

# Reformation

## COVID-19 Safety Guidelines

In light of COVID-19, Reformation has outlined best practices for the placement of workstations, facility cleaning, screening of workers and visitors, and additional guidelines to prevent the exposure and spread of COVID-19. Please ensure that all applicable measures are implemented as a means to operate safely as you resume business during the COVID-19 pandemic. This document is not intended to replace or modify any legal or regulatory requirements applicable to you or your business.

## Onboarding and Returning Workers

Workers who meet the following conditions should not enter the work area:

- Within the last 2 weeks (14 days):
  - ◆ Have been out of the country in the last 2 weeks (14 days)
  - ◆ Have been exposed to anyone with COVID-19 within the last 2 weeks (14 days)
- Within the last 72 hours (3 days):
  - ◆ Have had a fever above 100.2
  - ◆ Have had a sore throat with a headache, runny nose or severe muscle aches
  - ◆ Have had diarrhea

## Monitoring and Reporting

- Conduct daily temperature & symptom checks for all employees prior to entering the facility (to check for fever/other symptoms).
  - ◆ Maintain a log for employees who exhibit high temperatures or symptoms
- If the facility has one or more workers diagnosed with COVID-19, it is advised that the operation be shut down for a deep clean.

## Onsite Policies and Practices

### Written Policies, Signage and Training

- Implement written policies and procedures that align with the CDC and LA County regulations for COVID-19.
  - ◆ Contingency plan to deal with social distancing in the workplace, required PPE, hygiene and cleaning practices, flexible sick-leave, visitor policy, procedures for suspected and confirmed COVID-19 cases, etc.
  - ◆ *No Retaliation Policy* to protect infected/affected workers
  - ◆ Grievance mechanisms for anonymous reporting (i.e. suggestion box)

- Self reporting or reporting of someone else to management if they exhibit symptoms
  - Confidential reporting for concerns on COVID-19 preparedness
- Post these guidelines at each entrance of the facility to inform all employees and visitors about COVID-19 Safety Guidelines along with the Reformation grievance email
  - Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another <http://www.ph.lacounty.gov/media/Coronavirus/docs/business/NoticeToCustomers.pdf>
  - Distribute copies of these Guidelines to all employees
  - Inform and train employees and visitors about new policies and procedures
    - ◆ Maintain a sign-in sheet for each training.

### Downsize Operations / Flexible Work Hours

- Multiple shifts: staggered, split, or rotating shifts
- Staggered rest and meal breaks
- Everyone who can carry out their work duties from home has been directed to do so

### Spacing of Workstations

- All desks and individual workstations should be at least 6-feet apart
- Use tape or other tools to mark spaces to maintain compliance
  - ◆ One-way aisles to facilitate social distancing (if the space permits)
  - ◆ Distance between workstations
- If available, utilize other rooms or areas to increase workspaces

### Provide Personal Protective Equipment (PPE)

- Masks and Gloves (reusable or disposable)
  - ◆ Discard if they become torn or visibly contaminated with bodily fluids
  - ◆ Wash hands after removing PPE (for at least 20 seconds)
- Eye protection (if necessary): safety glasses, goggles or face shields. Personal eyeglasses are *not* considered adequate eye protection.
- Post signage of required PPE during COVID-19 <http://publichealth.lacounty.gov/acd/docs/CoVPPPEPoster.pdf>
- Provide trash bins/receptacles (similar to Bloodborne Pathogens guidance) for disposal of used PPE.

### Employee Hygiene Practices

- Posters and/or fact sheets promoting frequent hand washing for at least 20 seconds (posted in restrooms and facility entrance)
  - <https://www.cdc.gov/handwashing/> / <https://www.cdc.gov/handwashing/fact-sheets.html>
- Provide plenty of soap, running water, and drying towels/air dryers
- Allow employees frequent breaks to wash their hands
- Provide alcohol-based hand sanitizers containing at least 60% alcohol (near workstations, breakrooms, entry/exit)

## Routine Cleaning and Disinfection

- Provide EPA-approved cleaning supplies and disinfectants  
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- Start/End of each shift: clean and disinfect all frequently touched surfaces (i.e. workstations, chairs, doorknobs, light switches, breakroom areas, restrooms, etc.) on a *daily basis*
- End of each work day: Deep cleaning of the facility that includes wiping down all workstations, chairs, doorknobs, light switches, mopping of floors, extensive cleaning of break rooms and restrooms.
- Create a *daily cleaning log* for each general area ( Break rooms, restrooms, etc) and assign role to specific employees

## Shipping and Receiving

- Encourage curbside pick-up or delivery of raw materials and/or finished goods
- Enforce PPE is worn when receiving or handing packages/goods even if it is outside of the facility

## Suspected and Confirmed COVID-19 Cases

### Encourage workers to stay home if they are sick

- Inform all employees not to come to work if sick
- Implement flexible sick leave policies that are consistent with public health guidance
- Ensure that employees are aware of and understand these policies
- Do not require a positive COVID-19 test result or a doctor's note to validate an employee's illness, qualify for sick leave, or to return to work

### Facility Arrangements

- Immediately separate any employee who appears to have symptoms upon entering the facility or throughout the work day
- Create an isolation room/area for *sick* employees and arrange for a safe exit back to their home or another location
- Assist in scheduling COVID-19 testing for employees
  - ◆ *provide phone number, website, other resources (if needed)*
  - ◆ <https://covid19.lacounty.gov/testing/> or <https://lacovidprod.service-now.com/rrs>
- Follow-up with those employees to confirm results of test and progress of health
- Come up with a plan to re-incorporate (onboard) employee(s) once they are cleared

CONTACT US: Please feel free to contact us with any questions or comments about these guidelines.

Likewise, if suppliers are violating any of these guidelines, we would like to know about it. Please bring these issues to our attention by contacting us at [sustainability@thereformation.com](mailto:sustainability@thereformation.com). Please feel free to write in your local language. All information we receive will be kept in strict confidence and your identity protected.

## **Acknowledgement of Receipt and Acceptance of Guidelines**

Please confirm your agreement to our safety guidelines by signing this letter in the space provided and returning it to us promptly by e-mail to [sustainability@thereformation.com](mailto:sustainability@thereformation.com).

I represent and warrant that I have authority to sign on behalf of the company named below and to bind the company named below to the terms of this Policy.

ACCEPTED AND AGREED TO:

Facility Name:

Name of Company Officer:

Title of Company Officer:

Signature of Company Officer:

Date:

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- Within the last 72 hours (3 days):
  - ◆ Have had a fever above 37.3°C
  - ◆ Have had a sore throat with a headache, runny nose or severe muscle aches
  - ◆ Have had diarrhea

## Monitoring and Reporting

- Conduct daily temperature & symptom checks for all employees prior to entering the facility (to check for fever/other symptoms).
  - ◆ Maintain a log for employees who exhibit high temperatures or symptoms
- If the facility has one or more workers diagnosed with COVID-19, it is advised that the operation be shut down for a deep clean.

## Onsite Policies and Practices

### Written Policies, Signage and Training

- Implement written policies and procedures that align with local legal regulations for COVID-19.  
[Getting your workplace ready for COVID-19](https://www.ilo.org/wcmsp5/groups/public/---ed_dialogue/---act_emp/documents/publication/wcms_744033.pdf)  
[https://www.ilo.org/wcmsp5/groups/public/---ed\\_dialogue/---act\\_emp/documents/publication/wcms\\_744033.pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_dialogue/---act_emp/documents/publication/wcms_744033.pdf)
  - ◆ Contingency plan to deal with social distancing in the workplace, required PPE, hygiene and cleaning practices, flexible sick-leave, visitor policy, procedures for suspected and confirmed COVID-19 cases, etc.

- ◆ *No Retaliation Policy* to protect infected/affected workers
- ◆ Grievance mechanisms for anonymous reporting (i.e. suggestion box)
  - Self-reporting or reporting of someone else to management if they exhibit symptoms
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- Post guidelines at each entrance of the facility to inform all employees and visitors about COVID-19 Safety Guidelines along with the Reformation grievance email
- Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another
- Distribute copies of Guidelines to all employees
- Inform and train employees and visitors about new policies and procedures
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### Downsize Operations / Flexible Work Hours

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- Masks and Gloves (reusable or disposable)
  - ◆ Discard if they become torn or visibly contaminated with bodily fluids
  - ◆ Wash hands after removing PPE (for at least 20 seconds)
- Eye protection (if necessary): safety glasses, goggles, or face shields. Personal eyeglasses are *not* considered adequate eye protection.
- Post signage of required PPE during COVID-19
- Provide trash bins/receptacles (similar to Bloodborne Pathogens guidance) for disposal of used PPE.

## Employee Hygiene Practices

Posters and/or fact sheets promoting frequent hand washing for at least 20 seconds (posted in restrooms and facility entrance) [https://www.who.int/gpsc/5may/How\\_To\\_HandWash\\_Poster.pdf?ua=1](https://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf?ua=1)

- Provide plenty of soap, running water, and drying towels/air dryers
- Allow employees frequent breaks to wash their hands
- Provide alcohol-based hand sanitizers containing at least 60% alcohol (near workstations, breakrooms, entry/exit)

## Routine Cleaning and Disinfection

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- Provide cleaning supplies and disinfectants
- Start/End of each shift: clean and disinfect all frequently touched surfaces (i.e. workstations, chairs, doorknobs, light switches, breakroom areas, restrooms, etc.) on a *daily basis*
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- Follow-up with those employees to confirm results of test and progress of health

→ Come up with a plan to re-incorporate (onboard) employee(s) once they are cleared

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Facility Name:

Name of Company Officer:

Title of Company Officer:

Signature of Company Officer:

Date:

## COVID-19 Preparedness Observations Checklist

	Facility Name:		
	Facility Representative:		
	Date Completed:		
Question#	Questions	Answer	Please provide Comments (if any)
CVD-1	Does the facility maintain a system to follow the local laws, regulations and health guidance around COVID-19?	(Please Choose)	
CVD-2	Does management have a contingency plan and procedures (written or otherwise) in place to deal with social distancing in the workplace?	(Please Choose)	
CVD-2a	Are Reformation Safety Guidelines and signage posted at the entrance of the facility?	(Please Choose)	
CVD-3	Does the facility provide information to workers and visitors about COVID-19 precautions and protocols? <i>This includes signs/posters within the facility</i>	(Please Choose)	
CVD-3a	Have employees received training on the new policies and procedures? If so, when?	(Please Choose)	
CVD-4	Has the workforce or production capacity been impacted by COVID-19?	(Please Choose)	
CVD-4a	Will you have multiple shifts / staggered shifts / alternating schedules?	(Please Choose)	
CVD-4b	Total # of employees vs. # of employees per shift?		
CVD-5	Has management worked with the employees' schedules to try to limit carpooling?	(Please Choose)	
CVD-6	Are symptom checks done prior to entering the facility on a daily basis? (to check for fever/other symptoms).		
CVD-6a	Are temperatures checked prior to entering the facility on a daily basis?	(Please Choose)	
CVD-6b	If people show symptoms is there onsite follow-up (first aid, nurse check, etc.)? How are they monitored?	(Please Choose)	

CVD-6c	Are they sent home afterwards - or given leave to visit a doctor?	(Please Choose)	
CVD-6d	Is there an isolation room/area for employees showing symptoms until they have the ability to safely leave the site?	(Please Choose)	
CVD-6e	Other, please specify	(Please Choose)	
CVD-7	Is there a <i>No Retaliation Policy</i> in place against infected workers?	(Please Choose)	
CVD-7a	Are there flexible leave policies to allow employees to stay home to care for sick family members or for children if schools dismiss students?	(Please Choose)	
CVD-7b	Have you implemented flexible sick leave policies that are consistent with public health guidance?	(Please Choose)	
CVD-8	Is there a grievance mechanism in place for confidential and anonymous reporting?	(Please Choose)	
CVD-8a	Is there a mechanism in place to report self or someone else to management if they exhibit symptoms?	(Please Choose)	
CVD-9	Is there regular cleaning of frequently touched surfaces (i.e. workstations, chairs, doorknobs, light switches, breakroom areas, restrooms, etc.)?	(Please Choose)	
CVD-9a	How often is cleaning done? Are cleaning logs available?		
CVD-9b	What type of products are used?		
CVD-10	How is the facility ensuring personal hygiene? (signs/postings/etc.)		
CVD-10a	Regular cleaning of hands - availability of soap, warm water and hand towels/air dryers	(Please Choose)	
CVD-10b	Availability of disinfectant wipes/hand sanitizer	(Please Choose)	
CVD-10c	Safe distancing of at least 6-feet while at the facility (including workstations, desks and common areas)	(Please Choose)	

CVD-10d	Other, please specify	(Please Choose)	
CVD-11	Is PPE provided to workers? If so, list type and quantity	(Please Choose)	
CVD-11a	How often are employees provided new PPE?		
CVD-11b	Are receptacles provided (similar to Bloodborne Pathogens guidance) for disposal of used PPE?	(Please Choose)	
CVD-11c	Other, please specify	(Please Choose)	
CVD-12	Is there minimum movements within the facility to reduce the chances of collection of people in one place to minimize risk of infections?	(Please Choose)	
CVD-13	Has management limited the use of lunch trucks or other mobile vendors from visiting the facility?	(Please Choose)	
CVD-14	In case of an infection or symptoms being observed, are there measures in place to trace affected workers' movements and disinfect all affected areas of the facility?	(Please Choose)	
CVD-14a	Is there a system in place to follow-up with affected employees to confirm results of test and progress of health? <i>Come up with a plan to re-incorporate that employee once they are cleared.</i>	(Please Choose)	
CVD-15	Are there any measures to disinfect or ensure safety of inbound materials into the facility?	(Please Choose)	
CVD-16	Is there controlled access of external parties (visitors) to the facility - including ensuring safe-distancing from workers, use of common facilities, reducing risks of contamination via use of PPE, etc?	(Please Choose)	
CVD-17	Is there regular review and updates to the protocols to adapt to changing situation, including determining when facility could be closed (high rate of contagion, etc.)	(Please Choose)	
CVD-18	Is there any engagement of worker representatives in the definition of work and health safety precautions, measures and policies?	(Please Choose)	
CVD-19	Other observations		

**Required Photos (please attach photos of the following to confirm compliance): posters, handwashing signage, PPE, thermometer, temperature log, sanitation/disinfectant supplies, cleaning log, suggestion box, and general workstation area.**

Photo 1: COVID-19 Guideline Posters	Photo 2: Handwashing Signage/Poster
Photo 3: PPE	Photo 4: Training Log/Sign-in Sheet
Photo 5: Thermometer	Photo 6: Temperature Reading Log
Photo 5: Cleaning/Disinfectant Supplies	Photo 6: Cleaning Logs (general, restrooms, breakrooms, etc.)

<p>Photo 7: Suggestion Box (with signage)</p>	<p>Photo 8: General workstation area</p>