of the COVID-19 Virus

- In case of any fever or cough
  - Do not enter any Visteon facility until you are symptom free as follows:
    - At least 72 hours have passed since recovery, defined as fever free for without use of fever-reducing medication and improvement in respiratory symptoms (cough, shortness of breath); and,
    - At least 7 days have passed since symptoms first appeared
  - Avoid direct contact with any person
  - Contact your doctor
- In case of air travel or travel to known high-risk area in the last 14 days, do not enter any Visteon facility
  - Self quarantine for 14 days
  - Monitor for any symptoms of illness
- Wash hands for at least 20 seconds and follow with sanitizing gel
- Use tissues for coughing and sneezing only once and dispose
- Cough and sneeze into your elbow or tissue
- Avoid all handshaking or other contact when greeting
- Maintain a 6 foot / 2 meter distance from others

Do not enter a facility with a fever (37.5°C / 99.5°F)
Wash hands for 20 seconds
Cough and sneeze into elbow or tissue
Personal Assessment Before Coming to Work

IF EXPERIENCING ANY OF THESE SYMPTOMS, DO NOT COME TO WORK AND CONTACT YOUR PERSONAL PHYSICIAN FOR FURTHER INSTRUCTIONS

COVID-19 Positive

Symptoms = Contagious
Please protect your colleagues
Underlying Conditions

• Certain underlying conditions may be considered high-risk for COVID-19 infection

• Employees who are comfortable communicating one or more of these conditions should speak with their management regarding their return-to-work situation

• Efforts should be made to reasonably accommodate employees with these conditions to minimize infection risk

• As testing and vaccines become more widely available, employees and their management may reevaluate each individual situation

Higher-Risk Underlying Health Factors

• Heart Disease
• Respiratory Disease
• Diabetes
• Liver Disease
• Obesity (BMI 40+)
• Pregnancy
• Immunosuppression
General Practices

• Employees should not come to work when ill
• All employees should wear a mask while inside any Visteon site and away from their designated work station
• All personnel should remember to wash hands or hand sanitize at least once per hour, where practical
• Avoid shaking hands with other employees or visitors
• Hand sanitize before and after using printers/copy machines
• Do not share desk equipment such as paper, pens, staplers, phone chargers, etc.
• Avoid passing documents back and forth
• Keep a 6 foot / 2 meter distance from other employees
• All fingerprint or touch points related to tracking employee attendance or processing payments should be deactivated
Signage

• Post reminders of site distancing and hygiene protocols on every exterior and interior door
• Keep doors open as much as possible
• Signs are available for download on the Coronavirus Resources page of PeopleCore
Ground Marking

• Markings on ground to identify distance and walking paths in:
  • Lobby or reception area
  • Driver reception areas
  • Workstation areas
  • Kitchens
  • All common areas

2 meters
6 feet
Illness Monitoring Protocol

Technical Centers

• Employee self-assesses any symptoms of illness prior to leaving home
• Employee takes temperature and does not come to work if over 37.5°C / 99.5°F
• Technical centers will have a limited number of thermal scan devices available in the event an employee cannot scan themselves at home
• Some technical centers are equipped with walk through thermometers

Manufacturing Plants

• Employee self-assesses any symptoms prior to leaving home
• Employee takes temperature and does not come to work if over 37.5°C / 99.5°F
• Employee temperature is taken when entering the facility
• If any temperature over 37.5°C / 99.5°F is found, employee must leave immediately
• Records of employee temperatures are not kept, except if required by local law
Visitors

• Visitors to all Visteon sites are prohibited until return-to-work phases are complete
• After return to work, visitors should be limited to business critical situations
• Visitors must be free of illness symptoms
• All visitors should maintain a 6 foot / 2 meter distance from the receptionist or security guard
• Visitors are restricted to first-floor or entry-area conference rooms
  • It is the responsibility of the Visteon hosts to clean these rooms before and after use
  • There should be a one-hour wait time between room usage
• Employees and visitors should not exchange documents and/or pens
• Visitors should refrain from bringing any token gift, even if within policy
• All magazines and books should be removed from lobby and reception areas
• No handshaking
Visitor Entry Form

- When visitors are permitted to return, as needed to any Visteon location, a visitor form must be completed.
- The host Visteon employee will be responsible for facilitating an electronic completion of the form prior to arrival and assessing whether the visitor should come on site.
- Visitor entry form is available for download on the Coronavirus Resources page of PeopleCore.
Cleaning Protocol

• Site cleaning crews must use effective cleaners per local health authorities

• Detailed cleaning of all areas and surfaces should be agreed upon with cleaning team
  • Restrooms
  • Kitchens
  • Doors/handles
  • Stairwells/railings
  • Conference rooms
  • Tables and desks
  • Floors
  • All routinely touched surfaces
Work Stations

- Employee rotations should ensure a minimum of 6 feet / 2 meters between employees
- Employees should not share workstations during the same shift, if possible
- At the end of the workday, employees must wipe the workstation
- Desks should avoid face-to-face work arrangements without barriers
- Remove / discard all personal items if not at an assigned desk

Employees wipe down work station after use

Work stations without a barrier do not face each other

Remove all personal items from shared spaces
Meetings

• In-person meetings are prohibited during return-to-work phases
  • Use Microsoft Teams
  • Use telephone conferencing systems
• After return phases are complete, in-person meetings should be held only if absolutely necessary and if approved at a global level
  • Employees must maintain 6 foot / 2 meter distance and not sit next to each other
  • Use virtual display equipment, do not share pens or pass paper
  • Do not leave any objects in the room after meetings
  • Wipe the conference room table when leaving
  • Air the room for one hour between meetings

Use online meeting conferencing
Maintain 6 foot / 2 meter distance
Do not share pens or leave objects in room
Leave 15 minutes between meetings
Meals

• Sites with purchased food service
  • Employees are strongly advised to bring food from their home rather than purchase meals
  • If eating in the cafe, employees should not sit directly across from one another
• Sites with Visteon-provided food service
  • Employees are advised to bring food from home, if possible
• All sites – touchless payment systems should be used, where possible
Meal Preparation

- Site lead must ensure all hygiene practices are followed and that food service providers wear
  - Mask
  - Gloves
  - Gowns
- Food service staff must wash hands at least once per hour
- Proper disinfection of equipment and surfaces during food service times
Transportation

• Fill bus or van from the back forward
• Empty the bus from the front to the back
• One person per row on each side
• Sit in staggered rows, not directly in front or back of any person
• Bus or van is cleaned before and after each use
Employee Personal Protective Equipment

• All employees are required to wear a company-issued or personal face mask while in any Visteon facility during the return to work phases, except while seated at his or her workstation or desk

• How to wear face masks
  • Before putting on a mask, clean hands with alcohol-based gel or soap and water
  • Cover mouth and nose with mask and make sure there are no gaps between your face and the mask
  • Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water
  • To remove the mask: remove it from behind (do not touch the front of mask)

• Mask requirements will be assessed each month in accordance with local COVID-19 conditions

• Employees should wash their hands or use hand sanitizer/gel at least once per hour while on site, where practical

• Certain functions may require safety shields/glasses and gloves (see site level information)
Proper Face Cover Use

Mask styles may vary from site to site, but the general principles apply:

• Hands should be washed prior to putting on the mask
• Mask should fit securely over the nose and mouth
• The mask should be removed from behind the ears or head (depending on style) not from the front
• Hands should be washed after removing the mask
• Signs are available for download on the Coronavirus Resources page of PeopleCore
On-Site Deliveries (Non-Production)

• Delivery drivers should remain in the delivery area only
• Driver must confirm to shipping and receiving clerk that he/she is free from illness symptoms
• Documents should be left on tables and only use personal pens to sign
• If electronic stylus is used, wash hands immediately after
• All parcels should be delivered to one location and set down by the delivery person
• Parcels should not be taken by the employee for at least three hours after arrival
• Gloves should be worn by all employees when picking up any package from the delivery area
Test and Pool Car Operations

• The vehicle and equipment must be cleaned with sanitizing wipes and/or alcohol spray before and after use
• No more than two people in any vehicle
• Both people must wear a face mask at all times while in the vehicle
• If possible with equipment use, gloves should be worn while in the vehicle
• No vehicle should be operated during any government curfew without written permission from the legal department
Manufacturing Facility Requirements
Manufacturing Site – General Practices

- Plant should be disinfected prior to anyone returning to work.
- Measure temperature at the security gate entrance to 100% incomers (employees and non-employees).
- Social distancing during shift changes.
- Mandatory use of face masks for all employees in all areas (inside and outside areas). Masks should be reusable, but may be disposable if reusable not available.
- In the production areas and workshops, cleaning of tools, workstations, and machine control panels, with sign off, every 60 minutes.
- Washing of the workshop aisles is organized at a frequency of every 2 hours.
- A minimum of four times per shift disinfection toilets and locker rooms (every 2 hours).
- A minimum of two times per shift disinfection of public areas such as halls, corridors, conference rooms, elevators, stairs, etc.
- A minimum of two times per shift disinfection external areas such as site pedestrians entrances, external corridors, accesses to the locker areas and cafeterias, buildings accesses.
- The most used disinfectants are: ordinary bleach (sodium hypochlorite) with at least 5% free chlorine in its original form or alcohol 70% products. The bleach must be diluted at the time of use. The diluted solution should in the proportion of 1 part of bleach to 99 equal parts of water (ensure compliance with local health authorities recommendations). Mandatory to comply with the cleaning material safety data sheet (MSDS) instructions.

**IMPORTANT NOTES:**
- Do not touch the manufacturing products with your hands and/or gloves wet with disinfectant. The disinfectant could damage the manufacturing products (ex. Cluster Lens).
- Clean only with 70% isopropyl alcohol in the EPA areas.
- Removal of Masks/Face Shields - ensure do not place them down with in 30 cm of any Electronic components or PCBA's.
- If need to use hand cream over the dry skin in the EPA areas use only approved ESD Hand Lotion, a non-contaminating greaseless formula that contains no lanolin, silicone, mineral oils, or glycerin.
- Follow all local government restrictions.
• Mandatory use of face masks and gloves at any of the working positions that deal directly with food or cafeteria/meal tools
• Mandatory use of face masks and gloves for medical, cleaning service (disinfecting service) and security personal
• Mandatory use of face masks for all employees in all areas (inside and outside). Masks can be disposable medical masks or reusable masks.
• Use of gloves and safety glasses in the work station where required

How to wear face masks
• Before putting on a mask, clean hands with alcohol-based hand gel or soap and water
• Cover mouth and nose with mask and make sure there are no gaps between your face and the mask
• Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand gel or soap and water
• To remove the mask: remove it from behind (do not touch the front of mask)
Manufacturing Site – Canteen

- Wash hands properly before eating
- Reasonably arrange the production plan, employees eat at different time periods to avoid groups of staff
- Ensure adequate seat separation
- Stop using vending machines to prevent cross contamination. If not possible, ensure continuous disinfection.
- Eliminate any salad buffet (no food handling from cafeteria users)
- Ensures cafeteria cutlery and trays have adequate cleaning (wash ≥65°C and rinsing off ≥75 °C)
- Staff in charge of preparing or distributing meals washes their hands at least every hour and are equipped with mask, mob cap, disposable blouse and gloves
- Cleaning and disinfection of contact points every 2 hours

Wash your hands properly before eating

Follow all local government requirements

Meal prep staff wears mask, cap, blouse and gloves
Manufacturing Site – Vehicle Logistics

**Entrance / Exit / Administrative Reception**
- At Visteon site entrance (dedicated area – security gate), the driver is stopped
- Before entering the plant, truck drivers should be identified and checked
- The driver must use mask when out of the vehicle
- Temperature measure at the security gate entrance. If body temperature is abnormal (over 37.5 °C / 99.5 F), driver is not allowed to enter Visteon site.
- Driver need to answers a health questionnaire – same as other visitors
- If experiencing COVID-19 symptoms and/or had any contact with people with probable risk of infection of COVID-19 driver is not allowed to enter Visteon site
- Transport documents are validated by the driver in the site entrance/exit dedicated area (security gate), according to a procedure agreed with the establishment and avoiding any exchange of documents as much as possible
- If the entrance / exit / administrative reception does not have a separation window, set up a dedicated table for retrieving documents with a minimum distance of more than 1 meter.
- The driver follows the security guard / receptionist instructions, prepares the truck for unloading / reloading and, with the vehicle, goes to the loading/unloading area.

**At the Docks**
- It is forbidden to get off the truck and contact employees on the docks or any other place inside a Visteon facility. The movements of drivers inside the plant must be limited to a strict minimum and in compliance with these instructions (no movement in public spaces, toilets, coffee areas, etc.)
- The truck driver must not be in direct contact with Visteon staff (minimum distance of more than 1 meter)
Lab and Garage Requirements
Laboratories / Garages

- No more than two people in the same zone
- Non-lab personnel need approval from lab leader before entering
- Do not share equipment if possible
- Equipment/parts/tools to be wiped before and after use
- Hands to be washed before and after use of equipment
- ESD and other surfaces/tables to be wiped twice a day with alcohol based disinfectant
- No more than two people at the same vehicle – masks and gloves to be worn
Site-Specific Requirements
Site-Specific Requirements

Note:
Site-specific return to work plans are currently being developed. Site plans will be shared with employees on the Coronavirus Resources page as soon as they have been approved.