

Contingency Plan

COVID-19 Prevention





**Prevention,
that's the
secret!**

Introduction

Union and responsibility in the fight against coronavirus and maintenance of jobs.

A Sulplast Fibra de Vidro e Termoplástico Ltda. counts on its collaborators in the prevention of COVID-19, by complying with the safety and health measures disclosed in this document.

What is the new coronavirus?

What is COVID-19?

What are the symptoms?

Source: Health Ministry of Brazil

- COVID-19 is a disease caused by the SARS-CoV-2 coronavirus, which presents a clinical picture ranging from asymptomatic infections to severe respiratory conditions. According to the World Health Organization (WHO), most patients with COVID-19 (about 80%) may be asymptomatic, but in about 20% of cases, hospital care may be necessary due to breathing difficulties. Among these most critical cases, approximately 5% may require support for the treatment of respiratory failure (ventilatory support).

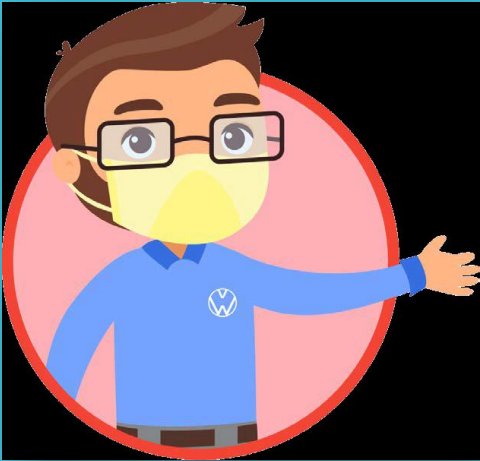
Most common symptoms:

- fever;
- dry cough;
- fatigue.

Less common symptoms:

- pain and discomfort;
- sore throat;
- diarrhea;
- conjunctivitis;
- headache;
- loss of taste or smell;
- rash or discoloration of fingers or toes.

Personal cares



Prevention Rules:

- Cover your nose and mouth with your arm when you cough or sneeze, even if you're wearing a mask.
- Wear masks when traveling and into environments with other people at a distance inferior than 1.5 meters.
- Wash your hands with soap and water or use 70% alcohol gel, avoiding touching your face.
- If you have with any symptoms of COVID-19, seek medical attention and notify HR.
- Allow your body temperature to be checked.
- Keep using your mandatory PPE.

MASK: MANDATORY USE



Each collaborator must receive cloth masks for personal use. All washable, so they can be reused. Masks must not be shared with friends and family. Masks must be used when commuting to work, during working hours, and when commuting to your home!

How to wear the mask?

1. Wash your hands or use gel alcohol before handling the mask.
2. Turn the outside of the mask outward.
3. Place the loops behind the ears.
4. Cover your nose, mouth and chin completely.
5. Use your fingers to gently press the clip over your nose.
6. Check if the mask is correctly fitted to your face and if there's no loose parts, avoiding the risk of accidents with rotating parts during working.



**Avoid touching the front
of the mask during
using!**

MASK: MANDATORY USE



How to take off your mask

1. Wash your hands or use 70% gel alcohol before removing the mask.
2. Remove the mask by the loops adjusted on the ears. Do not touch the front of the mask.
3. Store the mask in a plastic bag for later cleaning.
4. Wash your hands or use 70% gel alcohol after handling.

How to clean your mask

1. Leve a(s) máscara(s) usada(s) para casa.
1. Take the used mask (s) home.
2. Wash it(s) with soap and water, at a temperature below 60° degrees. Avoid using perfumes and fabric softeners. It can cause allergies.
3. Dry in a dryer machine or hang on the clothesline and iron them.
4. Attention: use only sanitized masks and dispose the deteriorated ones

TIP: Whenever Sulplast gives you a new mask, deliver your most damaged one at the replacement!



**Don't forget to
always wash
your hands!**



When should I wash my hands?

1. Upon arrival at work.
2. Before and after meals.
3. After going to the bathroom.
4. After attending public areas, such as elevators and cafeterias.
5. Before touching the face, especially eyes, nose and mouth.
6. After contact with animals and objects in community/public places.

How to wash my hands?

1. Use soap and water.
2. Rub your hands for about 20 to 30 seconds.
3. Wash between fingers, palm and back.
4. Rinse hands thoroughly.
5. Dry and discard the paper towel into the non-recyclable waste bin.

**TIP: Sulplast provided new washbasins
throughout the plant. 😊**



What to do in case of symptoms?



If you experience any symptoms of COVID-19, you should:

At home:

Call your doctor and/or go to a health service.

During work:

Communicate HR or Occupational Safety immediately.



Do not forget to report Sulplast via WhatsApp in case of symptoms at home.

Contact: (19) 99763 - 5132

I'm suspicious of Covid, what now?



Sulplast rules:

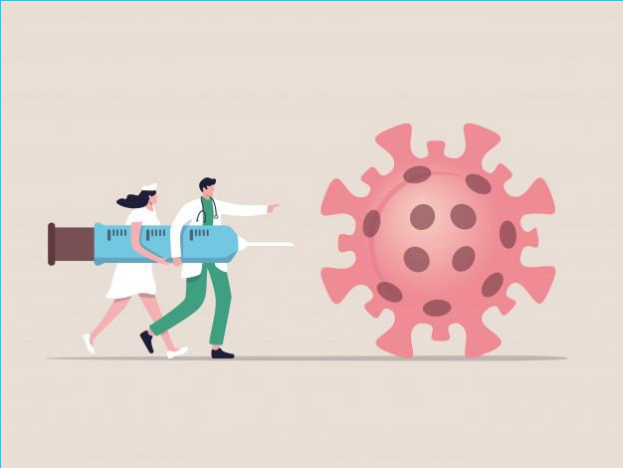
The employee must stay away until the exam results.
If the result is negative, the employee will return to work normally.
If positive, the employee will remain placed on leave until a new examination be carried out to prove his recovery.

Don't worry, Sulplast, in order to contribute to the constant fight against the coronavirus, is fully bearing the costs of exams to detect the virus, as well those ones after a period of isolation.

You'll not be helpless, count on us!!



VACCINATION



KEEP NA EYE ON 

Vaccination against COVID-19 already started!

Health workers and the elderly are already being vaccinated.
Vaccination is being done according to the age group. Stay tuned for availability, and when arrives the turn for you and your family, go to the nearest vaccination point!

Take it easy...

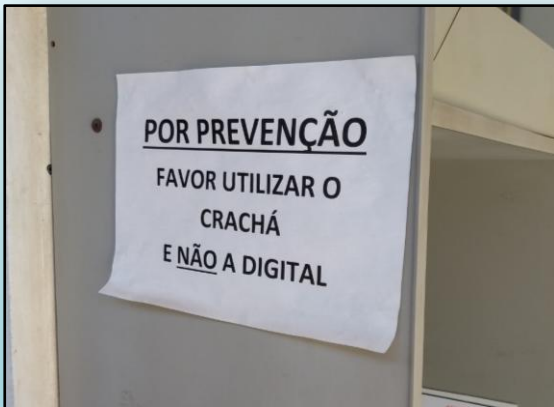


Sulplast will communicate the employees via social media about the ages in the vaccination process, so everyone keep up to date when their turn comes!

What is Sulplast doing?

At entry time:

- Every day, at the beginning of working, the temperature of all employees is consulted and noted, for monitoring throughout the day.
- In order to avoid agglomeration around the time clock and keep the distance, a limit was drawn on the floor for each employee wait for their turn.
- The fingerprint recognition in the time clock has been suspended.
- For those who are going to drink water, the drinking fountain has been adapted to no longer be necessary use hands for it.



What is Sulplast doing?

At the mess hall:

- At the mess hall tables, chairs that can be used were demarcated in order to maintain social distance. In addition, acrylic dividers were placed on the tables.
- The sale of drinks and desserts has been temporarily suspended, to avoid direct contact and crowding.
- The employees lunch time was divided into 5 different times, avoiding crowding at the tables;
- Reinforcement in the cleaning team, for better cleaning of the mess hall.



What is Sulplast doing?

At the office:

- Flasks of 70% alcohol gel were distributed for hands and work surface sanitizing.
- The table layouts have been changed to maintain social distance.
- Windows and doors open in all rooms to keep an airy environment with good circulation.
- All air conditioners operate in ventilation mode.
- Reinforcement in the sanitizing of air conditioning units.
- Reinforcement in the cleaning team, for better cleaning of the rooms.



What is Sulplast doing?

Inspection of receiving and shipment of finished product:

- Sanitizing after receiving and storing materials.
- Sanitizing point for truck drivers during loading and unloading.



*Hand sanitizing right
after contact with
raw materials and
products.*



What is Sulplast doing?

At the factory:

- Explanation to all employees about the risks and precautions that we must take in relation to the pandemic.
- All the employees of the Risk Group are working on separate schedules.
- Pedal-powered hand sanitizer dispensers scattered at strategic locations in the factory.
- New washbasins were installed, guaranteeing an extensive prevention campaign.
- Reinforcement in the cleaning team, for better hygiene of the manufacturing areas.



**PREVENÇÃO
É A SOLUÇÃO**

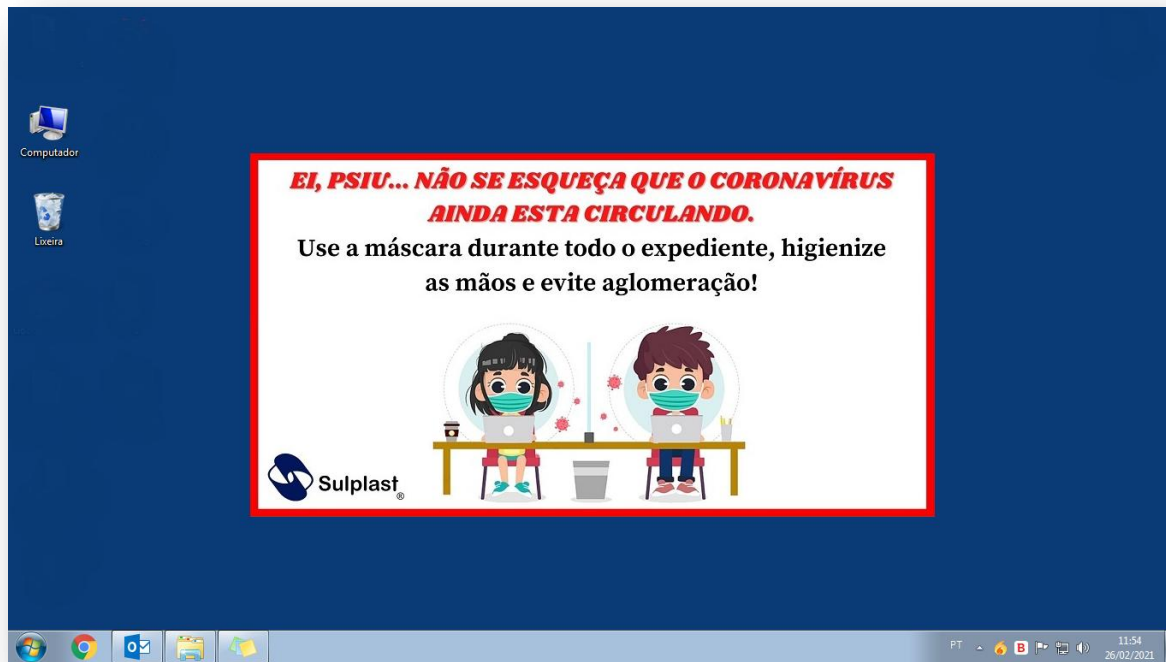
**Aproveitando
sucatas de ferro,
desenvolvemos
SUPORTES PARA
ÁLCOOL GEL
ACIONADOS
POR PEDAL**

**É UPCYCLING
no combate à
COVID-19**



What is Sulplast doing?

Constant communication with employees about the Health Ministry of Brazil recommendations, through social media and internal communication channels (E-mails, posters and wallpapers for computers).



With safety and health measures, in addition to unity, we can move on and win this battle together!

We are counting on you to face up the second wave of COVID - 19. Pull your weight!

Sulplast Fibra de Vidro e Termoplástico Ltda. – February / 2021

