



GENERAL MOTORS

RETURNING TO THE WORKPLACE WITH CONFIDENCE

COVID-19 EMPLOYEE GUIDE

07.21.20



Safety



it's personal
OWN IT

WE ARE COMMITTED TO SAFETY
IN EVERYTHING WE DO.

Our employees, partners, contractors and suppliers
are the heart and soul of General Motors.

Together, as One Team, we'll do what it takes to make our company
even stronger as we weather this challenge and return to the
workplace.

GM Team Members,

We developed this Employee Guide to help you learn about the steps we are taking to keep everyone safe in the workplace. Our goal is to ensure confidence in your return to any of our global facilities, knowing that robust, multi-layered COVID-19 safety protocols are in place.

During these uncertain times, we must focus on controlling what we can, while continuing to take appropriate actions to create environments where you can do your best work. As the COVID-19 situation evolves, we will adapt and make any changes to our policies in accordance with relevant health and safety protocols issued by authorities. We will live our values and demonstrate our behaviors in order to protect you and our company.



Mary T. Barra

Chairman and CEO
General Motors



Jim Glynn

Vice President, Global Workplace Safety
General Motors

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GETTING STARTED

GETTING STARTED

A Message From Dr. Hess

The COVID-19 pandemic has taken the world by surprise, attacking our families and way of life. I served 22 years in the military reserves. During that time, I trained for many wartime scenarios, some of which included biological warfare. I would have never dreamed the enemy we would be fighting would come from Mother Nature. GM has put together a team of highly skilled and trained individuals to develop the protocols and measures you will learn about through this guide. We have developed a multi-layered protection approach using resources such as the Centers for Disease Control (CDC), World Health Organization (WHO), and other scientific and medically-proven guidance. Our goals are to keep the disease out, stop the spread and manage active cases. Here are some details about the virus:

- The virus is spread mainly by direct airborne droplets produced when an infected person talks, coughs or sneezes. When in close proximity (within six feet/two metres) without a face mask, droplets may land in your mouth, nose, or be inhaled into the lungs and cause infection
- Direct contact transmission by touching contaminated surfaces and then touching your mouth, nose or eyes is a less common route
- The virus can live on some surfaces for up to 72 hours. It is not absorbed through the skin, so the best protection measure is to wash or sanitize your hands before eating, drinking, smoking or touching your face

As you learn more about the protection measures, be sure to ask questions. These measures are designed to help reduce risk, keep you safe and ensure the safety of those around you.

[Dr. Jeffery E. Hess](#)

Corporate Medical Director
General Motors

GETTING STARTED

We Are In This Together

TO HELP PROTECT YOURSELF AND OTHERS FROM THE COVID-19 VIRUS, IT IS IMPORTANT TO UNDERSTAND AND FOLLOW THE SAFETY PROTOCOLS OUTLINED WITHIN THIS GUIDE.

PROTOCOL BASICS

- Keep COVID-19 out of our global facilities
- Prevent the spread of COVID-19 within our facilities
- Effectively manage suspected or confirmed COVID-19 cases

PROTECTING YOURSELF AND OTHERS

- Monitor your health daily – you are the first level of defense in preventing COVID-19 from entering your facility
- Take your temperature and self-assess for symptoms before leaving home
- Follow your site's entrance procedures
- Wear a face mask
- Wash or sanitize your hands frequently
- Maintain physical distancing
- Help keep our facilities clean
- Notify your supervisor if you or a co-worker are not feeling well while at work



GETTING STARTED

Multi-Faceted Approach

While each of our individual safety protocols is designed to help prevent the spread of the COVID-19 virus, they are most effective as a whole; working together to help keep you and those around you safe. Any one protocol standing alone is not enough – it is our responsibility to ensure we're following the directions detailed in this guide.

THERE ARE TIMES YOU WILL LIKELY BE WITHIN TWO METRES OF ANOTHER PERSON

It is at those times when our other safety protocols – wearing a mask and safety glasses – become even more important

THERE ARE TIMES YOU WILL REMOVE YOUR FACE MASK TO EAT OR DRINK

When this occurs, physical distancing is a priority. Washing your hands and cleaning the area immediately around you is also critically important

THERE ARE TIMES WHEN OUR FACILITY AND/OR YOUR HANDS ARE NOT PERFECTLY CLEAN

This is another reason why we emphasize frequent handwashing and require you to wear a face mask and refrain from touching your eyes, nose, mouth or face

Remember, before each of these scenarios, our entry process is a preventative measure to help keep the disease out of our facilities.

GETTING STARTED

Home Protection Measures

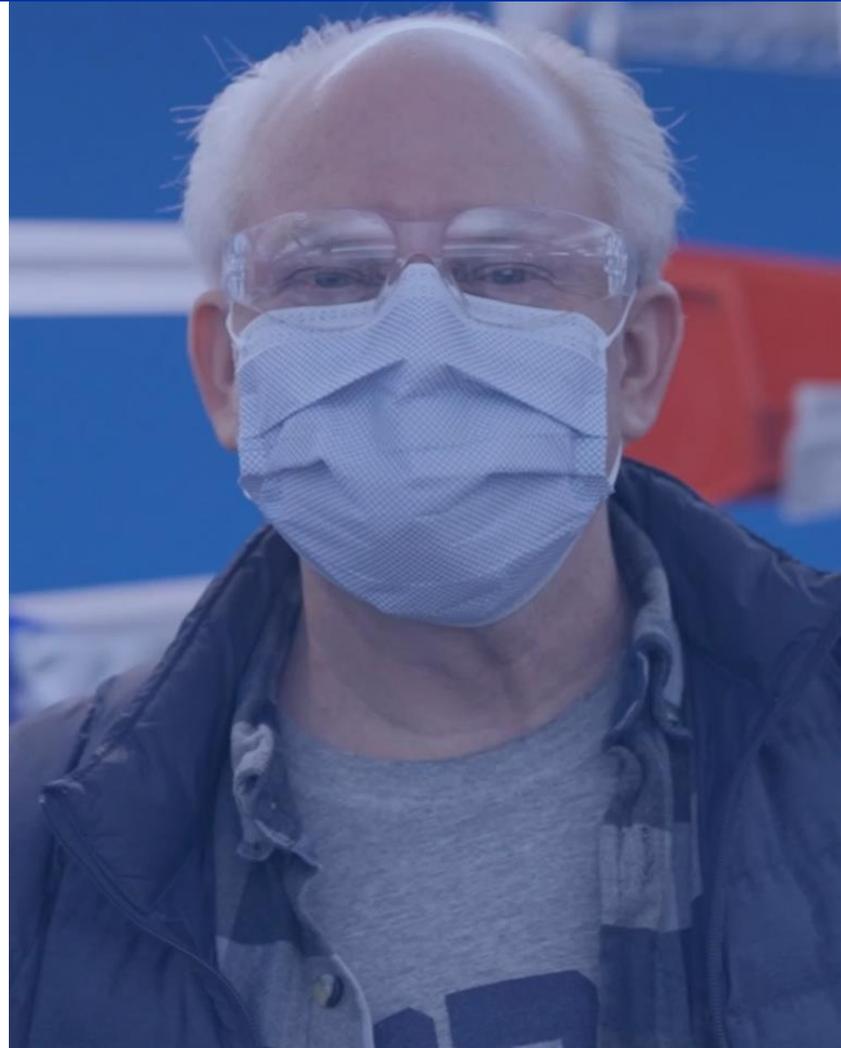
WE WILL TAKE PRECAUTIONS TO HELP PROTECT YOU,
YOUR FAMILY AND YOUR COMMUNITY.

This guide outlines what we are doing in the workplace to help prevent the spread of the COVID-19 virus. However, many of the protocols we have described can also apply to your everyday life outside of work. It takes the entire team to be successful with each of us doing our part.

OUTSIDE OF THE WORKPLACE

- If you bring your face mask home from work, store it in a lunch-size paper bag
- When returning from work or a public place, wash or sanitize your hands
- When you or family members go out in public, wear a face mask
- Avoid close contact with people in public, maintaining two metres of distancing at all times and avoid anyone who is visibly sick or coughing
- Clean and disinfect frequently touched surfaces at home daily, such as tables, doorknobs, light switches, remote controls, countertops, etc.

Together, we can win the battle against COVID-19.

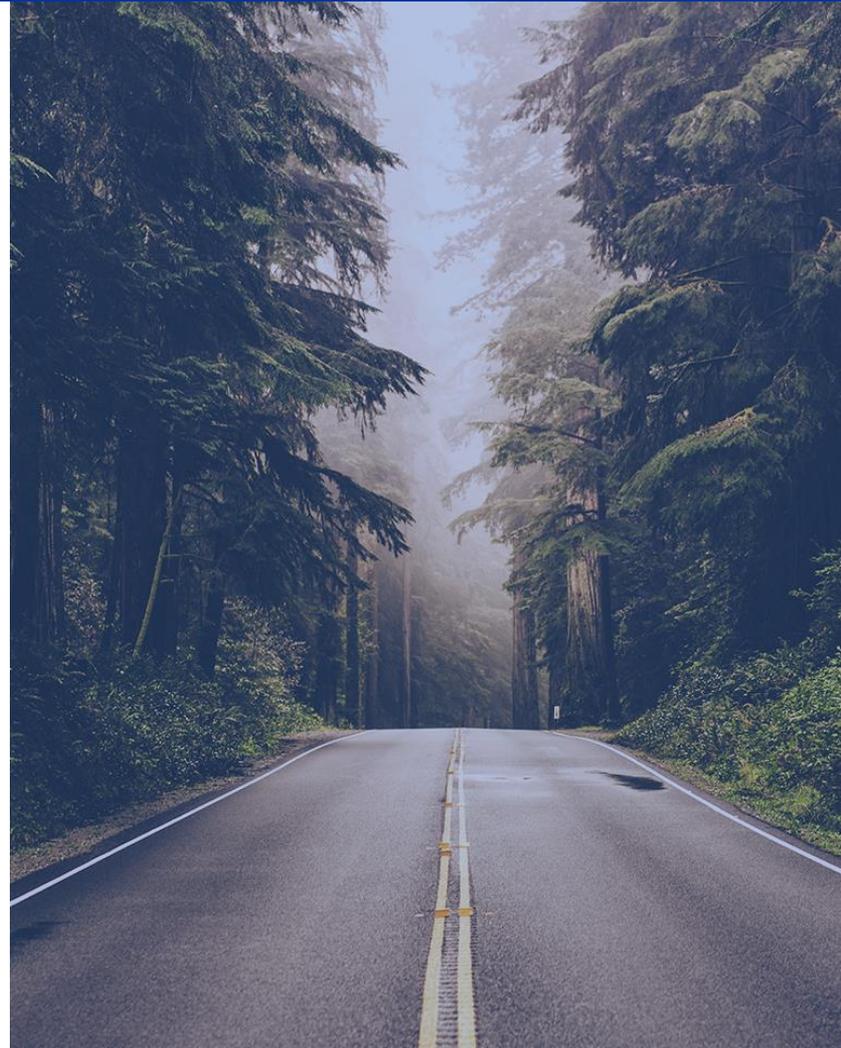


GETTING STARTED

Managing Stress and Anxiety

Many aspects of the COVID-19 outbreak can cause stress and anxiety. Fear of the disease, dealing with the unknown, social isolation and financial stress can all become overwhelming very quickly and cause strong emotions in adults and children. Managing your stress can help you, the people you care about and your community be resilient and thrive. Some ways to cope include:

- Learn from reputable resources like the Public Health Agency of Canada [about the disease](#) and how to protect yourself and your family
- Avoid binging on the news, social media and television
- Take care of yourself by eating healthy, getting regular exercise, trying to obtain good sleep each night and avoiding alcohol and drugs
- Take breaks and do an activity you and your family enjoy
- Connect with others by giving them a call
- For more stress management resources, go to visit [COVID-19 Toolkit for individuals](#)





ENTERING THE FACILITY

ENTERING THE FACILITY

Implementing measures to help prevent the COVID-19 virus from entering our facilities is the first step in our multi-faceted approach to maintaining a safe and healthy work environment. New entry procedures have been designed to identify at-risk individuals, provide them with the appropriate care and keep them out of the facility until any concerns have been addressed. These procedures help keep you safe when you arrive, while you work and as you leave. Trained GM representatives will help move people through the process, with additional staff during busy times.

You can expect to see the following as you enter any GM facility:

1 ENTRANCE PROCEDURES

Ensuring physical distancing, answering a simple COVID-19 questionnaire, hand sanitizing and wearing face masks.

2 TEMPERATURE SCREENING

Identifying people with high surface temperatures to help prevent them from exposing others to potential infection.

3 FACE MASKS

Wearing a provided face mask is required to help prevent the spread of infection.

4 SAFETY MESSAGES

Posting new signage throughout the facility to remind everyone about safety procedures.

1

ENTERING THE FACILITY

Entrance Procedures

Before coming to work each day, please pay attention to how you're feeling. Your safety and the safety of those around you depends on a personal self-assessment and self-reporting of any symptoms.

If you can answer **YES** to any of these questions:

1. Have you travelled outside of Canada in the last 14 days?
2. Do you currently have a fever (anything 100.4°F (38°C) or higher), chills, cough, difficulty breathing, sore throat, difficulty swallowing, runny or stuffy nose, lost sense of taste or smell, pink eye, headache, diarrhea, abdominal cramps, nausea, muscle aches, or unusually extreme fatigue?
3. In the last 14 days have you been in close physical contact* with someone who:
 - a. Tested positive for COVID-19; or
 - b. Is sick with a new cough, fever or difficulty breathing; or
 - c. Returned to Canada in last 2 weeks

PLEASE DO NOT REPORT TO WORK. NOTIFY YOUR SUPERVISOR OR CALL THE GM CANADA MEDICAL CENTRAL CALL LINE, 519-425-3105.

Calling allows our medical staff to gather information and provide guidance regarding the suspected or confirmed case of COVID-19 to help you.



1

Have you travelled outside of Canada in the last 14 days?

2

Do you currently have a fever (*anything 100.4°F (38°C) or higher*), chills, cough, difficulty breathing, sore throat, difficulty swallowing, runny or stuffy nose, lost sense of taste or smell, pink eye, headache, diarrhea, abdominal cramps, nausea, muscle aches, or unusually extreme fatigue?

3

In the last 14 days have you been in close physical contact* with someone who:

- Tested positive for COVID-19; or
- Is sick with a new cough, fever or difficulty breathing; or
- Returned to Canada in last 2 weeks

IF YOU ANSWERED YES

to any of these questions:

IMMEDIATELY NOTIFY the GM representative at site entry.

MAINTAIN TWO METRE DISTANCE from all people while medical response is coordinated.

*close physical contact means being less than 2 metres away for more than 15 minutes, or living in the same home



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ENTERING THE FACILITY

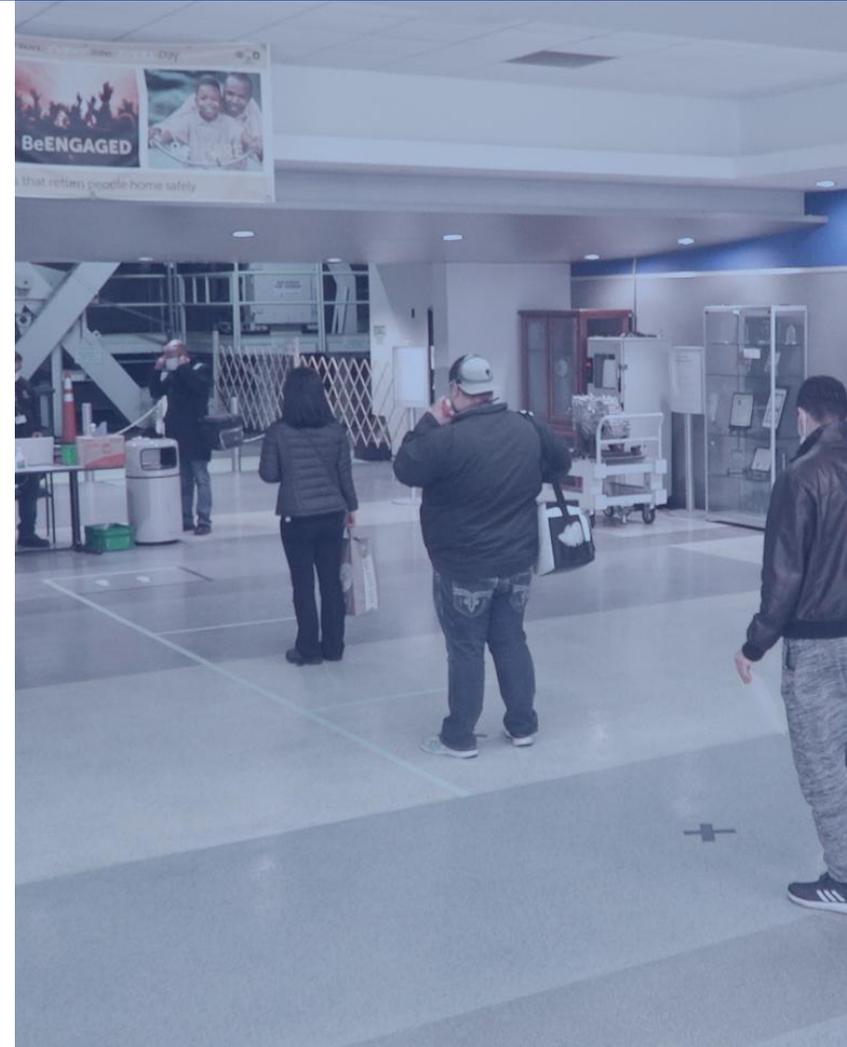
Entrance Procedures

Although we have implemented a thorough COVID-19 prevention program, it's important to always follow applicable national and local COVID-19 isolation/quarantine protocols. Any local requirements affecting us will be covered in a COVID-19 orientation briefing.

UPON ARRIVAL

At each entrance, everyone will follow these protective measures:

- Maintain a physical distance of two metres from other people, as reminded by numerous visual cues
- Use forearm or shoulder (NOT hands) to push turnstile
- Sanitize your hands
- Wear the provided face mask
- Answer a simple COVID-19 questionnaire
- Have your temperature screened
- Wear safety glasses in all manufacturing, warehouse and lab facilities



Temperature Screening

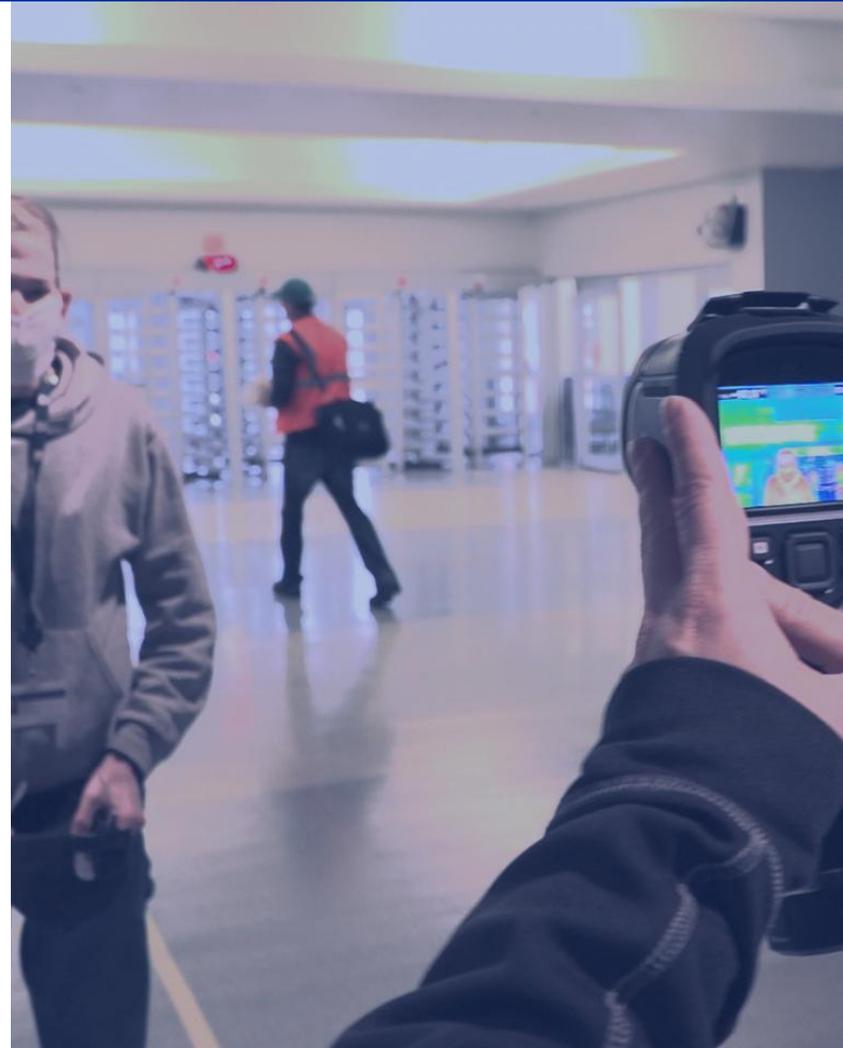
An elevated temperature is an indicator of potential COVID-19 infection. When you enter, your temperature will be checked by a trained GM representative using a thermal screening device.

IF YOU HAVE AN ELEVATED TEMPERATURE, YOU WILL BE SENT TO MEDICAL FOR FURTHER EVALUATION.

If medical staff is unavailable, you will be provided with instructions on what to do next and will not be allowed to enter.

SCREENING DIRECTIONS

- Remove hats or glasses (to get an accurate reading)
- Stand in the designated area in front of the screening device
- Screening will occur at optimum distance to maximize the safety of the entrant and the screener
- Temperature is taken in 2-5 seconds with a “no-touch” device





ENTERING THE FACILITY

Face Masks

When we breathe, talk, cough or sneeze, small droplets are expelled and, for an infected person, the droplets likely contain the COVID-19 virus. Being exposed to these droplets is the most probable way of contracting COVID-19. Wearing a mask is the best way to help keep these droplets contained.

You will be provided and required to wear a face mask. If this mask becomes damaged, soiled or unwearable, you will be provided a replacement. Homemade or externally-purchased masks are permitted to be layered under the GM provided masks. Employees are permitted to bring in higher levels of respiratory protection if required and should speak to their leader for guidance.

FACE MASKS MUST BE WORN AT ALL TIMES EXCEPT WHEN EATING OR DRINKING.

We need everyone to wear a mask so we can protect each other – “You wear a mask to protect me; I wear a mask to protect you.”





ENTERING THE FACILITY

Face Masks

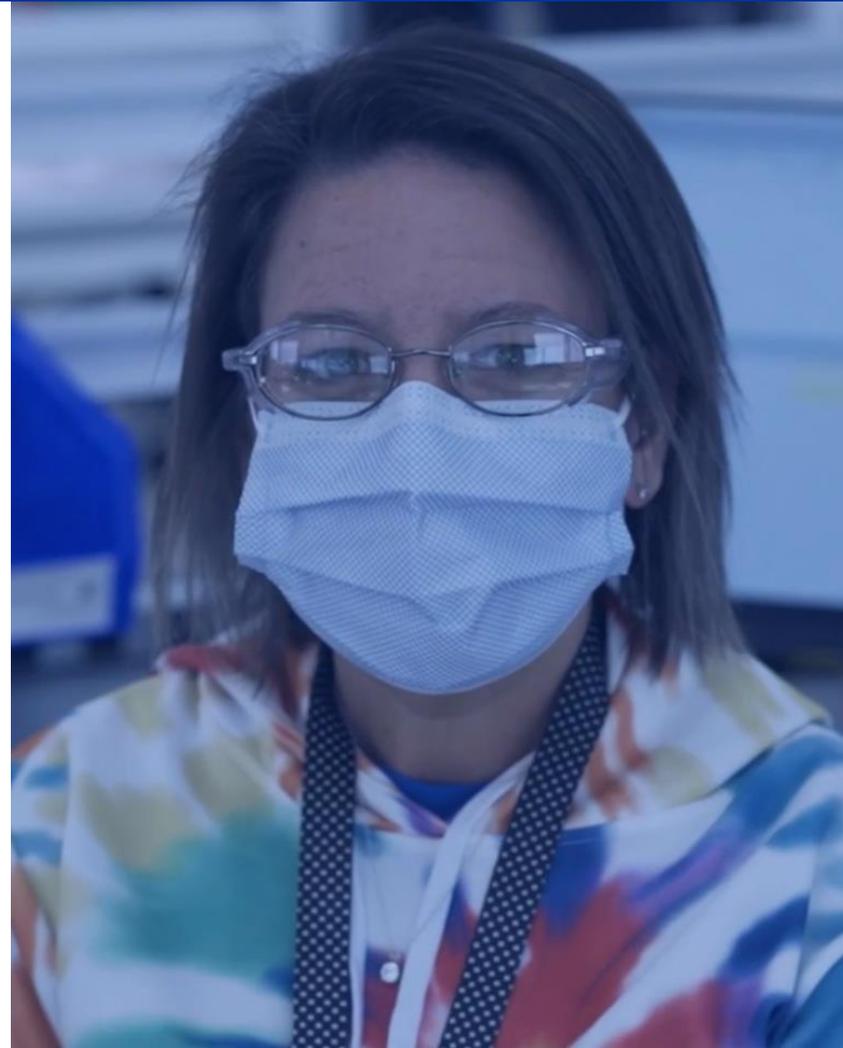
HOW TO WEAR A FACE MASK

1. Wash or sanitize hands before handling face mask
2. With the thin metal strip at the top, put your fingers through the earloops and position the mask over your nose and mouth
3. Place the earloops around your ears and pull the mask from top and bottom to open the folds
4. Adjust the mask around your face, then gently fit the thin metal strip over the bridge of your nose

WHAT TO DO WITH YOUR FACE MASK AFTER WORK

If you bring your face mask home from work, store it in a lunch-size paper bag. This allows the mask to dry and protects others from coming into contact with the possibly contaminated surface.

Under normal conditions, face masks are not considered medical waste and can be disposed in general





ENTERING THE FACILITY

Face Masks

FOG PREVENTION TECHNIQUES

If your safety glasses fog up while wearing a face mask, try the solutions below. Each of us will need to find the technique that works best. More details will be discussed during orientation.

SOAP AND WATER

Soap helps prevent water droplets from sticking to lenses.

1. Wash lenses with soap and water
2. Rinse and shake off excess water
3. Air-dry or use a tissue to dry

FOLDING FACE MASK

Folding the face mask and fitting in under glasses can prevent fogging.

1. Adjust the mask to fit your face
2. Fold the top of the face mask down to crease it
3. Ensure it fits perfectly over bridge of the nose
4. Loop the elastic earloops to create a figure-eight if mask is loose

FOLDED TISSUE

A folded tissue added to the mask can prevent fogging.

1. Fold a tissue
2. Insert near the top of the mask
3. Ensure it fits perfectly over bridge of the nose



ENTERING THE FACILITY

Safety Messages

Signage and messaging will be visible and readily available to keep you informed of what needs to be done and why.

For more information, watch these short videos featuring Gerald Johnson (Executive Vice President, Global Manufacturing) and Dr. Jeffery Hess (Corporate Medical Director).



WHAT TO
EXPECT WHEN
YOU ARRIVE

[WATCH NOW](#)



COVID-19
SELF-
DECLARATION

[WATCH NOW](#)



IMPORTANCE
OF WEARING
A MASK

[WATCH NOW](#)



PROTOCOL
FOR LUNCH
AND BREAKS

[WATCH NOW](#)



KEEPING CLEAN



KEEPING CLEAN

To help prevent the spread of COVID-19, it is important to wash your hands often and keep common touchpoint surfaces (restrooms, cafeterias, workstations, meeting rooms, etc.) clean. To do so, we have increased sanitization responsibilities of our housekeeping team and are asking each one of you to contribute.

The new process focuses on:

1 TOUCHPOINT SANITIZATION AND CLEANING

Increasing the frequency of high touchpoint area cleanings, as well as clearly displaying the last time the area was sanitized.

2 SANITIZATION STATIONS

Providing designated areas where disinfecting supplies will be available.

3 HANDWASHING

Frequent washing or sanitizing of hands.

1

KEEPING CLEAN

Touchpoint Sanitization and Cleaning

HOUSEKEEPING

Housekeeping will increase cleaning frequency for common touch surfaces. The following will be cleaned 3-4 times per shift/workday and between shifts/workdays:

- All entry/exit points
- Restrooms
- Doors, handrails, drinking fountains, etc.
- Cafeteria and vending machines

Areas that have been sanitized will be clearly marked with signage identifying the latest time the area was cleaned.



GENERAL MOTORS

THIS AREA
HAS BEEN
SANITIZED

DATE:

TIME:

SANITATION
SCHEDULE:

KEEPING CLEAN

1

Touchpoint Sanitization and Cleaning

YOUR ROLE

You will be asked to clean your workstation at the beginning of every shift/workday. The frequency of cleaning of these areas may vary based on your site. Supplies and instructions will be provided. As part of enhanced cleaning protocols for your work area, you may need to use additional approved chemicals, wear additional PPE and follow specific instructions. Details specific to your work area will be provided by your Group Leader or supervisor.

The key areas to clean are those touched most frequently:

- All high-touch areas of process equipment: handles, tools, etc.
- Includes mobile equipment, hand grips, steering wheel, levers, etc.

You may also be asked to clean:

- Common Areas
- Production/Operator Spaces
- Immediate Work Area
- Carts





KEEPING CLEAN

Sanitization Stations

Sanitization Stations are identified locations where you can expect to find hand sanitizer and disinfecting supplies. It is important to know where these items are in your work area. Contact numbers will be provided if supplies are low.

HAND SANITIZER

Possible locations include:

- Entry Points
- Department Nerve Centers
- Key Office Area Locations
- Team Rooms
- Cafeteria/Grab-N-Go
- Vending Machine Locations
- Conference Rooms
- Mobile Equipment Charging Areas

DISINFECTING WIPES

Possible locations include:

- Entry Points
- Mobile Equipment Charging Areas
- Mobile Equipment Hand-off Areas
- Team Rooms
- Grab-N-Go/Vending Areas with Tables
- Office Areas and Workstations



KEEPING CLEAN

Handwashing

While COVID-19 is primarily transmitted by airborne droplets, touching surfaces contaminated with the virus and then touching your eyes, nose, mouth or face may be a secondary means of disease transmission. This is why frequent handwashing or sanitizing is so important.

The risk of contracting COVID-19 from handling parts or packing materials is low, and gloves provide no additional protection because COVID-19 cannot be absorbed through intact skin. The best protection against possible surface contamination is to follow standard infection control measures.

- Wash your hands frequently with soap and water throughout the day
- Alcohol-based hand sanitizer can be used when soap and water are not available
- Always wash or sanitize your hands before eating, drinking or smoking
- Avoid touching your face, eyes, nose or mouth





PHYSICAL DISTANCING AND VENTILATION

PHYSICAL DISTANCING AND VENTILATION

Physical distancing, also called “social distancing,” is the act of keeping two metres of distance between yourself and other people. So, why two metres? Thanks to gravity, the droplets we each expel when we breathe, talk, cough or sneeze, will likely travel less than two metres before falling to the ground or surfaces below face level. Physical distancing, in combination with minimizing touchpoints and utilizing controlled airflow, is crucial in preventing the spread of COVID-19.

Our additional measures include:

1 FOCUS AREAS AND BEST PRACTICES

Physical distancing protocols for workstations, meeting rooms and other common spaces.

2 DOORS OPEN STRATEGY

Propping doors open to increase airflow and prevent the need to use hands.

3 FANS AND VENTILATION

Managing ventilation to possibly decrease the risk of infection.

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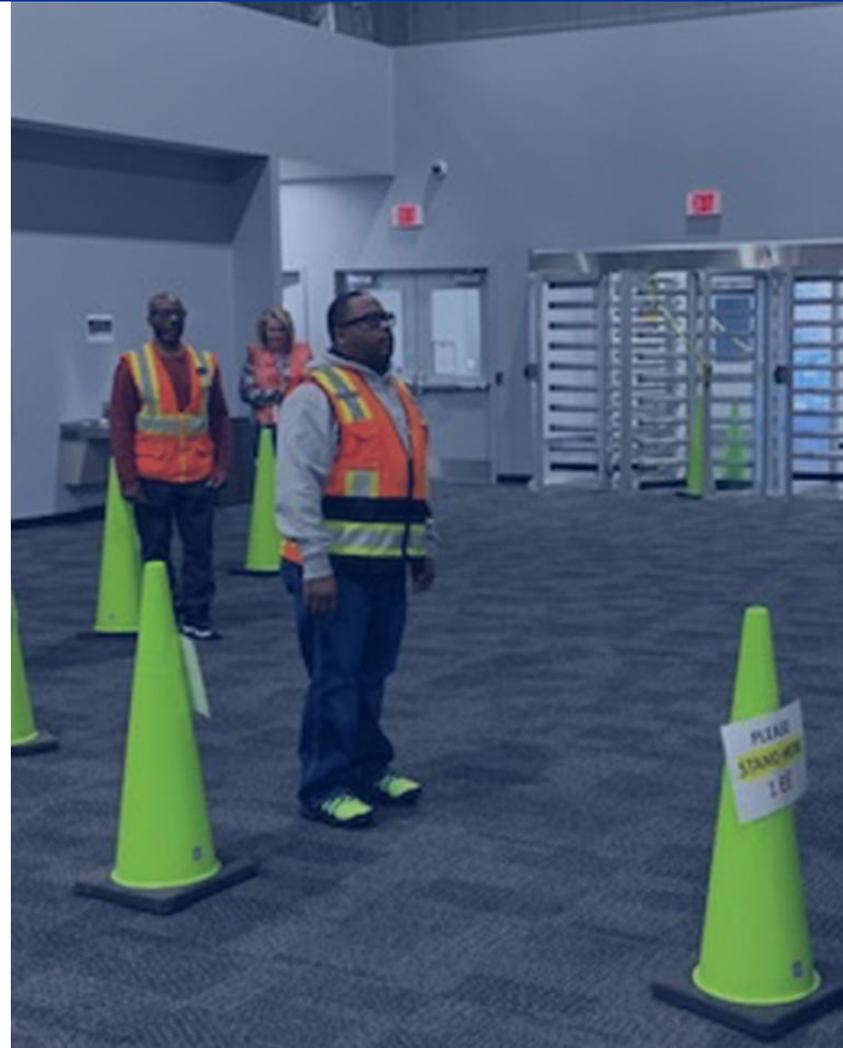
Focus Areas and Best Practices

Numerous high-visibility markings will help you maintain physical distance of two metres between people. However, this is a new behaviour, so it is very important that we train ourselves to physical distance even while we are not working.

TO PRACTICE PHYSICAL DISTANCING:

- Stay at least two metres from others when possible
- Stay out of crowded places and avoid mass gatherings
- Utilize Skype meetings whenever possible
- Organize conference rooms and other meeting spaces to support two-metre physical distancing, general guideline is 50 percent capacity
- Follow restrictions on how many people can use an elevator at a time, as well as limiting the number of people permitted to sit at a table

There will be jobs where employees will work within two metres, which is why we have a multi-faceted protection approach that includes cleaning, pre-screening and requiring masks/safety glasses as additional precautions.



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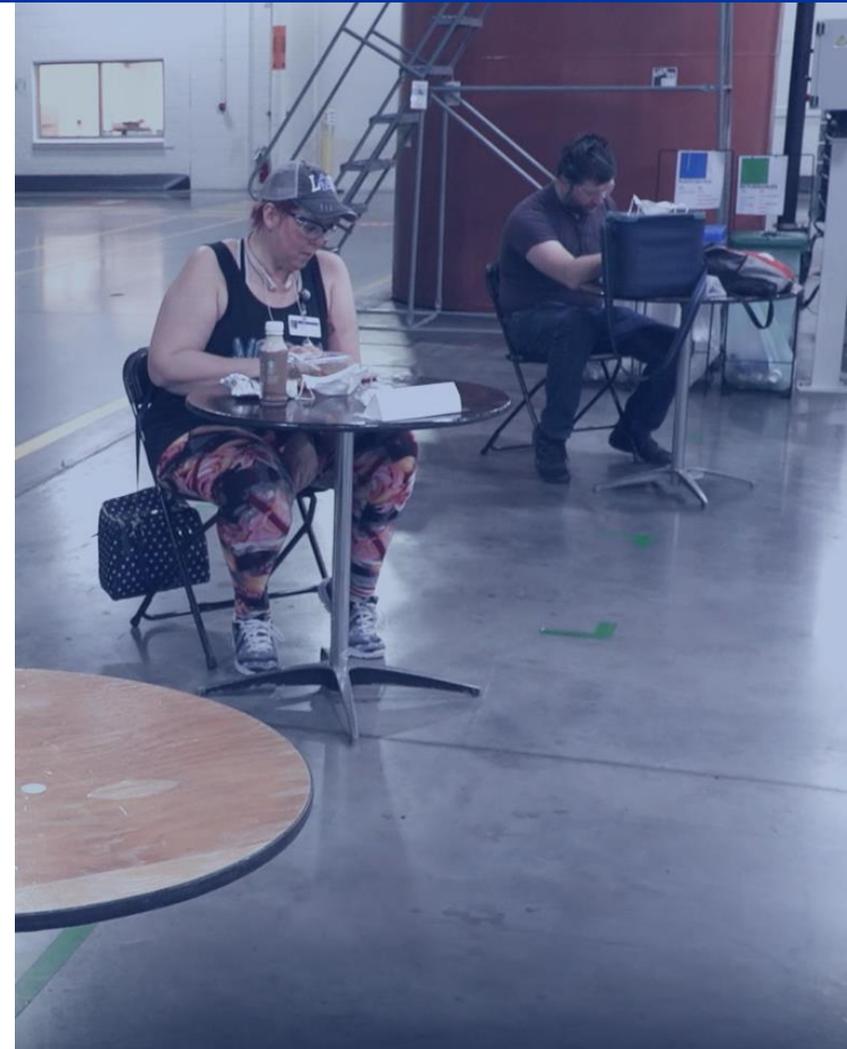
PHYSICAL DISTANCING AND VENTILATION

Focus Areas and Best Practices

BREAK AND LUNCH AREAS

FACE MASKS MUST BE WORN AT ALL TIMES EXCEPT WHEN EATING OR DRINKING.

- Maintain physical distancing
- Staggered start/stop times and lunch/break times can help prevent congestion
- Microwaves and refrigerators will be available
- Coffee pots and machines are allowed with more frequent sanitization of equipment touchpoints
- Water refill stations and drinking fountains should be used to fill personal containers only
- Vending and 24/7 self-service markets will be operational
- Cafés and full-service areas will start-up on a limited basis
- Limited single-serve/grab-n-go food and beverage options will be available
- Pre-order, pre-pay and non-cash payments are highly encouraged



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PHYSICAL DISTANCING AND VENTILATION

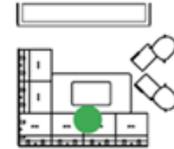
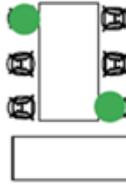
Focus Areas and Best Practices

MEETING SPACES

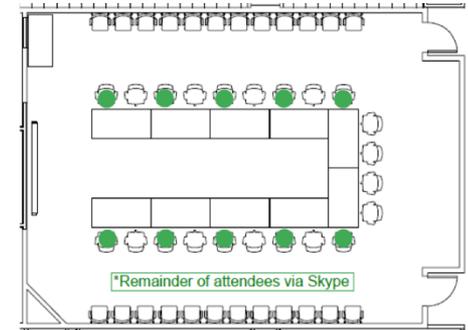
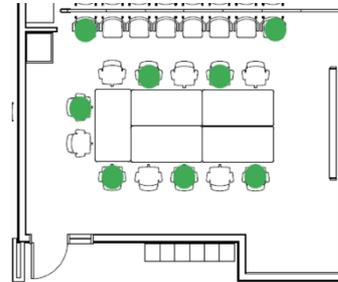
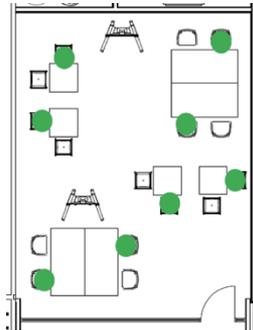
Please see examples of how to maintain proper physical distancing while utilizing open ideation spaces and large conference rooms.

Be sure to stagger seating so you're not face-to-face and wipe down all areas before and after use.

OPEN IDEATION SPACES



CONFERENCE ROOMS



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Focus Areas and Best Practices

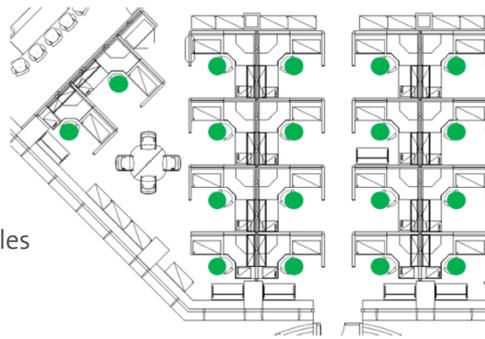
OFFICE WORKSTATIONS

We will provide recommended workstation seating patterns to help encourage physical distancing.

Traditional cubicles already provide a two metre distance between coworkers, while compressed cubicles should be selected by staggering to maintain two metres of distance between coworkers.

Traditional (typical) Template:

- 100% Maximum seating



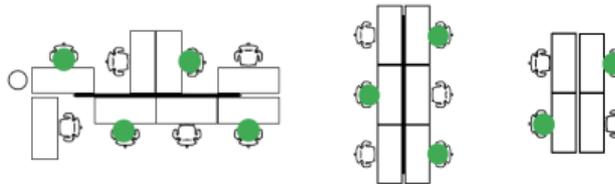
Compressed (straight 4') Template:

- In a 10 pack, 5 people only



Straight Desks:

- 50% Maximum seating per cluster
- Staggered seating



120/Curved Desks:

- In a 3 pack, 1 person only
- In a 6 pack, 2 people only





PHYSICAL DISTANCING AND VENTILATION

Doors Open Strategy

Propping doors open can increase airflow and eliminate touchpoints in high-traffic areas. Each site has identified doors to remain open. In some cases, signage may be used to clarify which doors must remain closed (i.e. fire doors, restrooms, etc.).

PUSHING TO OPEN A DOOR

- Use another part of your body (hip, shoulder or elbow) to open the door without using your hand
- If you need to turn a handle, use a towel/wipe on handle or wash/sanitize hands after opening

PULLING A DOOR OPEN

- Use a towel/wipe to grab the handle or wash/sanitize hands after opening

In areas where ventilation is localized (team rooms, offices, trailers, etc.), consider keeping doors open to circulate airflow.





PHYSICAL DISTANCING AND VENTILATION

Fans and Ventilation

Our ventilation systems are required to maintain effective airflow and comfort in our facilities. We must also be aware that high-speed fans can propel airborne droplets carrying the COVID-19 virus much further than the two metre distance previously mentioned. We are evaluating ventilation systems in all locations to manage and direct airflow, helping to mitigate risk.

VENTILATION

- If locally-installed ventilation equipment is not functioning properly in offices, team rooms and trailers, open doors and windows to keep air circulating; notify your supervisor
- Avoid work in unventilated areas if possible

COOLING FANS AND DIRECTED AIR DISTRIBUTION

- Ensure that air does not flow from one person's breathing zone to another person's breathing zone
- Work together to identify ways to redirect airflow to avoid this situation, keeping yourself and others safe
- Review and incorporate alternate means of cooling, particularly in heat-stress areas (evaporative towels, cold drinking water, etc.)





HANDLING POSSIBLE COVID-19 CASES



HANDLING POSSIBLE COVID-19 CASES

Helping to prevent the spread of COVID-19 relies on being prepared, acting promptly and being proactive when it comes to assuring our methods are effective.

We can accomplish this by focusing on:

1 SUSPECTED CASES

Being prepared to identify and handle possible cases of COVID-19.

2 SAFETY OBSERVATION TOURS

Verifying and measuring effectiveness of COVID-19 employee guidelines.



HANDLING POSSIBLE COVID-19 CASES

Suspected Cases

Part of preventing the possible spread of COVID-19 is being prepared to handle a suspected case. That's why medical support will be readily available on all shifts/workdays.

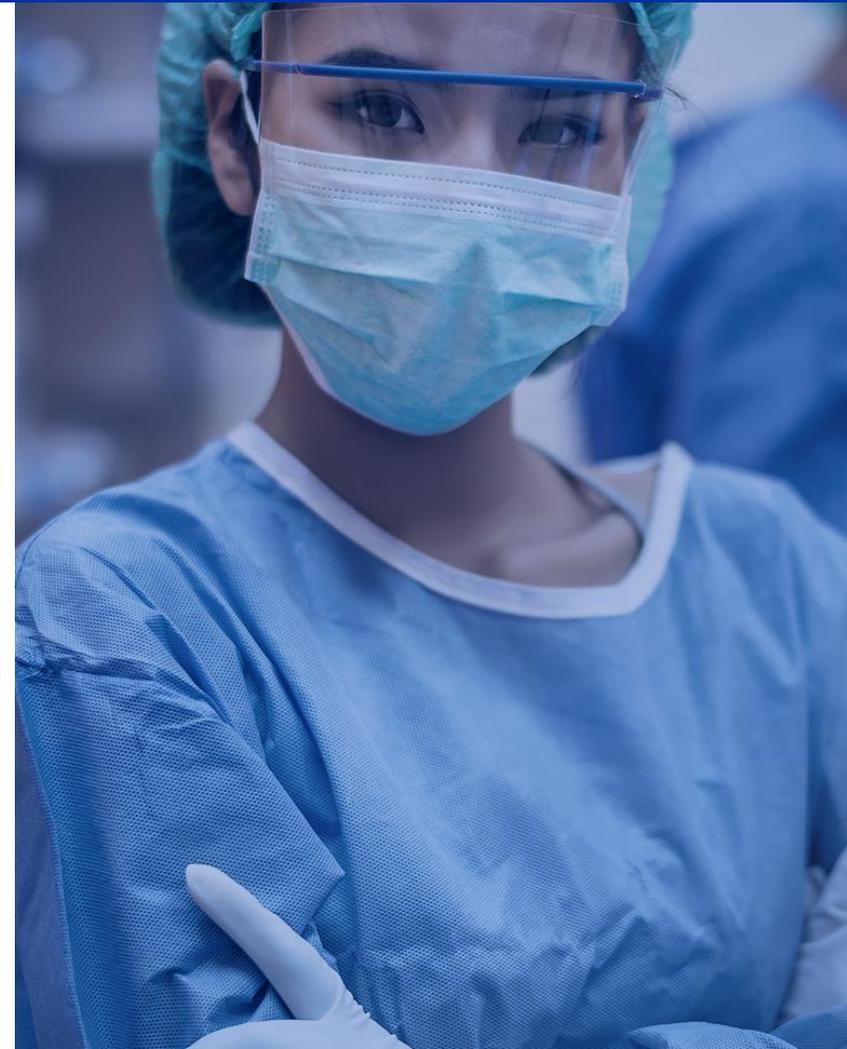
IF YOU TEST POSITIVE FOR COVID-19 OR HAVE BEEN IN CONTACT WITH SOMEONE WHO HAS, YOU SHOULD NOTIFY YOUR SUPERVISOR OR CALL THE GM CANADA MEDICAL CENTRAL LINE AT 519-425-3105.

You will be referred to a medical staff member who will gather information and provide guidance regarding your suspected or confirmed case of COVID-19

- Confidentiality will be respected, and personal information will only be used as appropriate for case management and contact tracing
- Based on the information obtained, medical personnel will notify your direct contacts and site HR as appropriate

It's important to self-report, even when working from home.

Join us in keeping yourself and your co-workers safe.





HANDLING POSSIBLE COVID-19 CASES

Suspected Cases

IF YOU HAVE SYMPTOMS

If you are experiencing flu-like symptoms such as fever, chills, cough, difficulty breathing, runny or congested nose, headache, difficulty swallowing, sore throat, loss of sense of taste and smell, muscle/joint aches, diarrhea, fatigue, abdominal cramps or nausea, do not come to work.

PRIOR TO WORK

- Take your temperature and self-assess whether you have symptoms. If you have symptoms or a fever of 100.4 °F (38°C) or higher, do not come to work
- Call your supervisor or site's Absence Line
- Contact your physician

WHILE AT WORK

- Notify your supervisor
- Maintain a distance of two metres from others
- Report immediately to the site Health Center or call the GM Canada Medical Central Line at 519-425-3105 and you will be referred to a medical staff member who will gather information and provide guidance regarding your suspected or confirmed case of COVID-19

IF SOMEONE AT WORK HAS SYMPTOMS

If you notice or become aware of an employee or visitor with symptoms, follow the steps below:

- Maintain physical distance of two metres from the employee and ask them to move away from other employees or into an empty conference room
- Notify your supervisor
- The employee should report immediately to the site Health Center or call the GM Canada Medical Central Line at 519-425-3105

IF SOMEONE AT HOME HAS SYMPTOMS

- If a person in your household has symptoms, they should contact their physician to determine if they have COVID-19
- If a medical professional confirms or suspects someone in your household has COVID-19, you should not come to work. Notify your supervisor or call the site's Absence Line

HANDLING POSSIBLE COVID-19 CASES

Safety Observation Tours

Anytime we introduce something new, we need to make sure it's working. To do so, we will conduct Safety Observation Tours to verify the effectiveness of our protocols. But, every one of us is an observer. If you see something that concerns you, take action in a respectful manner and/or contact your supervisor.

Leaders in your area will be able to answer questions.

As part of our regular workplace safety protocol, teams will continue to monitor and verify that the site's Workplace Safety System is functioning as required. Safety tours will be conducted, and feedback will be addressed.

If you have a COVID-19 concern, first talk to your supervisor and follow your site's Employee Safety Concern process if necessary.





WORKING OR VOLUNTEERING AT A NON-GM FACILITY

WORKING OR VOLUNTEERING AT A NON-GM FACILITY

Ensuring your safety when entering non-GM facilities is crucial to help stop the spread of COVID-19. Prior to entering a non-GM facility, follow all applicable national and local COVID-19 isolation and quarantine protocols. Note that these protocols may differ in timing and terms and conditions. These facilities include, but are not limited to, suppliers, dealerships, service centers and warranty centers. Follow the instructions on the next page to help keep yourself and others safe.

SAFETY PROTOCOLS

Preventing the spread of COVID-19 at non-GM facilities.

WORKING OR VOLUNTEERING
AT A NON-GM FACILITY

Safety Protocols

BEFORE YOU ARRIVE:

- Verify the location knows you are coming, and it is an approved visit
- Conduct a self-assessment by asking yourself the questions outlined on page 13. **If you answer “yes” to any of these questions, DO NOT visit the non-GM location. Notify your supervisor and call medical at 1-519-425-3105**
- Wash your hands prior to putting on your GM-provided face mask. When soap and water are not available, use an alcohol-based hand sanitizer

DURING YOUR TIME AT THE LOCATION:

- Maintain six feet of physical distance from others when entering and exiting the facility, at supplier sign-in or sign-out desks, while working in the service garages and at any other locations
- Use a new GM-provided face mask each day. Masks must be stored in a temperature and moisture-controlled place (e.g. house). When traveling between sites, store mask in a paper bag
- Avoid touching your face, eyes, nose and mouth, and wash your hands as often as possible

Contact your host for additional information, if needed.



Additional Resources

EMPLOYEE SAFETY CONCERN PROCESS

- **SEE IT** – If you have a safety concern related to COVID-19, report it to your supervisor and discuss how it can be resolved
- **TAKE ACTION** – Your supervisor will help get the right support resources
- **CLOSE THE LOOP** – Your leader will close the loop with you once the safety concern has been addressed
- If you cannot resolve the workplace safety issue through the Employee Safety Concern Process, the Awareline is available

QUESTIONS?

If you have questions regarding this guide or the information within, please send an email to globalworkplacesafety@gm.com.





WE LIVE VALUES THAT RETURN PEOPLE HOME SAFELY.
EVERY PERSON. EVERY SITE. EVERY DAY.
WE ARE GENERAL MOTORS.

