

# COVID-19 Best Practices



Disclaimer: Cope Plastics safety guidelines, processes and procedures are in line with the Center of Disease Control and Prevention (CDC), Illinois Department of Public Health (IDPH), the World Health Organization (WHO), and other experts on pandemics. Please be aware that local regulations might differ and that our practices are based on the applicable regulations in the states where our facilities are located and well-known safety guidelines of business. It is your responsibility to align any action you may take with the applicable regulations in your municipality, county, state, and country.

# Intended Use For This Material

As with many around the world, Cope Plastics is learning how to navigate through a pandemic. Identified as an essential business, we continue to build and review practices and procedures in an effort to keep our employees, customers, vendors, and visitors safe during this pandemic and beyond. This document is intended to share our best practices and initiate conversations in the pursuit of creating safe, robust and sustainable practices and procedures during this challenging time.

If you would like to join in the conversation and share your best practices, visit our website at [www.copeplastics.com](http://www.copeplastics.com), or email us at [safteyfirst@copeplastics.com](mailto:safteyfirst@copeplastics.com).

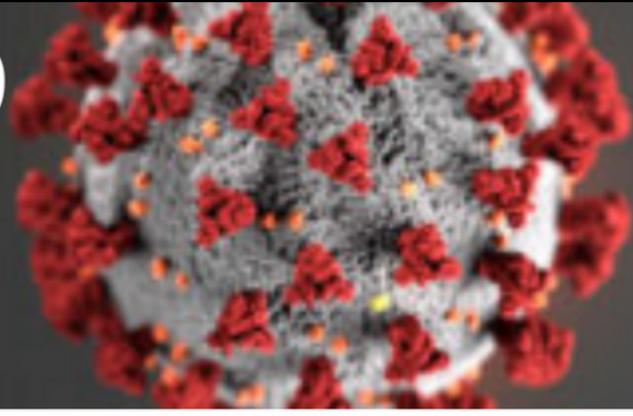
**#thefighttoreunite**

The following pages are examples demonstrating the solutions Cope Plastics has put in place to meet government and state guidelines.



# Staying Connected

**COVID-19**



**Coronavirus Disease 2019**

Learn more @ [www.cdc.com](http://www.cdc.com)

## **Important Message** **for** **All Cope Employees**

**Check Your Email.**

Visit Cope Net and  
Click on this Image on the Cope News Carousel.

# Providing Guidance on Benefits and Procedures



Cope Plastics, Inc.  
**HUMAN RESOURCES**  
DEPARTMENT

Providing high quality, service-friendly, cost-effective services to all employees.



COVID-19 Materials

H & H HEALTH ASSOCIATES

## EMPLOYEE ASSISTANCE PROGRAM

The EAP is a confidential service designed to help employees and families with personal or work/life balance issues.

### WHAT HAPPENS WHEN I CALL THE EAP?

SIMPLY CALL THE EAP. A COUNSELOR WILL BE AVAILABLE TO SPEAK TO YOU 24/7. THE EAP COUNSELOR WILL GATHER INFORMATION, EVALUATE YOUR NEEDS, AND SUGGEST A POSSIBLE PLAN OF ACTION. YOU JUST NEED TO MAKE THE FIRST CALL!

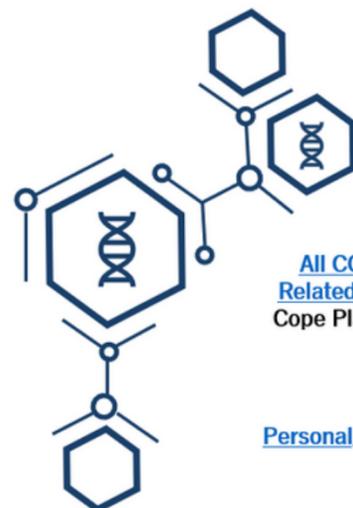
Phone: 314.845.8302 / 800.832.8302  
E-mail: [info@HHHealthAssociates.com](mailto:info@HHHealthAssociates.com)  
Website: [www.HHHealthAssociates.com](http://www.HHHealthAssociates.com)



## COVID-19

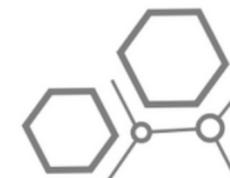
Human Resources Guidelines & FAQ's

## RESOURCES.



All COVID-19 Related Info from Cope Plastics, Inc.

[Personal/Sick Time Policy](#)



COVID-19 | HUMAN RESOURCES

DID YOU KNOW?

## PAYCOM HAS AN "ASK HERE" TOOL



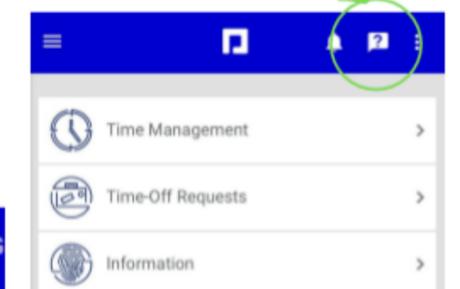
THE ASK HERE TOOL ALLOWS YOU TO DIRECTLY ASK YOUR QUESTIONS TO THE HR TEAM THROUGH MESSAGING ON PAYCOM

### HOW IT WORKS...

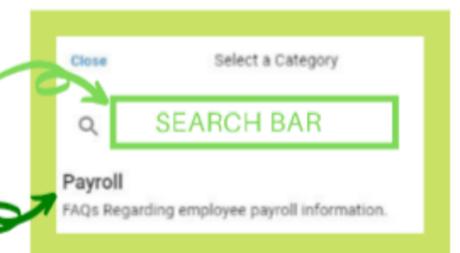
1 IF YOU'RE ON A COMPUTER, CLICK ON THIS ICON AT THE TOP RIGHT OF YOUR SCREEN:



IF YOU'RE USING THE PAYCOM APP, CLICK HERE



2 AFTER CLICKING ON "ASK HERE" YOU CAN THEN SEARCH A CATEGORY OR CLICK ON AN EXISTING CATEGORY TO FIND YOUR QUESTION.



3 ONCE YOU ASK YOUR QUESTION, YOU WILL BE ABLE TO MESSAGE BACK AND FORTH WITH A MEMBER OF THE HR TEAM.

IF YOU HAVE ANY OTHER QUESTIONS ABOUT OPERATING THE ASK HERE TOOL, YOU CAN FIND ADDITIONAL INFO UNDER THE "HELP" TAB

# Staying Informed

Cope Plastics uses a Learning Management System to provide employees with just-in-time courses, webinars, forums and resources. Materials are developed in-house and through resources like LinkedIn.

**COPE**  
PLASTICS INC.

## Cope University

Email  
*Email*

Password  
*Password*

**Sign in**

[Forgot password?](#)

<https://copeplastics.learnupon.com>

**NEW COURSE**

### TIPS FOR WORKING FROM HOME DURING THE CORONAVIRUS PANDEMIC

**WORK-LIFE BALANCE**  
Course Length: Approximately 10 minutes

Connect with us  
Training Dept.  
Ext. 9317

<https://copeplastics.learnupon.com>

This short course provides 6 vital tips to help you be successful in getting your work done and maintaining your mental well being while working from home.

**NEW AUDIO TRAININGS**

Listen anytime  
anywhere on  
any device

# LEARN ON-THE-GO

Delivering Great Customer Service - 11 min.  
Managing Stress - 13 min.  
Overcoming Procrastination - 9 min.  
Strategies for Difficult Conversations - 10 min.  
Thriving in a World of Constant Change - 11 min.

Audio Transcripts Provided

GAMIFICATION

<https://copeplastics.learnupon.com>

**NEW COURSE**

GAMIFICATION

## Advice for Leaders During a Crisis

The novel coronavirus (COVID-19) has changed the way we work, live, and lead. How are you navigating these uncertain times? In this short 15-minute course, leading experts Eric Zackrisson, PhD; Britt Andreatta, PhD; Dr. Michael Shermer; Kate Wiebe, PhD; and Natalie Taylor, CFP®, BFA—provide advice for leaders during this crisis. There are no exams in this course, just short straightforward advice to help you in this challenging time.

Connect with us  
Training Dept.  
Ext. 9317

Course Length:  
Approximately 15 minutes

<https://copeplastics.learnupon.com>

General Common Areas

# Corporate Entrance

All doors at the Alton Corporate facility are secured with keypad entry. Visitors are not permitted without an appointment. A service phone is available in the Corporate entry foyer if assistance is needed, and 6 feet social distancing markers are located on the floor as visual aids.

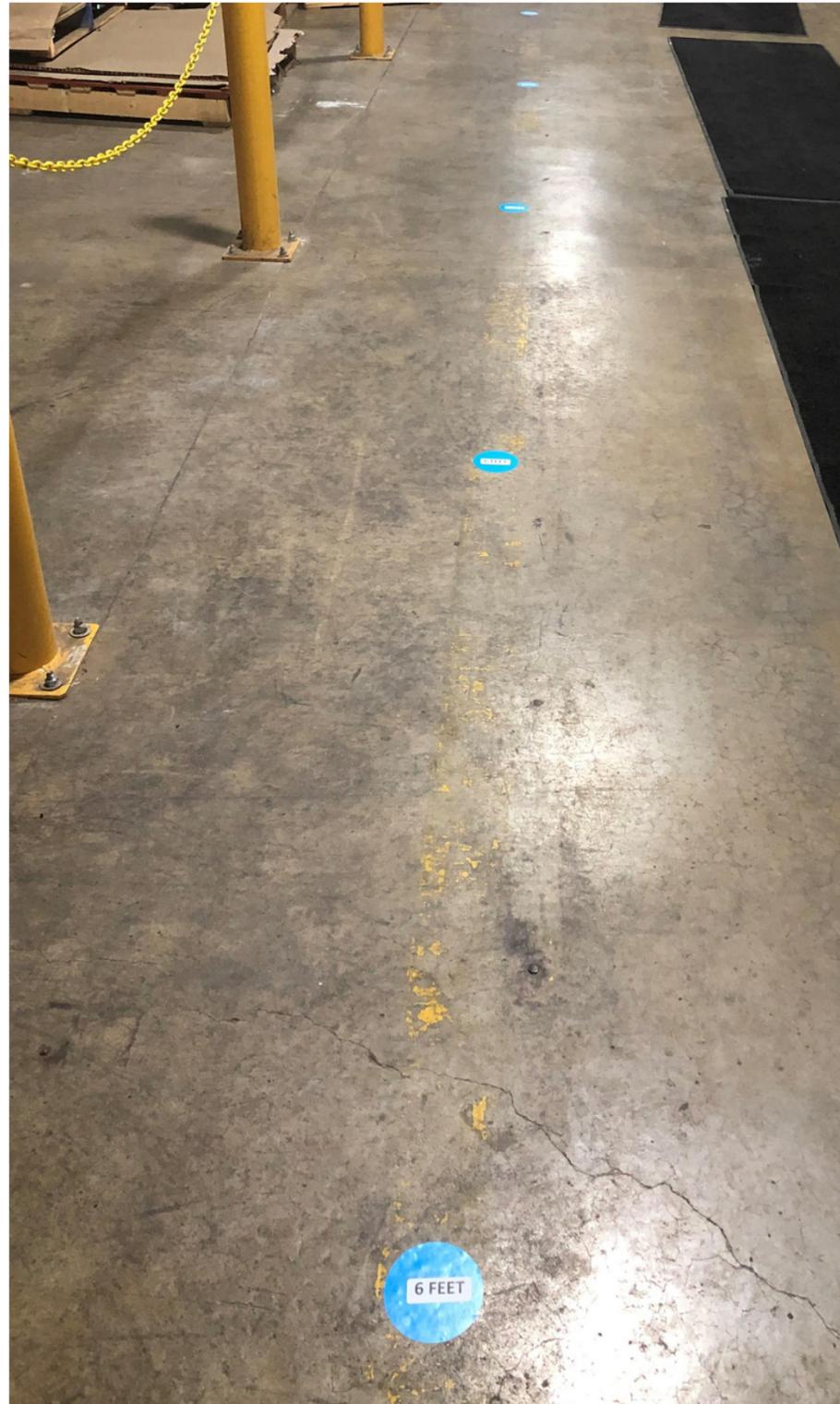


# Reception



A large sneeze guard helps to protect the Corporate reception area. Hand sanitizer, tissues, and masks are available to employees and guests upon entry.

# Employee Entrance



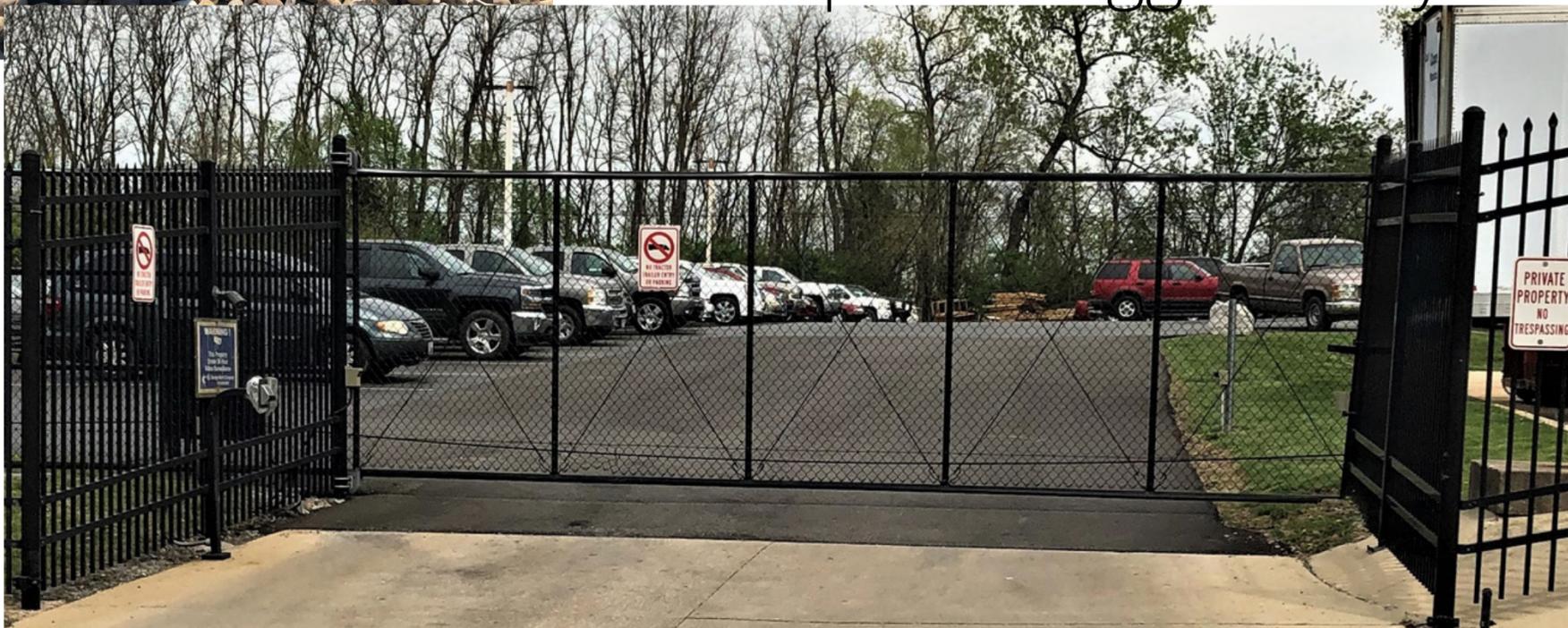
Blue Dots placed 6 feet apart on the employee entrance and walkways assist our employees with keeping their social distance.



# Parking Lots



Temporary Designated Parking spots for Fabrication managers and supervisors in the Corporate Parking Lot add space in the employee lots. Gated Key Pad entry in the north employee parking lot helps to stagger entry.



Monday - Friday

7:00 am - 3:00 pm; 3:00 pm - 11:00 pm; 11:00 pm - 7:00 am

## Hours adjusted as needed.

Throughout the pandemic, shifts were adjusted to prevent cross contamination and aid in social distancing. Cope Plastics follows CDC recommendations and shifts have returned to pre-pandemic hours.

# Employee Lunchroom



Employee lunch and breaks are staggered.  
Lunch tables are spaced more than 6 feet apart to promote social distancing.

# Employee Lunchroom Continued



Sneeze guards are available for all tables in the lunchroom as an added layer of protection for employees while they enjoy break time and stay connected.

# One Cope



Cope Plastics provides face masks for all employees.

Manufacturing

# Safety Precautions

Masks



Disposable Gloves



Safety Glasses



## Personal Protective Equipment

Cope Plastics follows all Federal and State regulations. With the added challenges of the pandemic, Cope Plastics encourages our employees to wear face masks and use disposable gloves available to all employees. As always, safety glasses are supplied to all Cope Plastics employees, contractors vendors, and visitors.

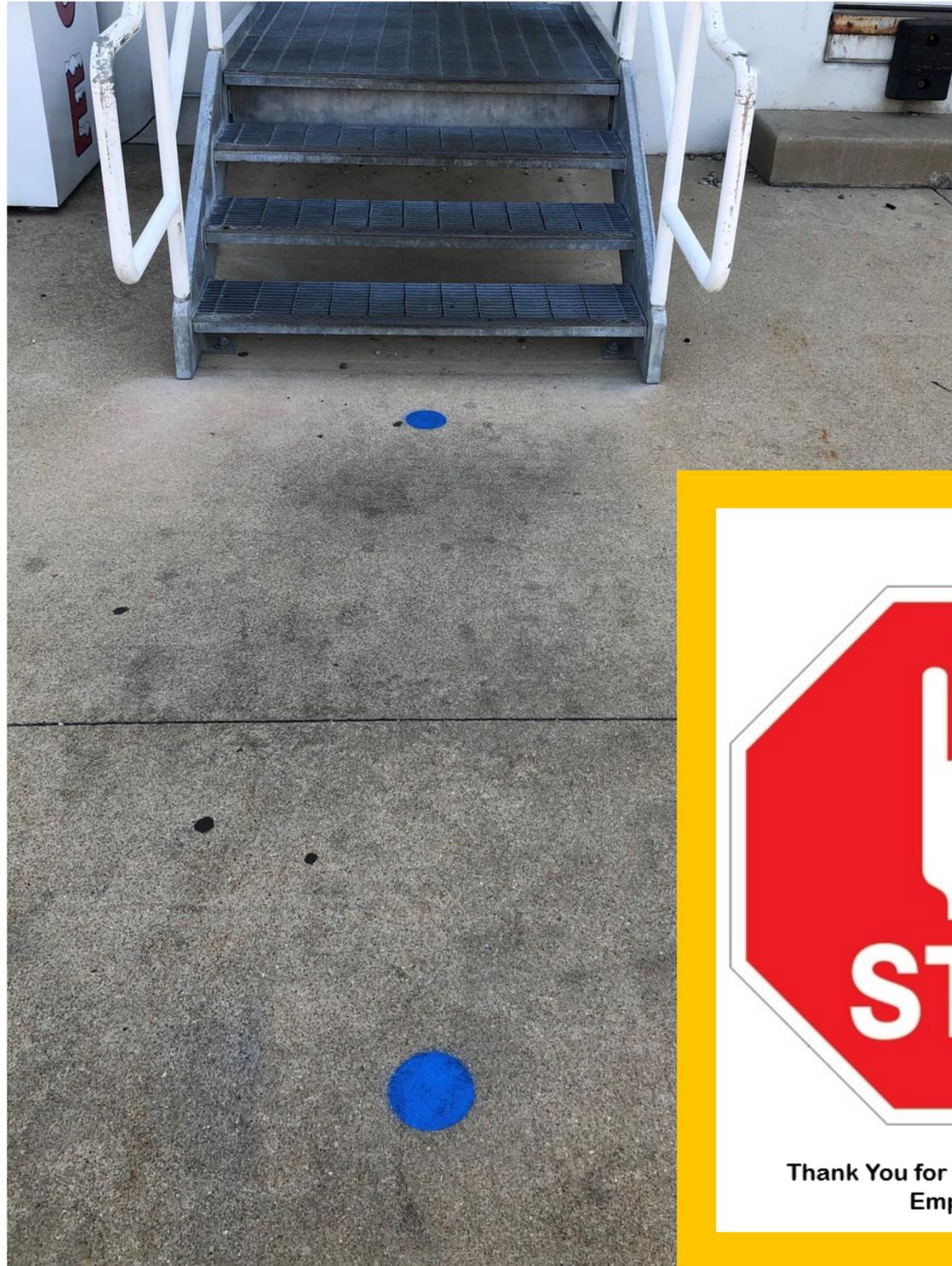
# Fabrication



## Signs, Mail Box, & the Blue Dots

Social Distancing signs are hung throughout plant to remind employees to practice physical distancing. Blue Dots are affixed to the floor as visual aids to help employees identify what 6 feet looks like. Internal systems and a mailbox located between Fabrication and Warehouse is used to communicate material staging and prevent cross contamination.

# Warehouse Entrance



Dock door is keypad entry, and Driver's are encouraged to return to their trucks and call for assistance.



Thank You for keeping Yourself & Our Employees Safe.

**IF YOU ARE SICK, COUGHING, SNEEZING, RUNNING A FEVER, OR GENERALLY NOT FEELING WELL,**

**DO NOT ENTER**

**PLEASE RETURN TO YOUR VEHICLE AND CALL FOR ASSISTANCE.  
618-466-0221**

# Warehouse

As an added layer of safety, Cope Plastics provides a Driver's Station to limit physical contact with others, and bathrooms are closed to the public.



## DRIVER'S STATION

✓ **Please place documents on table.**

*Someone will be with you shortly.*

✓ **Drivers must remain in Driver's Station unless authorised by a Warehouse Supervisor.**

*Material Movers will bring skids to you if special attention is needed.*

✓ **Remain 6 feet from Cope Employees at all times.**

✓ **Please return to your cab if special attention to delivery or shipment is not needed.**

*Your truck will be loaded or unloaded and an attendant will return the paperwork to you.*

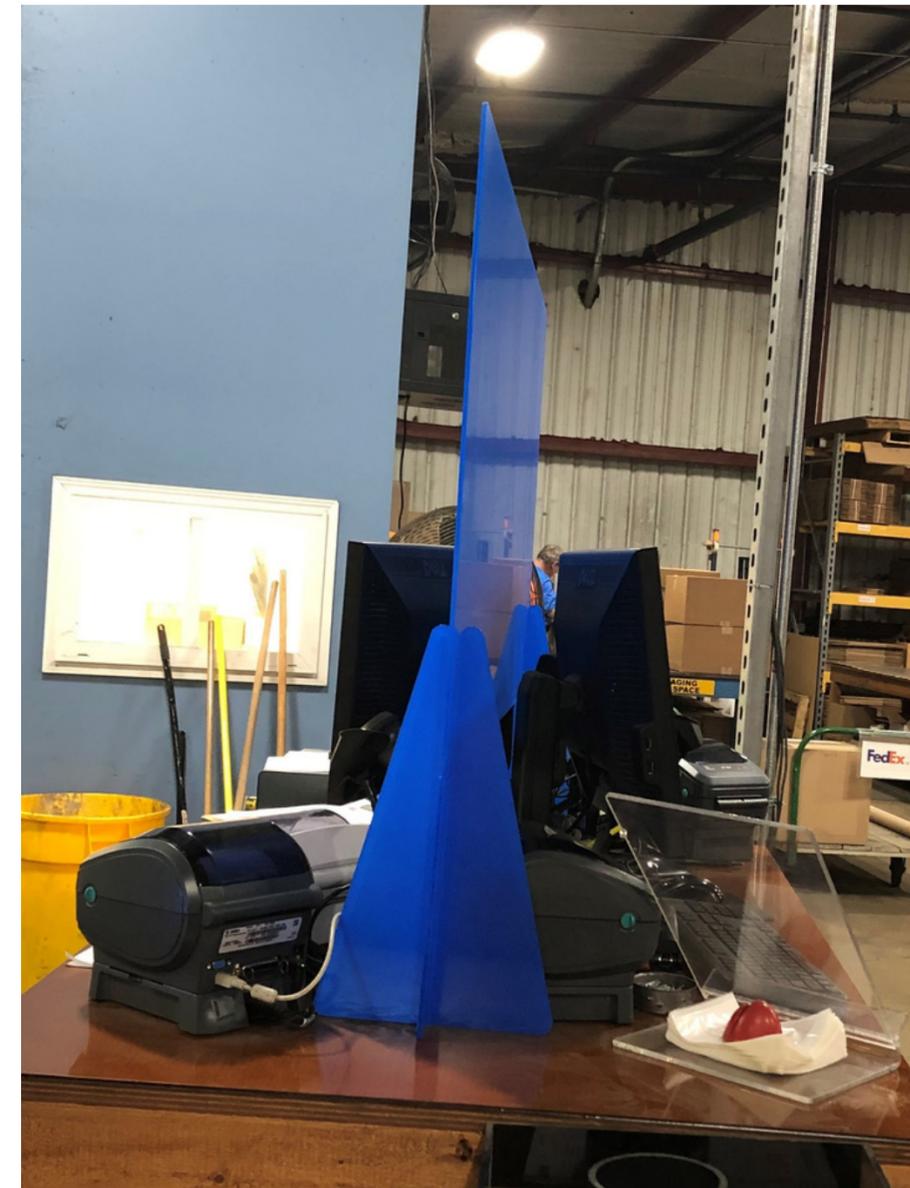
**Thank you for your cooperation in keeping Yourself and our Employees SAFE.**

Cope Plastics, Inc.

# Packaging



Sneeze Guards were added in our packaging area where social distancing is not possible.



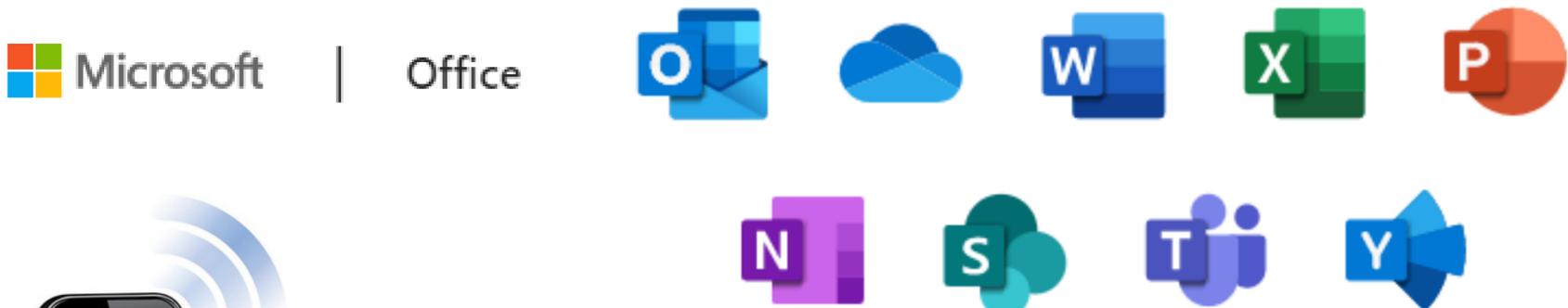


# Office Areas

# Office Social Distancing



Cope Plastics supports and encourages employees to Work-From-Home (WFH) during the pandemic. Employees are never far away and stay connected with employees, customers, and vendors through multiple devices. This also allows us to relocate employees to free desks if WFM is not possible.



# Multi-Purpose Rooms



Air purifiers were added to our Alton facility conference room and Orientation Room to monitor and keep the air clean in these multi-purpose rooms. According to studies, these air purifiers remove 99.999% of tested bacteria & viruses.

Sneeze Guards are available in our Orientation Room to keep our employees safe during times when in-person training is needed.



# Branch Locations

# Branches Unite The Fight Against Covid-19



Topeka shows their UK Jayhawk pride while sporting their face masks to keep each other safe. Louisville's branch manager shares her sewing talent to help her employees mask up to help prevent the spread of COVID-19.

# Branches Do The Dot



From our smallest to our largest branch, Cope Plastics locations follow best practices with signage and **blue** dots to facilitate social distancing and unite the fight against COVID-19.



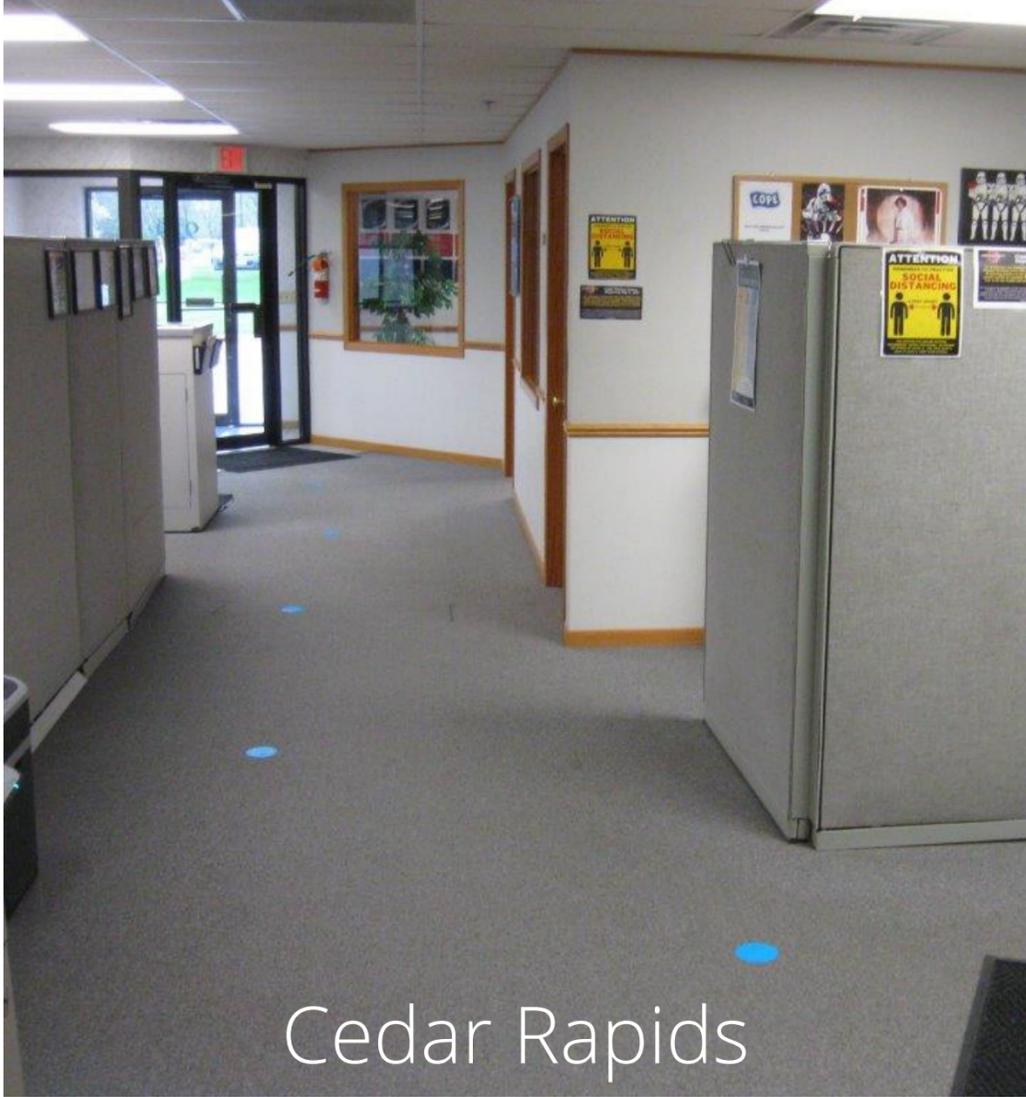
# Social Distancing is for Everyone

In Break Rooms...



Cedar Rapids

In Offices...



Cedar Rapids

In Fabrication...



Cedar Rapids

Social distancing can be practiced just about anywhere!

# Branches Work From Home

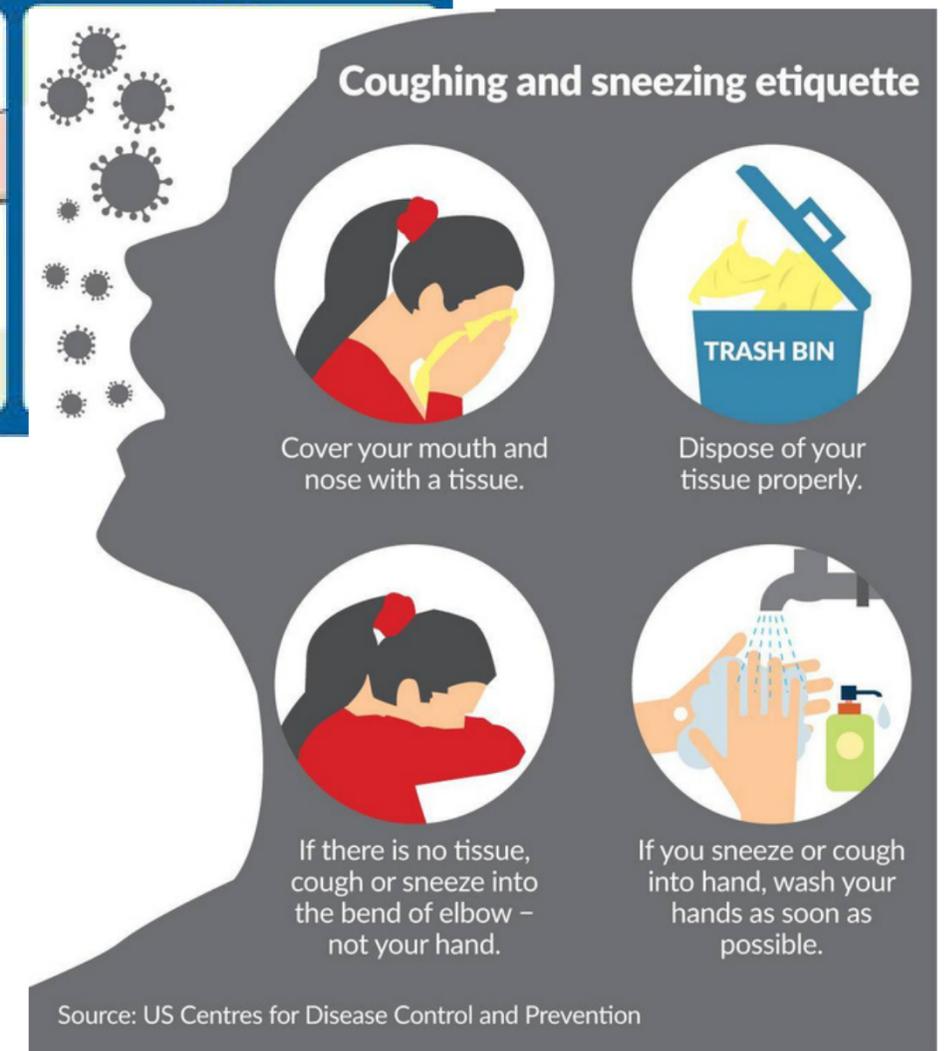


Cope Plastics supports Work-From-Home (WFH) at all our Branch locations when possible. WFH allows employees to relocate to free desks and practice social distancing.

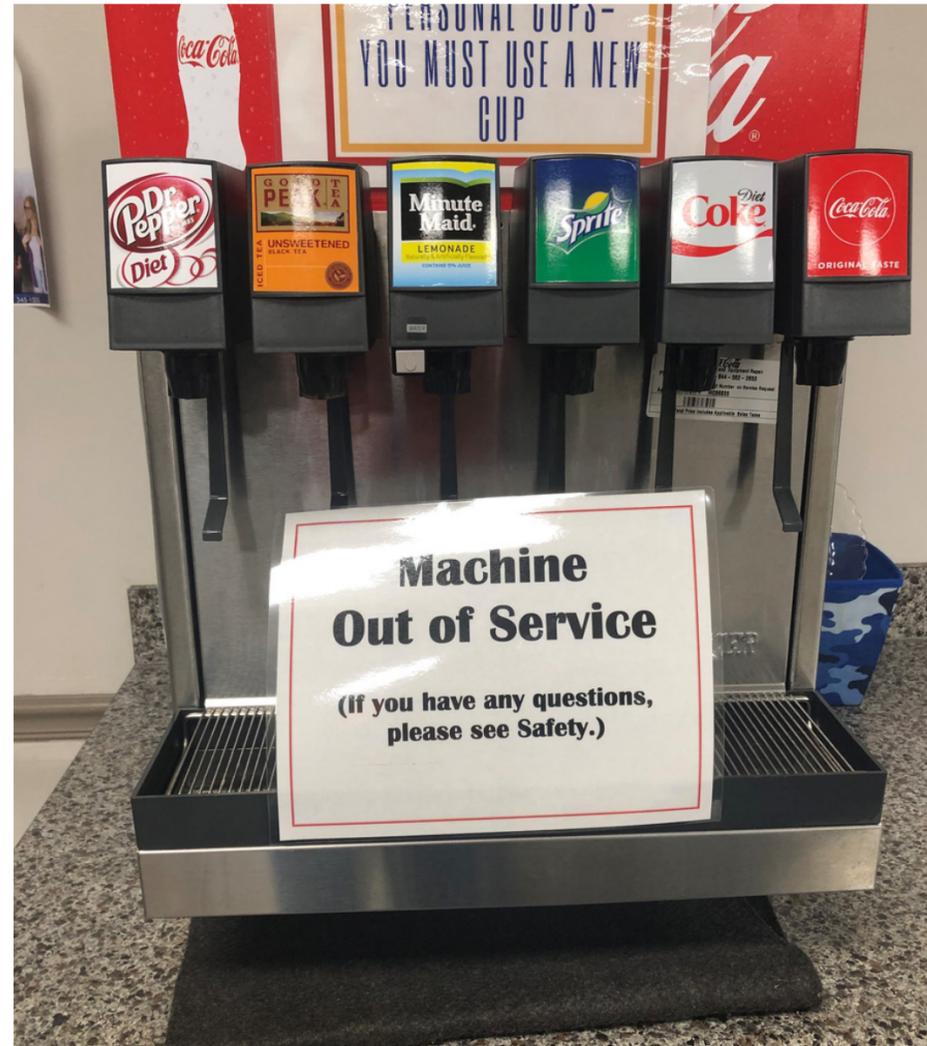
# Hygiene and Disinfecting

# Hygiene

According to the Centers for Disease Control and Prevention, Keeping your hands clean is one of the most important steps you can take to avoid getting sick and spreading germs. If you cannot access soap and water, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands. Apply the sanitizer to one hand, rub your hands together, trying to cover all surfaces of your hands and fingers until your hands are dry. Practice proper coughing and sneezing etiquette, and stay home if you're not feeling well.



# Shared Dispensers



## Proverbial Water Cooler

Cope Plastics provides our employees with free coffee, tea, and soda. During the pandemic, these machines were taken offline to prevent possible contamination, promote hygiene, and encourage social distancing. Fortunately, we are able to once again offer these beverages thanks to the COVID-19 vaccine and the efforts of our employees.

# Disinfecting



Cope Plastics designated personnel disinfects high touch areas with hospital grade disinfectant concentrate at least 2xs per day. Disinfectant wipes and Hand Sanitizer\* is available throughout the plant. Branch locations receive cleaning care packages with cleaning supplies and standard cleaning instructions to help ensure the safety of our employees.

\*Due to the COVID-19 pandemic, certain products are in high demand and are distributed as available.

**COVID-19** Coronavirus Disease 2019  
Learn more @ [www.cdc.gov](http://www.cdc.gov)

**These symptoms may appear 2-14 days after exposure**

FEVER COUGH SHORTNESS OF BREATH

**Steps to help prevent the spread of COVID-19**

- Stay home if you are sick. Avoid public transportation & public areas.
- Wash hands with soap often for 20 seconds & use hand sanitizer. Avoid touching eyes, nose, & mouth.
- Stay away from others & use separate bathroom if possible. Limit contact with pets & animals.
- Do not share dishes, glasses, utensils & towels. Wash thoroughly after use.
- If sick, call your healthcare provider & tell them you may have COVID-19.
- Clean & disinfect high touch areas with cleaning products. Wear gloves if possible.
- When sick, wear a surgical mask when around others & if tolerated.
- Monitor your symptoms, seek medical attention & alert the health department.
- Cover your mouth & nose when you cough. Dispose of tissues in lined trash can.
- Stay at home until instructed to leave by your healthcare provider.

# Disinfecting Workstations



Monday - Friday

7:00 am - 3:00 pm; 3:00 pm - 11:00 pm; 11:00 pm - 7:00 am

## Employee Strong

Along with regular housekeeping, each employee sanitizes their work station with hospital grade disinfectant cleaner 2xs/day and uses disinfectant wipes throughout the workday.

# Branches Disinfect

Cope Plastics branch locations exemplify [One Cope](#) by following best practices and sanitizing their work stations and high touch surface like door handles, keypads, tables, etc.



Milwaukee



Cedar Rapids



Genoa City

# Operations Readiness

## Manpower & Material Transportaton

**Cope Plastics ensures that our facilities are staffed and able to keep our operations running through the proactive planning of manpower, data collection, understanding supply chain risks, and by staying informed through reliable resources during the COVID-19 pandemic.**

**Along with our plant employees, Cope Plastics' long haul truck drivers and deliver drivers follow social distancing, hygiene, and disinfecting guidelines as well as Federal and State regulations.**

# Key Expectations From our Suppliers and Vendors

Help each other to stay healthy and strong during the fight against COVID-19 and beyond.

- Follow Federal and State guidelines
- Follow the CDC and WHO hygiene and social distancing measures
- Monitor your Supply Base
- Increase communication with us and your supply base
- Plan and be prepared for business interruptions and recovery

[#thefightto unite](#)



Cope Plastics would like to thank the medical community, emergency response teams, and all those on the front line during the pandemic for their hard work and tireless commitment in the fight against COVID-19.

Your bravery is an inspiration to us all.

Connect with us through our website, [www.copeplastics.com](http://www.copeplastics.com), or share your pandemic preparedness ideas to [safetyfirst@copeplastics.com](mailto:safetyfirst@copeplastics.com).