The information contained in the Carpenter Technology Work Safe Manual represents Carpenter Technology’s current practices to maintain safe operation of its manufacturing facilities, where and when permitted by law, during this time of the unprecedented COVID-19 pandemic. The health and safety of our employees is our number one priority and our hope in sharing this information is to show the many steps taken to ensure the continued safety of our employees.
Due to the 2019 Novel Coronavirus (COVID-19), Carpenter Technology faced the unprecedented challenge of continuing operations as an essential business while ensuring the safety of our employees, contractors and customers. The organization moved quickly to develop and implement policies, procedures and actions to protect all of our employees, especially those that work on-site at our facilities. As you will see in this comprehensive overview, the company's response required many innovations in the way that we operate. As we learned more about COVID-19, we adapted and changed our protocols to maintain safe operations. This manual represents our current best practices; however, we will continue to evolve our protocols as necessary as COVID-19 continues to be a concern.

Carpenter Technology is providing this manual to show the many actions taken due to COVID-19. However, no manual can succinctly capture the large-scale, widespread effort of the entire organization to ensure the safety of our employees. It was truly a team effort and one in which we should all be proud.

We hope that this manual will serve as an internal guide for our employees on how to meet the challenge of a pandemic, with the understanding that any future challenge will be unique, and guidance should be tailored accordingly.

LEGAL: Please be advised that this manual was created by Carpenter Technology, specifically for use by Carpenter Technology and should not be relied on as legal or professional advice. Carpenter does not suggest implementing any of the ideas, processes or protocols contained herein as they may not be applicable to other situations or companies. This manual is meant as an internal guidance document only. Please note that this manual may be updated at any time by Carpenter Technology. Carpenter Technology disclaims all liability and bears no responsibility for any circumstances arising out of, or related to, the adoption, or decision not to adopt, any of the practices or procedures contained in the Carpenter Technology Work Safe Manual. Carpenter Technology is not liable for any damages arising out of or in any way related to the information contained in this manual, or from any action or decision taken as a result of the information contained in this manual. This manual does not constitute professional or legal advice. This document and all information contained herein is the property of Carpenter Technology Corporation. Unless otherwise specified, registered trademarks are property of CRS Holdings Inc., a subsidiary of Carpenter Technology Corporation. © Copyright 2020 CRS Holdings Inc. All rights reserved.
As CEO, my highest priority has always been the health and safety of our employees. That priority has not changed as we navigate our way through the COVID-19 pandemic.

I remain deeply focused on the welfare of employees, customers and suppliers as we keep our Carpenter Technology facilities operational for the benefit of all.

When the seriousness of the pandemic first became clear, one of my initial actions was the formation of a Rapid Response team. We took early, aggressive steps to keep all employees safe, and those steps we took have been effective. We have built on what we have learned to produce the Carpenter Technology Work Safe Manual. The company-specific protocols, work instructions and operational best practices included in this comprehensive overview have been developed by proactively engaging Carpenter Technology teams from every corner of our business. Our ability to so specifically detail these processes is a testament to the industry-leading proficiency of our global workforce.

The Work Safe Manual also includes practical recommendations, based on information from the Centers for Disease Control and Prevention and World Health Organization, customized to address various situations during the course of our work.

We will keep this guide updated in response to real-time feedback and new information.

It has been a difficult time for everyone, and I deeply appreciate your continued commitment and dedication. What we do matters. What you do matters. These safety protocols and work instructions will keep us safer as we move through and beyond this crisis towards a better, brighter future.

Tony R. Thene
President and CEO
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ORGANIZATION READINESS
RAPID RESPONSE TEAM

Early Action

Core Priorities

Critical Activities
RAPID RESPONSE TEAM

RAPID RESPONSE PROTOCOL
— Early Action
— Core Priorities
— Critical Activities

EARLY ACTION

A pandemic introduces an especially challenging environment for organizations. A dedicated team empowered to make decisions and coordinate resources quickly is needed to stay ahead of the challenges.

Carpenter Technology’s Rapid Response Team (RRT) was formed and made operational during the earliest days of COVID-19’s spread in North America. The team is cross-functional, led by the Chief Executive Officer and staffed with resources from throughout our global business.
Rapid Response Team (Continued)

Each functional area has fully dedicated staff, sponsored by the executive, who are coordinating with their part of the organization. In many cases, this requires daily check-ins with key stakeholders (e.g., site leaders).

The RRT met daily to discuss key issues, activities and obstacles. Meetings included executives as necessary to help drive efforts.

Core Priorities

The RRT has three core priorities:

1. Proactively enact and implement policies to protect employees – identify the key areas of concern and put the right protocols in place quickly

2. Effectively, frequently and clearly communicate to all employees – in an uncertain, rapidly evolving environment, regular, honest communications from the RRT is necessary to ensure there are clear channels to listen to employee comments and feedback

3. Monitor and track situations and employees on a daily basis – the RRT needs to be fully informed of what’s happening globally and within the organization to detect trends and developing issues early

Critical Activities

The critical, immediate activities of the RRT include:

• Set up team and cadence
  • Conduct kick-off meeting with full leadership team to agree on team, roles, cadence and mandate
  • Designate dedicated resources and tools
  • Set meeting cadence
• Take action to mitigate exposure and risk
  • Set policies to contain spread of infections
  • Identify critical personnel, roles and activities; take immediate steps to monitor and minimize risk
  • Contact vendors to purchase necessary additional services and materials
  • Collect all current staffing plans / schedules and have sanitary measures in place
• Establish internal communication
  • Send firmwide communications updating all Carpenter Technology employees on the formation of the Rapid Response Team, intranet site and new policies being put in place
  • Establish communication cadence with site and functional leadership, as well as firmwide virtual town halls
  • Set up publicly-available employee website with the most recent information, policies and communications
  • Deploy internal hotline and e-mail inbox for questions and notification of emergencies / infections
• Develop tools to monitor and track pandemic and employees
  • Create dashboards to track employees by site and geography
  • Set roles and processes for collecting and analyzing data and assign responsibilities
  • Identify and leverage reliable public information about global developments of pandemic to inform decisions
• Other areas to address
  • Conduct IT “pressure test” to validate network and infrastructure can sustain remote working model
  • Contact state and local governments to establish point of contact; understand local testing guidelines and response requirements
  • Establish contact and engagement with work councils and unions as appropriate
ORGANIZATION READINESS

Medical Team
Site Leaders
Human Resources
Legal

1.2
ORGANIZATION READINESS

ESSENTIAL COMPONENTS
— Medical Team
— Site Leaders
— Human Resources
— Legal

The entire organization needs to be engaged in order to successfully navigate a pandemic. Below are a few areas that will require additional focus to help ensure the safety of the employee population.

MEDICAL TEAM

The medical team will become a focal point for much of the pandemic response. Ensure that the team is properly staffed and resourced to manage the increased caseload.

SITE LEADERS

Site leaders play a critical role in the response to a pandemic. Through them protocols are implemented and monitored, and communications are carried through to employees working in the plants. The Rapid Response Team holds a daily conference call with the site leaders to provide regular updates and collect feedback.

Site leaders will also need to establish new ways of managing their leadership teams. Challenges exist when having many employees working remotely and balancing that with organizing on-site employees differently. These leaders will need to have the right tools and resources available to manage these new ways of working.

HUMAN RESOURCES

The HR team plays a crucial role in managing the employees’ response to the pandemic. They are often the first touchpoint for employee questions and concerns, and they need to be prepared with the right information, tools and processes to manage the increased outreach.

Maintaining key contacts within HR for specific employee questions and concerns related to the pandemic will help streamline this process.

LEGAL

The Rapid Response Team worked closely with Carpenter Technology’s legal department to ensure that the protocols developed and implemented aligned with federal, state and local regulations, directives, and orders, along with guidance from global health agencies. The protocols developed to ensure the safety and continuity of our operations have evolved along with changing guidance from state and local governments. COVID-19 required a dynamic approach to legal compliance due to the rapidly changing laws, regulations and guidance as more information was learned about the virus. Carpenter Technology’s legal team actively tracked, reviewed and interpreted all new laws, regulations and orders as they were produced, while ensuring the company remained compliant with existing employee privacy and safety laws. As an active participant in the Rapid Response Team, the legal department reviewed and revised the protocols in this Manual to ensure Carpenter Technology’s approach to COVID-19 was legally compliant.
CLEAR COMMUNICATIONS IN A TIME OF CRISIS
CLEAR COMMUNICATIONS IN A TIME OF CRISIS

Principles

Communication Channels

Additional Audiences / Nonemployee Communications
CLEAR COMMUNICATIONS IN A TIME OF CRISIS

COMMUNICATING
— Principles
— Communication Channels
— Additional Audiences / Nonemployee Communications

PRINCIPLES

A central element in Carpenter Technology’s response to the COVID-19 pandemic was a comprehensive communications effort, spanning multiple channels, with the goal of reaching as many of our employees, customers and partners as possible with an array of messages, both critical and informative.

The effort was built from the beginning to be two-way, supporting the company’s commitment toward keeping our employees up to date, safe and engaged. Additionally, we utilized our customer solutions teams to manage the expectations of our customer base.

Information about the pandemic dominates public media, and our communications strategy aimed to complement, and not compete with, the other information out there. Messaging to employees focused solely on Carpenter Technology’s response and, in a few cases, from official, trustworthy sources like the Centers for Disease Control and Prevention.

Most importantly, our communications activities were intended to be easily accessible for our audiences. A public website, developed specifically for the company’s response, automated phone messages alerting employees to critical announcements, biweekly company email updates and the Carpenter Technology Intranet were all mobilized in our response.

Early in the pandemic, a key communication from the CEO reiterating the proactive steps the company was taking to protect workers, was sent via postal mail to Carpenter Technology employee home addresses. A number of other messages from the CEO were also distributed via email.

COMMUNICATION CHANNELS

Communication channels in use include:

- Email
  - At the onset of the pandemic, company notices, announcements and alerts were distributed via email to employees. The channel was instrumental in proactively reaching large groups inside the company. Messages were sent from covid19@cartech.com, a custom email account set up specifically to manage both outgoing email communications related to COVID-19 and internal messages from employees with feedback and questions.

- Telephone
  - In conjunction with outbound email messages, Carpenter Technology activated our MIR3 automated phone systems to relay critical information for employees. Alongside most email messages, employees received automated voice calls to the telephone numbers contained within their Workday profile accounts.

- Website
  - Carpenter Technology developed an online portal aimed at proactively sharing company announcements, HR support content, links to employee resources, a dynamic list of frequently asked questions and key data points related to COVID-19’s impact on the business. The CRSCOIDV19.com website was developed at a publicly accessible domain name to ensure employees could access the information unimpeded.

- Internal EMBs
  - Carpenter Technology’s facilities are equipped with electronic message boards (EMBs), used to disseminate various types of content to our global employee base. During the pandemic, EMBs were repurposed to focus solely on topics related to COVID-19 safety and messaging.
Carpenter Technology communicates regularly to customers and suppliers across multiple channels as to the ongoing nature of our business during the pandemic. Our customer support teams are provided with business continuity information, enabling them to provide accurate information when engaging customers. Additionally, our support teams have updated email signatures on all outgoing messages proactively reinforcing this outreach.

Our business continuity plan is made available from the www.carpentertechnology.com homepage using clear, noticeable links.

The company is in regular contact with government officials and agencies to best understand recommendations around self-isolation, prevention and response and then to relay that information to our workforce. In certain states, stay-at-home orders required Carpenter Technology to provide staff with physical letters, proving their employment as an essential worker that could be shown to police or other officials, if requested.
EMPLOYEES AT WORK

Basic Hygiene + Social Distancing

Working Remotely + Banning Travel, etc.

Promoting Health Resources
EMPLOYEES AT WORK

ESTABLISHING BEST PRACTICES
— Basic Hygiene and Social Distancing
— Working Remotely and Banning Travel, etc.
— Promoting Health Resources

To protect our working employees, we immediately implemented the following measures at the start of the pandemic:

BASIC HYGIENE AND SOCIAL DISTANCING

• In line with the CDC, promoted best health practices
  • Practicing safe social distancing (6 ft. or 2 meters between you and others).
  • Washing hands routinely with soap and water for 20 seconds minimum or using of hand sanitizer.
  • Not touching your face with your hands.
  • Avoiding shaking hands.
  • Practicing respiratory etiquette. Cover mouth and nose with flexed elbow or tissue when coughing or sneezing – throw tissue away immediately and wash hands.
  • Properly performing cleaning and disinfecting of surfaces.

WORKING REMOTELY AND BANNING TRAVEL, ETC.

• Required remote working where business activities allow for it.
• Enhanced delivery protocols to restrict site access.
• Banned all business travel except from residence to home plant site.
• Initially allowed only for critical, local travel but expanded restriction as appropriate.
• Emphasized enhanced personal hygiene, social distancing and cleaning guidelines among onsite employees.
• Restricted on-site visitors to only those necessary to continue essential operations.
• Suspension of all non-essential business travel in accordance with state and local requirements.

PROMOTING HEALTH RESOURCES

• Promoted health resources for all employees.
• Expanded our onsite medical staff.
• Ensured access to telemedicine resources.
• Work with Employee Assistance Programs to receive mental health services.
• Promoted day care resources for families.
# Employee Health

## Self-Reporting

### Self-Reporting Procedures

**Medical Team Protocol**

**Employee Symptomatic at Work**

**Employee Symptomatic Not at Work**

**Confirmed Case Protocol**
SELF-REPORTING PROCEDURES

GETTING EVERYONE INVOLVED
— Employee Engagement
— Criteria for Self-Reporting
— Determine Employee Status

EMPLOYEE ENGAGEMENT

The best protection for our employees was to ensure that COVID-19 positive or suspected employees did not enter the site. We required employees to help us in this effort with self-reporting requirements.

CRITERIA FOR SELF-REPORTING

To identify those employees who have, or are suspected to have, COVID-19, we required that they IMMEDIATELY self-report if they meet any of our criteria. The criteria have evolved as more medical information has become available; as it currently stands, we ask employees to self-report if they have:

1. a confirmed case of COVID-19.
2. a fever, cough, shortness of breath, chills, muscle pain, headache, sore throat, or new loss of taste or smell.
3. been in close contact with someone who is suspected to be or confirmed to be infected with COVID-19.
4. traveled internationally (including cruises) in the last 21 days or come in close contact with anyone who has.
5. visited New York City in the last 21 days or come in close contact with anyone who has.
6. traveled outside your state of residence (home state) or come in close contact with anyone who has. You don't have to self-report if you cross a state line when traveling to your workplace.

DETERMINING EMPLOYEE STATUS

If an employee meets any of the criteria, they are required to call our medical department and self report. The corporate medical team determines if the employee should enter self-isolation or if they are cleared for work.
EVALUATING EMPLOYEES

— Evaluation Protocol
— Evaluation Questionnaire
— Employee Disposition

DEFINITIONS

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<th>Medical Response Team</th>
<th>Description</th>
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<tr>
<td>Level I</td>
<td>&gt; Registered Nurse, Medical Assistant or Administrator</td>
</tr>
<tr>
<td>Level II</td>
<td>&gt; Physicians, Physician Assistants and Nurse Practitioners</td>
</tr>
<tr>
<td>Level III</td>
<td>&gt; Medical Director</td>
</tr>
</tbody>
</table>

EVALUATION PROTOCOL

The Corporate Medical team should maintain the confidentiality of the medical information provided by the employees. Legal requirements for employee privacy and medical information should be followed.

1. Employees are directed to call the medical screening number from a designated isolation area at the facility or from their home.
   a. All locations except Latrobe Operations: 610-208-2208
   b. Latrobe Operations: 724-532-6436

2. A Level I Corporate Medical Response Team employee will answer the call and interview the employee with the standardized assessment (included below) to collect the medical facts of the case.

3. Level I personnel contact Level II personnel and deliver the employee report. If Level I can’t reach Level II, they contact Level III.

4. Level II personnel decide on the patient disposition and communicate it to Level I in real time.
   a. If Level II is unable to make a decision, Level II escalates the case to Level III.

5. Level I personnel contact the employee with the medical decision and directions on the next steps.

6. Level I communicates the outcome of the case to the Rapid Response Team Human Resources lead. The case is immediately posted to the Rapid Response Team tracking document by team designee.

7. For patients entering the 21-Day Self-Isolation Program, Level I personnel communicate to the Security Department to disable the employee’s badge.

THIS PROCESS SHOULD TAKE LESS THAN 60 MINUTES

The employee calls one of the hotline numbers to speak with a member of the corporate medical team. The corporate medical team then determines if the employee should enter the self-isolation program or if they are cleared to work.

The corporate medical team should maintain any information received from employees and should not share any personal health information with employees, including managers and supervisors.
MEDICAL TEAM PROTOCOL (CONTINUED)

COVID-19 SCREENING QUESTIONNAIRE

Name: ____________________________________________  U#: ____________  Location / Dept.: ________________
Date: _______________  Time ___________  Employee Phone # ________________________________
Reason for Call: __________________________________________________________________________________________________________________________

Carpenter Technology has contracted with Premise Health to administer a risk factor screening related to COVID-19. This screening is not meant to provide you any definitive medical diagnosis and we may recommend that you seek additional medical care. The results of your screening will be shared with Carpenter Technology. The results will be shared as a general statement.

A. Do you consent to participate in this screening    ☐ No  ☐ Yes    If No, advise employee to contact HR. STOP here.

B. Do you authorize release of the information to Carpenter Technology, in its capacity as employer?    ☐ No    ☐ Yes
If no, proceed with questionnaire and contact the Medical Director with disposition if self-isolation to communicate with Carpenter Technology regarding deactivating ID badge.

1. Have you traveled in the past 21 days?

    ☐ No  ☐ Yes  Where? _____________________________________________________________________________________

    How did you travel? (car, airplane, cruise ship) ___________  Where did you stay? ________________________________

    Were you in contact with large groups of people? _________  What activities? ________________________________

    Were you with any co-workers on your trip? ☐ No  ☐ Yes  Who? ______________________________________________

2. Have you been exposed to someone who has traveled in the past 21 days?

    ☐ No  ☐ Yes  Where? ________________________________  How? _____________________________________________________________________________________

    Nature of Contact __________________________________________

3. Have you been in contact with someone who has been tested for COVID-19?

    ☐ Unknown  ☐ No  ☐ Yes  Nature of Contact ________________________________

    Date of contact ________________________________  What were the test results? ☐ Positive  ☐ Negative  ☐ Pending

    Date of contact ________________________________  Do we have result in writing? ☐ No  ☐ Yes
MEDICAL TEAM PROTOCOL (CONTINUED)

4. In the past 21 days:
   - Have you had a fever? □ No □ Yes Subjective / Measured Date started___________ Date resolved___________
   - Have you had chills? □ No □ Yes Date started___________ Date resolved___________
   - Have you had a cough? □ No □ Yes Date started___________ Date resolved___________
   - Have you had SOB? □ No □ Yes Date started___________ Date resolved___________
   - Have you had a headache? □ No □ Yes Date started___________ Date resolved___________
   - Have you had muscle aches? □ No □ Yes Date started___________ Date resolved___________
   - Have you lost taste / smell? □ No □ Yes Date started___________ Date resolved___________
   - Have you taken any medications for these symptoms? □ No □ Yes
     What medication? _______________________________________ Last dose ______________________________________

5. Have you been in contact with someone who has had the above symptoms in the past 21 days?
   □ No □ Yes Nature of Contact ____________________________________________________________________________

6. Has anyone in your household been mandated to self-quarantine in the past 21 days?
   □ No □ Yes What date did this start? ______________________________________________________________________

7. Have you been seen by a medical provider in the past 21 days?
   □ No □ Yes What for? ___________________________________________________________________________________

8. Does anyone in your household work at CarTech? □ No □ Yes Who? ___________________________________________
    Last work shift _____________ Currently (Date/Time) _______________ Next scheduled work (Date/Time) _____________
    Information obtained by ____________________________________________ (print name)
COVID-19 SCREENING DISPOSITION:

☐ Advised to self-isolate – Confirmed COVID-19. (as reported by patient) DO NOT DISCLOSE DX TO CLIENT WITHOUT FORMAL PHI RELEASE; MAY SUGGEST PATIENT DISCLOSES DIRECTLY TO CLIENT

☐ Advised to self-isolate – Person Under Investigation COVID-19. (positive triage questionnaire)

☐ Advised to self-isolate – Other Illness Suspect (negative triage questionnaire)

☐ Employee cleared to return to work based on current CDC recommendations related to COVID-19.

☐ Advised to self-monitor symptoms and report any new symptoms to HSC immediately.

☐ Advised to contact HSC with results of own or contacts COVID testing. Advised we will need results physically sent to us.

☐ Advised employee to contact HR / PCP / Teledoc / ER / Lincoln Financial / local health department.

☐ Advised employee to present to HSC/local clinic for further evaluation and management.

☐ Advised they need to be symptom free without medication for 72 hours and symptoms must have started at least 7 days ago prior to returning to work.

☐ Advised employee they need to call HSC within 24 hours of returning to work for repeat screening.

☐ Advised it is their responsibility to follow Carpenter Technology self-reporting guidelines.

Follow up on _________________________________ (date)

Determination made ☐ telephonically ☐ in person

by: ☐ George Chistakoff PA-C ☐ Stephanie Rhudy PA-C ☐ Gregory Tuke MD ☐ Clifford Lyons MD

☐ Amanda Svencer CRNP ☐ Timothy Makatche DO ☐ Jessica Crosby CRNP

Provider Signature _________________________________

Employee notified of disposition ________________________________ Date/Time by _______________________________ (sign)

☐ George notified ☐ Email sent ☐ Encounter complete

Pod review initiated (if symptom onset within 48 hours of working) ________________ Cleaning initiated ________________
EMPLOYEE SYMPTOMATIC AT WORK

Employee Symptomatic with Fever, Cough, Shortness of Breath

WORK INSTRUCTIONS

STEP ONE: The Supervisor / Manager moves the employee to the designated isolation area. See “4.2 Remove from Worksite Protocol.”

STEP TWO: The Supervisor / Manager / HR notifies Corporate Medical to arrange for a medical assessment. See “3.2 Medical Team Protocol.”

STEP THREE: Based on the outcome of the evaluation, the employee is either:
- Medically cleared to return to work. No further action is required.
- OR, placed in the 21-Day Self-Isolation Program and removed from the worksite. See “4.2 Remove from Worksite Protocol.”

STEP FOUR: The Supervisor / Manager notifies the Site General Manager, Human Resources and the Rapid Response Team that a high-risk symptomatic employee has been identified through a medical evaluation and that the employee has been removed from the worksite.

NOTE: If an employee is identified as a high-risk symptomatic employee and is removed from the worksite after a medical evaluation, that case will be treated the same as a confirmed case.

STEP FIVE: The Supervisor / Manager will immediately restrict access to and quarantine the Pod or work area where the employee worked.

All other employees in that Pod or work area will immediately be evaluated by Corporate Medical to determine their individual disposition. Each will be medically cleared or placed in the 21-Day Self-Isolation Program based on their potential direct exposure. See “4.2 Remove from Worksite Protocol.”

STEP SIX: The Supervisor / Manager / Site General Manager will notify the designated deep cleaning team and initiate the deep cleaning work. See “4.4 Deep Cleaning Protocol.”

STEP SEVEN: The Supervisor / Manager / Site General Manager, in coordination with and under the direction of the Medical Department, will simultaneously initiate a site investigation to determine other areas of access and contact with other employees outside of the Pod or work area by the affected employee(s).

- The Medical Department, in coordination with the Site General Manager, will determine if additional action is needed (e.g., additional areas to deep clean, additional employees to Self-Isolate). Results of the investigation will be communicated to the Rapid Response Team as quickly as possible.
Employee Symptomatic with Fever, Cough, Shortness of Breath, Chills

**WORK INSTRUCTIONS**

**STEP ONE:** Symptomatic employee not at work calls Corporate Medical Response Team to self-report. Corporate Medical completes Medical Evaluation to determine disposition. See “Medical Team Protocol”.

**STEP TWO:** Based on outcome of the Medical Evaluation, employees are either:
- Medically cleared to returned to work. No further action required.
- OR, placed in the 21-Day Self-Isolation Program.
- If employee is placed in the 21-Day Self-Isolation Program, Corporate Medical asks symptomatic employee who they have had direct contact with the last 48 hours. Direct contact is contact within 6 ft. of the employee for 10 minutes or greater.

**STEP THREE:** Corporate Medical contacts EHS Leader to coordinate Pod review with Supervisor / Manager. Under the direction of the Medical Department, the team will simultaneously initiate a site investigation to determine other areas of access and contact with other employees outside of the Pod or work area by the affected employee(s).

- Supervisor / Manager asks Pod employee(s) to list who they have had direct contact with the last 48 hours.
- If affected Pod employees are on site, Supervisor / Manager moves affected Pod employees to the designated isolation area and instructed to call Corporate Medical Response Team for Medical Evaluation. See “Move to Isolation Area / Remove from Worksite Protocol dated 23 March 2020”.
- If Pod is not on site, Supervisor / Manager contacts Pod employees via phone and directs to call Corporate Medical Response Team for Medical Evaluation.
- If Pod employees did not have direct contact with affected employee the last 48 hours, Pod members can stay at work or come in for next scheduled shift. Ask all Pod members to self-monitor and follow self-reporting guidelines as necessary.

**STEP FOUR:** Supervisor / Manager notifies Site General Manager, Human Resources and Rapid Response Team that a symptomatic employee not at work has been identified through a medical evaluation and that the employee has been placed in the 21-Day Self-Isolation Program. In addition, notify the personnel above if any affected employee in the same Pod that has had direct contact with symptomatic employee the last 48 hours, has been placed in the 21-Day Self-Isolation Program.

**STEP FIVE:** Based on investigation, Corporate Medical will communicate to EHS Leader / Site General Manager to initiate deep cleaning or enhanced cleaning, based on investigation details and timing.
CONFIRMED CASE PROTOCOL

WORK INSTRUCTIONS

CONFIRMED CASE IDENTIFIED – THE EMPLOYEE IS AT WORK, START HERE

**STEP ONE:** The Supervisor / Manager removes the employee from the worksite immediately. See “Remove from Worksite Protocol.”

CONFIRMED CASE IDENTIFIED – THE EMPLOYEE IS AWAY FROM WORK, START HERE

**STEP TWO:** The Supervisor / Manager notifies the Site General Manager, Human Resources and Rapid Response Team Leader that a confirmed COVID-19 case has been identified.

**STEP THREE:** The Supervisor / Manager will immediately restrict access to and quarantine the Pod or work area where the employee worked.
- All other employees in that Pod or work area will immediately be evaluated by Corporate Medical to determine their individual disposition. Each will be medically cleared or placed in the 21-Day Self-Isolation Program based on their potential direct exposure. See “4.2 Remove from Worksite Protocol.”

**STEP FOUR:** The Supervisor / Manager / Site General Manager will notify the designated deep cleaning team and initiate deep cleaning. See “4.4 Deep Cleaning Protocol.”

**STEP FIVE:** Supervisor / Manager / Site General Manager, in coordination with and under the direction of the Medical Department, will simultaneously initiate a site investigation to determine other areas of access and contact with other employees outside of the Pod or work area by the affected employee(s).
- The Medical Department, in coordination with the Site General Manager, will determine if additional action is needed (e.g., additional areas to deep clean, additional employees to Self-Isolate). Results of the investigation will be communicated to the Rapid Response Team as quickly as possible.
We understand the concern around the potential financial impact of self-reporting and possibly being required to isolate for 21 days. We don’t want the fear of losing income to hold someone back from self-reporting and potentially entering our sites when they should not. We have determined that, in the broad interest of safety, we will pay employees, including hourly employees, during their isolation for up to 21 days.

During the employee’s self-isolation, the medical team and HR teams will regularly check in – at least twice a week – to support with medical help and HR-related activities.

We ask that employees reach out to their personal physicians to coordinate care while on isolation, especially if COVID-19 symptoms progress.

Before returning to work, employees must be cleared by the corporate medical team. They must also contact their HR representative and supervisor to coordinate any activities related to coming onsite.
EFFECTIVE + RESPONSIBLE INFORMATION MANAGEMENT
— Our Actions
— Government Guidelines
— EU/UK COVID-19 Date Protection Guidelines

OUR ACTIONS

During the pandemic, the Rapid Response Team tracked the status of employees who self-reported* and regularly reported out, by site, the number of:

• Self-reports
• Employees in isolation
• Employees that have been tested
• Positive COVID-19 cases
• Employees that self-reported, do not have COVID-19, but are out sick
• Number of employees that have been cleared to return to work

These figures were provided in a dashboard and reviewed by the Rapid Response Team and senior leadership on a daily basis.

*In accordance with current employee privacy laws and the ADA.

While working diligently to protect the health and safety of everyone at Carpenter Technology, as well as our communities and those with whom we do business, we are fully committed to protecting the privacy of all parties involved. We are keeping a close eye on the situation, and we are being responsible about people’s personal information. We strictly comply with all laws and regulations related to employee health and privacy, including the following guidance provided by the EEOC.

GOVERNMENT GUIDELINES

Tips for Protecting Personal Health Information

These are pandemic-related guidelines from the U.S. Equal Employment Opportunity Commission (EEOC) for protecting employees’ personal health information. During a pandemic, Americans with Disabilities Act (ADA)-covered employers, like Carpenter Technology, may ask employees if they are experiencing symptoms of the pandemic virus. For COVID-19 (coronavirus), employers can ask if employees have a fever, chills, cough, or shortness of breath. Employers must maintain all information about their employee’s symptoms as a confidential medical record in compliance with the ADA.

Top 4 Questions for Employers Related to COVID-19 and the Workforce

1. Can I tell employees if a co-worker has tested positive for the coronavirus or other communicable disease?

   No. The ADA privacy rules restrict employers from sharing personal health information of an employee. Employers should inform employees that possible or actual exposure has occurred in the workplace but cannot disclose any identifying information about the individual who tested positive.

2. Can I ask an employee if he or she has the coronavirus?

   No. Employers can ask an employee how he or she is feeling in general but should not inquire about specific illness, as that could rise to the level of disability-related inquiry under the ADA.
3. **What should we do if an employee discloses that they have been in close contact with a person who tested positive for COVID-19?**

According to CDC guidance, individuals who have had close contact with a person diagnosed with COVID-19 should self-quarantine. Employers can require an employee who has been exposed to the virus to stay at home.

4. **When notifying Human Resources & Medical, who can I include on my initial notification?**

Under the ADA, employee medical information should be kept confidential and protected as such. Therefore, please only notify HR and medical personnel. HR, along with the COVID-19 Rapid Response Team, will communicate any further notifications. Supervisors of such employees should be alerted that such an employee is seeking medical review; however, no specifics should be provided as to the employee’s condition.

**EU/UK COVID-19 DATA PROTECTION GUIDANCE**

**Background**

Information relating to an employee’s health is sensitive data (or ‘special category’ data, to use the legal terminology). Special category data is given additional protection under data protection law. This means that we need to treat employee health information with extra care and think carefully about whether we should be collecting, storing and sharing it. For the avoidance of doubt, health information extends to whether an employee is infected, or at particular risk of infection, by COVID-19.

We are permitted to process employees’ health information for the purposes of discharging our legal obligations as an employer. This is because we owe a duty of care to our employees. Part of that duty of care requires us to take reasonable steps to protect the wellbeing of staff. This includes the prevention and monitoring of COVID-19 infection within our workforce and meeting our legal obligations in relation to sick leave.

The particular condition we are relying upon in the GDPR to process COVID-19 related health information is Article 9(b) which covers employment, social security and social protection. We also rely on Article 6(c) of the GDPR which relates to legal obligations to process personal data. In accordance with the Data Protection Act 2018, we maintain an internal policy documents which explain how we comply with the GDPR’s data processing principles and how long we keep COVID-19 related information for.

1. **What information should we be asking for?**

There is no exhaustive list of what information we should be asking employees. The important thing is for the information we request to be proportionate. This requires us to consider:
   (i) our objective - to protect staff and discharge the duty of care we owe to our employees; and
   (ii) what the minimum amount of personal information is that we need at that point in time to achieve our objective.

For example, rather than ask all staff to confirm whether they are in an at-risk group, it may be more proportionate to invite staff to volunteer this information. This way, we are not holding data on all employees but only those who have volunteered the information.

We can also advise staff to seek advice from the NHS if they are experiencing symptoms or have recently visited high risk countries. This approach should help us minimize the information we need to collect.

2. **Should we ask employees to sign a consent form before asking them about their health or possible COVID-19 infection?**

No. When we process personal data of employees we rely on Article 9(b) and Article 6(c) of the GDPR. We do not rely on consent as it is not an appropriate legal basis between an employer and employee. Using a consent form does not offer additional protection to our business and could even be detrimental to our legal compliance.
3. **Who can we share the information with within the business?**

Because it is highly sensitive, health information relating to an employee should be shared on a strictly need-to-know basis. The reason for sharing the information, and the amount of information we pass on, both need to be proportionate to our objective. If you need to share personal information in a way which isn’t covered by our Employee Privacy Policy then please speak to the Data Protection Officer beforehand.

If any personal information is transferred outside of the UK to the US, outside of the EU to the US or (after the Brexit transitional period ends) outside of the EEA to the UK then international transfer safeguards must be used. If you are unsure of what steps to take, please speak to the Data Protection Officer.

4. **Can we tell staff that a colleague may have potentially contracted COVID-19?**

Yes. We probably do not need to name individuals and we should not provide more information than is necessary.

5. **Can employees request copies of the health information we hold on them?**

Yes. Employees have a right of access under data protection law. Subject to very limited exceptions, this right extends to health records we hold on them. With this in mind, be very careful about making subjective observations regarding an employee’s health on their file.

6. **Can we request health information from an employee’s doctor or medical adviser?**

Firstly, consider whether it is proportionate to ask for this information. Can we fulfill our objective another way? The medical practitioner will owe a duty of confidentiality to the employee so will not share this information without the employee’s agreement. The employee should not be made to feel pressured to share health information if they do not want to.

7. **How long should we keep the information for?**

Personal information relating to COVID-19 should be kept no longer than is necessary for us to achieve our objective. Because the situation is developing so quickly, we cannot estimate how long this will be. It would be sensible to diarize a time later in the year to review the situation and consider whether any personal information can be deleted.

We should only keep personal information where we have a legitimate reason for doing so, e.g. for sickness records. Any personal information we do keep should be reduced to the minimum we need to achieve the purpose for which we are keeping it. We also have an overriding duty to ensure that the information we hold is up to date. Outdated information should be updated or deleted, depending on whether we still need it.
MODULARIZATION, PODS + PREVENTING TRANSMISSION

EMPLOYEE ACCESS CONTROL

RECEIVING VISITORS + MATERIALS

CLEANING PROTOCOLS
## OPERATIONS + FACILITIES

### MODULARIZATION, PODS + PREVENTING TRANSMISSION

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WHAT TO DO ABOUT PODS

— Purpose
— Guidelines
— Key Principles
— Checklist
— Preventive Measures

PURPOSE

The purpose of modularization and the creation of work Pods is to prevent the transmission of COVID-19 by reducing the risk of contagion. Each Pod acts as a circuit breaker, preventing widespread transmission across any Carpenter Technology facility.

GUIDELINE TO POD DEVELOPMENT

1) Define Pods
   a. Ensure there are adequate skills in each Pod while not encompassing all skills in a single Pod.
   b. Set up boundaries and barriers to define the Pods with Visqueen-type barriers. Within those areas define break areas and restrooms.
2) Set up boundaries and barriers to define the Pods. Use color coding and / or signs – some means to visually define the Pod area / boundaries.
3) There should be one point of entry and one point of exit for each Pod, to separate shifts.
4) Each Pod shall have a separate and defined breakroom and restroom facility.
5) Fork trucks are considered their own Pod and can enter / exit Pods, but drivers can never exit the tow motor within a Pod and must maintain the distance rule (6 ft.) at all times.
6) Labs: Consider separating areas using boundaries such as plastic. Maintain 6 ft. safe social distancing.

KEY POD DESIGN PRINCIPLES

• Enforce 30-minute full air gaps between shifts
• Employees going out cannot walk by people coming in
• Employees cannot be moved across shifts and Pods
  • It is critically important that Pods are maintained and not changed
• All members of a Pod will enter and exit facility together
• Each Pod must understand their Pod roster and not physically interact with member of other Pods
  • This is critical to avoid cross-Pod transmission
• Community surfaces must be cleaned in the Pod between shifts
  • Any shared facility used by multiple Pods must be cleaned by each Pod after use
  • Surfaces to clean within each Pod include, but are not limited to: work stations, control panels, keypads, crane remotes, push carts, door handles and knobs, shared tools, light switches
  • Shared facilities include, but are not limited to: sinks, toilets, flush handles, showers, appliance exteriors, cabinet and drawer handles, door handles and knobs, light switches, countertops, lunch tables
• Essential Persons – For Essential Persons the Essential Purpose Pod entry procedure must be enforced (see later section)
CHECKLIST FOR POD DEPLOYMENT

1. There must be a 30-minute gap between all shifts, including supervisors, with no employees being assigned across shifts.

2. Supervisors must be assigned to their Pod and stay with their Pod.

3. Enhanced cleaning protocols must be in place to wipe down machines at shift start and at shift end.

4. Pods shall be designed as small as practical, ideally not exceeding 20 employees. Each Pod is assigned specific areas in which they can be physically present. Dedicate these areas by Pod and shift. Pods can ONLY occupy their designated areas and barriers will be erected to ensure compliance.
   - Work centers / equipment
   - Bathrooms / locker rooms (if used) – Consider use of portable bathrooms assigned to individual Pods
   - Break rooms – Consider separate break areas for individual Pods
   - Sinks and hand washing areas onsite are to be separated by individual Pods

5. If there are not multiple break rooms or meeting rooms, the same one can be used; however, times must be agreed upon with cleanings between (e.g., A team gets the break room from 1:00–2:00 and B team from 3:00–4:00).

6. Be on time! Timely entrance and egress are vital to maintain social distancing at the time clocks (dismissal time is to be orchestrated by the Supervisor / Manager). Keep disinfectant / hand sanitizer by the time clocks, or find ways to eliminate the time clocks.

7. EACH POD MUST UNDERSTAND THEIR POD ROSTER AND NOT PHYSICALLY INTERACT WITH MEMBERS OF OTHER POD ROSTERS. Team designations are applied to management as well. This is CRITICAL to avoid cross-Pod transmission.

8. A full list of shift staff and Pods must be shared with the site HR, Plant Manager and Rapid Response Team with contact information for all employees (cell phones) so that potentially infected individuals can be notified immediately if another in their Pod tests positive for COVID-19.

PRACTICE PREVENTION MEASURES:

- Social Distancing – Maintain minimum of 6-ft. (2-meter) air gap
- Wash hands frequently for 20 seconds
- Don’t touch your face
- Self-report symptoms
POD MOVEMENT PROCEDURES

MOVING EMPLOYEE(S) BETWEEN PODS
(LAYERS OF PROTECTION AS CIRCUIT BREAKERS)
— Understanding the Layers of Protection
— Pod Movement Procedure
— New Hires
— Approval Process

LAYERS OF PROTECTION

Active layers of protection work as circuit breakers to prevent transmission. These include:

• Each employee is accountable for safeguarding against primary modes of transmission. (Primary Layer of Protection)
  • Practice safe social distancing by maintaining a gap of 6 ft. or 2 meters between you and others
  • Wash your hands routinely with soap and water for 20 seconds minimum or use hand sanitizer
  • Don’t touch your face with your hands
  • Don’t shake hands
  • Practice respiratory etiquette. When coughing or sneezing, cover your mouth and nose with a flexed elbow or tissue – throw the tissue away immediately and wash your hands.

• Employees must self-report symptoms to medical for evaluation. We place a strong focus on doing this while at home and not onsite (Second Layer of Protection)
  • COVID-19 STOP sign screening and employee temperature checks are mandatory prior to entering any Carpenter Technology facility (Third Layer of Protection)
  • Pods within shifts create barriers to transmission across a shift (Fourth Layer of Protection)
  • Air gaps of 30 minutes between shifts prevent a single vector from affecting multiple shifts (Fifth Layer of Protection)

POD MOVEMENT PROCEDURE:

This procedure is NOT applicable for any casual movement across shifts, including overtime.

The procedure is only for essential and structural movement due to critical loss of Pod personnel.

Any employees’ movement between Pods on the same shift or from a different shift will undergo medical evaluation by our Carpenter Technology Medical Team. This is the same protocol as employees returning to work after an isolation period (Sixth Layer of Protection for Movement between Pods)


Where possible, use physical barriers to confine employee(s) new to the Pod.

REMINDER: Any employee exhibiting symptoms of COVID-19 must be removed from the Pod per our Employee Symptomatic at Work protocol.

NEW HIRES:

Introducing a new-hire employee into a Pod will be managed by the Return to Work medical protocol.
APPROVAL PROCESS

Plant Managers are required to submit a business case and justification for all Pod transfer requests and new hires, including:

- Individuals to be replaced and the operation they support
- Business impact if the Pod is not restaffed. This must be a critical business issue affecting customers.
- Alternatives to restaffing, such as expanding shifts to weekends in affected Pods
- Information on the isolation history of the current Pod (i.e., number of people out from the Pod and in isolation) and the number of times the employee has transferred Pods.

Any Pod movement under consideration must be approved by the accountable roles defined below, prior to requesting final clearance from Carpenter’s Medical Team:

- First Step Business Senior Executive:
  - SAO
  - PEP

- Second Step COVID-19 Rapid Response Team
  - Operations Task Force Lead
  - Operations Task Force Executive
ESSENTIAL PERSON PROCEDURES

HOW TO ENTER A POD

— Who Is an Essential Person
— Entry Procedure
— Procedure for Maintenance Staff

This procedure defines the process for an Essential Person with Essential Purpose to enter a Pod. Examples of Essential Persons include: Maintenance, Technical Resource, or Plant Manager who must enter the Pod and be in close contact with a Pod member and is performing essential work to support the work force and operations.

PROCEDURE

• Request permission for entry from your Pod Supervisor.
• Entry and exit from the Pod must be at a single designated location.
• Sign in on a visitor log.
• Wash your hands thoroughly for 20 seconds prior to entry.
• Put on the specific PPE required, including a disposable Tyvek-type suit, a clear face shield (or face mask, if face shield is not available) and gloves.
• Having completed a task, employees will remove (in order) the suit, face shield or mask, and gloves. The suit, gloves and face mask will be discarded, while face shields can be collected in a predesignated container for sanitization and reuse.
• Wash your hands thoroughly for 20 seconds.
• Sign out on the visitor log.

ALTERNATE PROCEDURE – I.E., MAINTENANCE NOT IMBEDDED IN POD

• Pod members perform their end-of-shift enhanced cleaning procedure for all community touchpoints and exit the Pod.
• Wait for a 30-minute air gap.
• Maintenance employees will wash hands thoroughly for 20 seconds prior to entry.
• Maintenance Pod enters the area with the required PPE for the work to be performed. Special PPE is not required (Tyvek suit, face shield)
• Maintenance employees will complete the enhanced cleaning procedure for all community touchpoints.
• Maintenance completes their task and performs the enhanced cleaning procedure for all community touchpoints and exits the Pod.
• Maintenance employees wash hands thoroughly for 20 seconds after exiting the Pod.
• Wait for a 30-minute air gap.
• Pod members enter and perform the start-of-shift enhanced cleaning procedure for community touchpoints.
MOLTEN METAL SHIFT MODULARIZATION PROCEDURE

SHIFT CHANGE FOR ATTENDED MATERIALS
— Procedure for Molten Metals Sites

This procedure maintains the integrity of shift modularization, with a 30-minute air gap between shifts for molten metal operations. For safety reasons, molten metal cannot be left unattended.

PROCEDURE

• The outgoing shift performs the end-of-shift enhanced cleaning procedure.
• The incoming shift puts on the required PPE, including: a disposable Tyvek suit; a face mask, if available, or N95 respirator; a clear face shield and gloves.
• The outgoing shift leaves the operator station while maintaining a social distance of 6 ft. minimum.
• The incoming shift enters the operator station.
• The incoming shift performs the start-of-shift enhanced cleaning procedure.
• After a 30-minute air gap, the outgoing employee will remove PPE in the following order; disposable Tyvek suit, clear face shield, face mask or respirator and gloves. The Tyvek suit, gloves, face mask or respirator will be discarded into a waste container. The clear face shields will be collected in a designated container for disinfecting and reuse.
During the pandemic, the Rapid Response Team tracked the status of Pods using data from the employee health tracker.

**USING A DASHBOARD VIEW, TRACKED BY SITE:**

- Number of employees working onsite (i.e., not remote)
- Number of those employees in isolation
- Isolations at constrained work centers
- Pods operating with <75% of employees
- Pods operating with 75%–90% of employees
- Pods operating with >90% of employees
EMPLOYEE ACCESS CONTROL

Employee Screening Protocol

Alternative Employee Screening Protocol

Remove from Worksite Protocol
EMPLOYEE SCREENING PROTOCOL

ENTERING CARPENTER TECHNOLOGY FACILITIES
— Overview of Screening Benefits
— Preparing for Conducting Screening
— Instructions to Conduct Screening

OVERVIEW

Carpenter Technology is implementing multiple screening protocols as a layer of protection for our communities and employees. As an example, all employees will have their temperature checked prior to entry to any Carpenter Technology facility. Any employee who refuses to go through temperature screening will be sent home without pay.

NOTE: If you are in one of the following locations, please review the Alternative Employee Access Control in the following section:

CPP Sweden  Additive-Emerging Aceros Fortuna
CPP Rhode Island  Technology Center  Amega West Louisiana
Additive Liverpool  LSMD Canada  Amega West Midland
Additive WV  LSMD Chicago  Amega West Canada
Additive Camarillo  LSMD TN  Wauseon OH

PREPARATIONS FOR CONDUCTING EMPLOYEE TEMPERATURE SCREENING

1. Identify your screening locations. Screenings will be taken outside at employee entrance locations such as pedestrian turnstiles, gates and vehicle gates to ensure adequate air movement.

2. A COVID-19 STOP sign will be posted clearly at every screening location

3. Ensure the following supplies are available at each screening location:
  • Disinfectant for cleaning the infrared thermometer, table, high visibility vest or other potential contact surfaces
  • Hand Sanitizer
  • Infrared thermometer(s), oral temperature strips, thermal imaging camera
  • AAA batteries for Infrared thermometer(s)
  • Use portable space heaters as needed for <60°F / 15.55°C ambient temperature
  • Table for temperature strips
  • Required PPE (disposable gloves, surgical mask, safety glasses or goggles)
  • Isolation area and equipment available per (REF: Isolation Protocol)
  • Disposable bin for used temperature strips
  • High visibility vests for early or after hour traffic control
INSTRUCTIONS TO CONDUCT EMPLOYEE TEMPERATURE SCREENING

1. The person conducting temperature screening must wash their hands or use hand sanitizer prior to putting on the required PPE.
   • Disposable gloves (nitrile and latex only)
   • Surgical mask (non-medical grade) or Cloth Face Mask
   • Safety glasses or goggles

2. Disinfect the infrared thermometer and case, any tables or potential contact surfaces prior to use.

3. Ask the employee if they meet any of the criteria on the STOP sign (see below).
   Verify with employee that they have seen new symptoms added to number 2 on the STOP sign. If answer is YES to screening question, employee directed to isolation area and instruct employee to call Corporate Medical Response Team.

— DO NOT WAIT! —
Self-report immediately if you have:

SELF-REPORT CHECKLIST

1 | a confirmed case of COVID-19.
2 | a fever, cough, shortness of breath, chills, muscle pain, headache, sore throat, or new loss of taste or smell.
3 | been in close contact with someone who is suspected to be or confirmed to be infected with COVID-19.
4 | traveled internationally (including cruises) in the last 21 days or come in close contact with anyone who has.
5 | visited New York City in the last 21 days or come in close contact with anyone who has.
6 | traveled outside your state of residence (home state) or come in close contact with anyone who has. You don't have to self-report if you cross a state line when traveling to your workplace.

NOTE: Masks & Face Coverings Required.

CONTACT & NOTIFY

• Contact the Medical Department at 724-532-6436 for next steps.
• Notify your Manager/Supervisor.
• Call your local physician if immediate medical attention is required.

ABOVE: Stop signage for facilities where masks are required.
EMPLOYEE SCREENING PROTOCOL (CONTINUED)

All non-Latrobe employees: 610-208-2208
Latrobe employees: 724-532-6436

4. Ask employee if they laundered their cloth face covering or re-usable mask as required. If answer is NO, employee directed to leave site and return with clean face covering or re-usable mask. If employee explains they have a medical exemption from wearing a face mask, allow employee to enter.

**NOTE:** Employee must always follow site protocol to notify their manager or supervisor of late arrival

5. For employees who have answered NO to the screening questions and have a laundered cloth face covering or re-usable mask with them, administer temperature screening (Infrared Thermometer, Temperature Strips, Thermal Imaging Temperature Detection).

Temperature screening method may vary between sites. Select the method applicable to your location, perform temperature screening and proceed to step 6.

**Infrared Thermometer Instructions**

- <60°F / 15.55°C ambient temperature can introduce error in the readings of the device. Use portable space heaters as necessary. Heaters must be kept at least three feet away from anything that can burn.
- Remove non-contact Digital Thermometer protector scanner cap, press and release power button, wait for beep and “00” reading. When the screen shows “00”, a beep is audible, and thermometer is ready for use.

**NOTE:** Thermometer takes AAA batteries and will need changed frequently (have spares on hand). Always check battery life before screening to ensure it does not die during process.

- Ask employee to move head covering, hair from forehead and remove any sweat or other visible obstruction from forehead.
- Hold scanner at least 2 in. away from the center of the forehead without making contact for an accurate reading.
- Press and release power button and scan forehead slowly from the center of the forehead to the temple. Maintain at least 2 in. from skin until confirmation beep is audible. Measurement takes approximately 3 seconds

**NOTE:** Repeat measurement if temperature is below 96.9°F.

- If at any time contact is made between the thermometer and person entering, STOP. Thermometer must be disinfected before next screening.

**NOTE:** Per Medical Director guidelines, disinfect thermometer every 30 minutes, after any reading greater than 98.6°F, if the screening probe contacts the employees skin or the employee coughs or sneezes during the scan.

**Oral Temperature Strip Instructions**

- Screener asks employee to place one temperature strip under tongue and close lips around the temperature strip.
- Screener uses watch or stop watch to time the screening and employee removes temperature strip after one minute.
- Employee reads temperature and reports it to the screener. The dots on the strip will change color up to the detected temperature (see below). Employee places the temperature strip in designated disposal bin.
EMPLOYEE SCREENING PROTOCOL (CONTINUED)

Thermal Imaging Temperature Detection Instructions
• Press the on button to switch the camera on. After switching on, it will take up to 30 seconds for the infrared image to appear. This is a normal operation as the camera calibrates itself.
• After switching the camera on, ensure it is configured to the appropriate settings. Always reference the user manual to configure settings such as, time, date, language, temperature unit, temperature tolerance etc.
• Designate marker 4 feet away using a sign, cone, bucket or other ground marking. This is where the employee will position for screening. Only screen one employee at a time.
• Ask the employee to remove obstructions such as PPE (hard hats, safety glasses, goggles, mask etc.), prescription eyewear and head coverings to obtain correct reading.
• As employee is positioned in lens, allow the camera to measure temperature on the face. A thermal image displays the temperature of the employee in 3 seconds.

6. If the employee has all NO responses to the STOP Questions, their temperature is below 100.4 F, have a laundered cloth face covering, re-usable mask or are medically exempt from wearing a facemask, that employee can be granted access.

7. If the employee has a temperature 100.4 F or higher, deny entry and instruct the employee to immediately leave the site and direct employee to call Corporate Medical Response Team.

   All non-Latrobe employees: 610-208-2208
   Latrobe employees: 724-532-6436

8. Disinfect the infrared thermometer and case, any tables and potential contact surfaces after all employees have been processed.

9. When screening shift is completed, remove protective PPE and wash hands with soap and water for at least 20 seconds.

If you experience a malfunction with the infrared thermometer, thermal imaging camera or need PPE supplies contact Carpenter site event leader.
ALTERNATIVE EMPLOYEE SCREENING PROTOCOL

ALTERNATIVE PROCEDURES FOR SPECIFIC FACILITIES
— Overview of Screening Benefits
— Preparations for Conducting Screening
— Screening Criteria
— Temperature Screening

OVERVIEW

Carpenter Technology is implementing alternative temperature screening protocol as a layer of protection for our communities and employees. All employees will self-check temperature at home. A temperature strip or thermometer will be available for self-check onsite if the employee didn’t check their temperature at home. Any employee who does not self-check temperature at home and refuses to go through temperature screening will be sent home without pay.

NOTE: THIS ALTERNATIVE PROTOCOL IS APPLICABLE TO THE FOLLOWING LOCATIONS:

<table>
<thead>
<tr>
<th>Location</th>
<th>Additive Location</th>
<th>Additive Location</th>
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<tbody>
<tr>
<td>CPP Sweden</td>
<td>Additive-Emerging</td>
<td>Aceros Fortuna</td>
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<td>LSMD TN</td>
<td>Wauseon OH</td>
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PREPARATIONS FOR CONDUCTING EMPLOYEE TEMPERATURE SCREENING

1. Identify your exterior station, which will be manned by the Plant Manager or Pod supervisor. Screenings will be taken outside at employee entrance locations such as pedestrian turnstiles, gates and vehicle gates to ensure adequate air movement and social distancing.

2. A COVID-19 STOP sign will be posted clearly at each screening location.

3. Depending on the temperature screening tool, ensure the following supplies are available at each screening location:
   • Disinfectant for cleaning the table or other potential contact surfaces
   • Alcohol wipes to disinfect the oral thermometer per manufacturer’s instructions
   • Hand sanitizer
   • Oral temperature strips, forehead temperature strips or thermometer
   • Table for temperature strips or thermometer
   • Watch or stopwatch to time temperature screening
   • Water for oral thermometer rinse
   • Required PPE (disposable gloves, surgical mask, safety glasses or goggles)
   • Isolation area and equipment available per (REF: Isolation Protocol)
   • A disposal bin for used temperature strips and disposable plastic covers
CRITERIA FOR CONDUCTING EMPLOYEE TEMPERATURE SCREENING

1. The Plant Manager or Pod supervisor conducting temperature screening must wash their hands or use hand sanitizer prior to putting on the required PPE. This PPE includes:
   • Disposable gloves (nitrile and latex only)
   • Surgical mask
   • Safety glasses or goggles

2. Disinfect any tables and potential contact surfaces in the area and lay temperature strips on the table.

3. Ask the employee if they meet any of the criteria on the STOP sign (see below).

   If the employee answers YES to any screening question, direct them to an isolation area and instruct the employee to call the Corporate Medical Response Team.

   All non-Latrobe employees: 610-208-2208
   Latrobe employees: 724-532-6436

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ALTERNATIVE EMPLOYEE SCREENING PROTOCOL (CONTINUED)

CRITERIA FOR CONDUCTING EMPLOYEE TEMPERATURE SCREENING

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   If the employee answers YES to any screening question, direct them to an isolation area and instruct the employee to call the Corporate Medical Response Team.

   All non-Latrobe employees: 610-208-2208
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ABOVE: Stop signage for facilities where masks are NOT required.
4. For employees who have answered NO to the screening question, the Plant Manager or Pod supervisor will ask the employee what their temperature was today.

5. If the employee reports a temperature of 100.4°F / 38°C or higher, STOP! Deny them entry, and instruct the employee to immediately leave the site. Direct the employee to call the Corporate Medical Response Team.

   All non-Latrobe employees: 610-208-2208
   Latrobe employees: 724-532-6436

6. If the employee did not take their temperature at home, administer temperature screening. If no infrared thermometer is available, use a single-use temperature strip or oral digital thermometer. The Plant Manager or Pod supervisor must NOT touch the temperature strips or oral thermometer at any time.

   The temperature screening method may vary between sites. Select the method applicable to your location, perform temperature screening, and proceed to step 7.

**HOW TO CONDUCT EMPLOYEE TEMPERATURE SCREENING**

**Oral Temperature Strip Instructions**
- The Plant Manager or Pod supervisor will ask the employee to place one temperature strip under their tongue and close their lips around the temperature strip.
- The Plant Manager or Pod supervisor will use a watch or stopwatch to time the screening. The employee will remove the temperature strip after one minute.
- The employee will read the temperature and report it to the Plant Manager or Pod Supervisor. The dots on the strip will change color up to the detected temperature (see below). The employee then must put the temperature strip in the designated disposal bin.

**Forehead Temperature Strips Instructions**
- The Plant Manager or Pod supervisor will ask the employee to remove the backing on the forehead temperature strip and apply the strip to the center of their forehead.
- The Plant Manager or Pod supervisor will use a watch or stopwatch to time the screening. The employee will remove the temperature strip after 15 seconds. When the color stops changing on the strip, that is an indicator the screening is complete.

**NOTE:** Always use these materials following manufacturer’s instructions, with special attention to the duration of time on the forehead and how to correctly read the temperature.

- The employee will remove strip, read their temperature and report it to the Plant Manager or Pod Supervisor. The dots on the strip will change color up to the detected temperature (see illustration at right). The employee then will put the temperature strip in the designated disposal bin.
Oral Digital Thermometer Instructions (with or without plastic tip)

- The Plant Manager or Pod supervisor will ask the employee to take the thermometer off the table and out of its holder.
- Instruct the employee to put the tip into a new disposable plastic cover if one is available. Ask the employee to clean the plastic cover or pointed probe with an alcohol wipe and rinse it with water.
- Instruct the employee to open their mouth, put the covered tip or probe under their tongue and close their lips around the thermometer.
- Instruct the employee to keep the thermometer under their tongue for a minimum of 30 seconds. After 30 seconds, ask the employee to remove the thermometer, read it, and report their temperature to the screener.
- Ask the employee to remove or eject the disposable plastic cover (if used) into the disposable bin. If no plastic cover was used, ask the employee to clean the pointed probe with an alcohol wipe and rinse it with water.

7. If the employee has all NO responses to the STOP Questions and their temperature is below 100.4°F / 38°C, that employee can be granted access.

8. If the employee has a temperature 100.4°F / 38°C or higher, STOP! Deny them entry, and instruct the employee to immediately leave the site. Direct the employee to call the Corporate Medical Response Team.

   All non-Latrobe employees: 610-208-2208
   Latrobe employees: 724-532-6436

9. Disinfect the screening table and any potential contact surfaces after all employees have been processed.

10. When your screening shift is completed, remove your protective PPE and wash your hands with soap and water for at least 20 seconds.
REMOVE FROM WORKSITE PROTOCOL

WHAT TO DO WITH SICK EMPLOYEES
— Isolating a Symptomatic Employee at Work
— Isolation Area Preparation Checklist
— Removing an Employee from Work

ISOLATING A SYMPTOMATIC EMPLOYEE AT WORK

An affected employee must report their symptoms to their supervisor or manager. (fever, cough, shortness of breath)

1. The Supervisor / Manager / HR puts on proper PPE (disposable gloves, mask, face shield).

2. The Supervisor / Manager / HR issues a surgical mask (if available) to the employee.

3. The Supervisor / Manager / HR walks the employee to a designated isolation area.
   a. The Supervisor / Manager / HR walks ahead of the employee, clearing a route to the isolation area, while maintaining social distancing. They must keep the affected employee 6 ft. or more from themselves and other employees in the area.

4. Once safely in the designated isolation area, the employee calls the Corporate Medical Response Team via their personal phone (preferred).
   a. All locations except Latrobe call: 610-208-2208.
   b. If a personal phone is unavailable, have a Carpenter Technology phone available in the designated isolation area to use. Disinfect the phone after each use.
   c. If phone coverage is not available, use a land line phone. Disinfect the land line phone after each use.

5. The Supervisor / Manager / HR follows the disposition of the Corporate Medical Response Team:
   a. If the employee is medically cleared to return to work, the Supervisor / Manager / HR provides direction to return to work safely.
      OR
   b. If the employee is placed in the 21-Day Self-Isolation Program, they must be directed to leave the worksite immediately:
      i. The first option is for the employee to self-transport off the worksite.
      ii. No Carpenter Technology vehicles or APS will be used to transport sick employees.
      iii. If the employee is not able to self-transport, outside services (ambulance or other similar services) should be arranged.

6. The Supervisor / Manager / HR removes and places their PPE in the trash, washes their hands thoroughly and initiates the COVID-19 Deep Cleaning Protocol for the designated isolation area.
DESIGNATED ISOLATION AREA PREPARATION CHECKLIST

1. Review the site to determine the number of areas required, based on a facility map.

2. Identify the location of isolation area(s) that allow for at least 6 ft. of social distancing:
   a. Primary site – outside preferred
   b. Secondary site – inside, in the event of extreme weather

3. Outline the site-specific isolation risk factors
   a. Medical
   b. Environmental

4. Identify the required equipment and facilities (e.g., tent). Isolation areas should be:
   a. easy to clean with minimal surface area.
   b. comfortable for employee during the medical screening process.

5. Communicate all updates to your site leaders and employees.

6. Identify the designated isolation areas on emergency plans.

7. Identify an event leader (Supervisor / Manager / HR) onsite and review this protocol.
   a. Identify alternate leader(s) per shift

REMOVING AN EMPLOYEE FROM WORK

For a confirmed COVID-19 case that occurs while the employee is onsite:

1. The Supervisor / Manager / HR puts on their PPE (disposable gloves, mask, face shield).

2. The Supervisor / Manager / HR issues a surgical mask (if available) to the employee.

3. The Supervisor / Manager / HR walks the employee to an exit point of the worksite.
   a. The Supervisor / Manager / HR walks ahead of the employee, clearing a route to the exit, while maintaining social distancing for the affected employee of 6 ft. or more from themselves and other employees in the area.
   b. The first option is for the employee to self-transport off the worksite.
   c. No Carpenter Technology vehicles or APS will be used to transport sick employees.
   d. If the employee is not able to self-transport, outside services (ambulance or other similar services) should be arranged.

4. The Supervisor / Manager / HR removes and places their PPE in the trash and washes their hands thoroughly.
RECEIVING VISITORS + MATERIALS

Visitor Screening Protocol

Small Package Protocol

Receiving + Shipping for States Requiring Masks
Carpenter Technology is implementing temperature screening protocol as a layer of protection for our communities and employees. All visitors will have their temperature checked prior to entering the facility. **Visitors who refuse to go through temperature screening will not be allowed access to the plant.** The visitor access control protocol is applicable to all locations. Depending on location, screening will be completed by the security agency, temporary resources or Plant Manager and/or Pod supervisor.

**NOTE:** Visitors for the purpose of this document includes contractors, vendors or any person not a Carpenter employee (excluding delivery and freight drivers – refer to Small package / Receiving Materials and Shipping Produce Protocol for any deliveries).

### PREPARATIONS TO CONDUCT VISITOR TEMPERATURE SCREENING

1. Identify your screening locations. Screenings will be taken outside at plant entrance locations such as pedestrian turnstiles, gates and vehicle gates to ensure adequate air movement.

2. COVID-19 STOP signs are to be posted clearly at all screening locations.

3. Ensure the following supplies are available at screening location:
   - Disinfectant for cleaning the infrared thermometer, table, high visibility vest or other potential contact surfaces
   - Hand Sanitizer
   - Infra-red thermometer(s), oral temperature strips, thermal imaging technology
   - AAA batteries for Infrared thermometer(s)
   - Use portable space heaters as needed for <60°F / 15.55°C ambient temperature
   - Table for temperature strips
   - Required PPE (disposable gloves, non-medical grade surgical mask or cloth face mask, safety glasses or goggles)
   - Isolation area and equipment available per (REF: Isolation Protocol)
   - Disposable bin for used temperature strips
   - High visibility vest for early or after hour traffic control

### INSTRUCTIONS TO CONDUCT VISITOR TEMPERATURE SCREENING

1. Person conducting temperature screening must wash their hands or use hand sanitizer prior to donning required PPE.
   - Disposable gloves (nitrile and latex only)
   - Surgical mask (non-medical grade) or Cloth Face Mask
   - Safety glasses or goggles

2. Disinfect the infrared thermometer and case, any tables and potential contact surfaces prior to use.
   a. Ask the visitor if they meet any of the criteria on the STOP sign (see next page).
ABOVE: Stop signage for facilities where masks are required.

Verify visitor has seen new symptoms added to number 2 on the STOP sign. If answer is YES to screening criteria 1–5, visitor directed to immediately leave plant site and advise them to contact their personal physician.

If answer is YES to traveling outside of their state of residence (home state) or come into close contact with anyone who has traveled outside of their home state, direct visitor to isolation area and instruct them to call Corporate Medical Response Team for additional screening.

NOTE: When calling Corporate Medical Response Team, caller should identify as a visitor who has traveled outside their state, or been in contact with someone who traveled outside of their home state, to trigger Corporate Medical Response Team screening instructions

All non-Latrobe employees: 610-208-2208
Latrobe employees: 724-532-6436

3. Ask visitor if they have a laundered/clean cloth face covering, re-usable mask or disposable mask as required. If answer is NO, direct the visitor to leave site and return with clean face covering, re-usable mask or disposable mask. If visitor explains they have a medical exemption from wearing a facemask, allow visitor to enter.

For visitors who have answered NO to all screening questions and have a laundered clean cloth face covering, re-usable mask, disposable mask with them or have a medical exemption administer temperature screening.
Once full screening process is implemented at the site, the Visitor Travel Disclosure signature is no longer required. If the visitor refuses a temperature screening, visitor directed to immediately leave plant site.

Temperature screening method may vary between sites. Select the method applicable to your location, perform temperature screening and proceed to step 4.

**Infrared Thermometer Instructions**

- <60ºF / 15.55ºC ambient temperature can introduce error in the readings of the device. Use portable space heaters as necessary. Heaters must be kept at least three feet away from anything that can burn.
- Remove non-contact Digital Thermometer protector scanner cap, press and release power button, wait for beep and “00” reading. When the screen shows “00”, a beep is audible, and thermometer is ready for use.

**NOTE:** Thermometer takes AAA batteries and will need changed frequently (have spares on hand). Always check battery life before screening to ensure it does not die during process.

- Ask visitor to move head covering, hair from forehead and remove any sweat or other visible obstruction from forehead.
- Hold scanner at least 2 in. away from the center of the forehead without making contact for an accurate reading.
- Press and release power button and scan forehead slowly from the center of the forehead to the temple. Maintain at least 2 in. from skin until confirmation beep is audible. Measurement takes approximately 3 seconds

**NOTE:** Repeat measurement if temperature is below 96.9ºF / 36.05ºC. If ambient temperature is below 60ºF / 15.55ºC, move to heated area for proper reading.

- If at any time contact is made between the thermometer and person entering, STOP. Thermometer must be disinfected before next screening.

**NOTE:** Per Medical Director guidelines, disinfect thermometer every 30 minutes, after any reading greater than 98.6ºF / 37ºC, if the screening probe contacts the employees skin or the employee coughs or sneezes during the scan.

**Oral Temperature Strip Instructions**

- Screener asks visitor to place one temperature strip under tongue and close lips around the temperature strip.
- Screener uses watch or stop watch to time the screening and the visitor removes temperature strip after one minute.
- Visitor reads temperature and reports it to the screener. The dots on the strip will change color up to the detected temperature (see below). Visitor places the temperature strip in designated disposal bin.
VISITOR SCREENING PROTOCOL

Thermal Imaging Temperature Detection Instructions

- Press the on button to switch the camera on. After switching on, it will take up to 30 seconds for the infrared image to appear. This is a normal operation as the camera calibrates itself.
- After switching the camera on, ensure it is configured to the appropriate settings. Always reference the user manual to configure settings such as, time, date, language, temperature unit, temperature tolerance etc.
- Designate marker 4 ft. away using a sign, cone, bucket or other ground marking. This is where the visitor will position for screening. Only screen one visitor at a time.
- Ask the visitor to remove obstructions such as PPE (hard hats, safety glasses, goggles, mask etc.), prescription eyewear and head coverings to obtain correct reading.
- As visitor is positioned in lens, allow the camera to measure temperature on the face. A thermal image displays the temperature of the employee in 3 seconds.

4. If the visitor has all NO responses to the STOP Questions or has been screened and cleared by Corporate Medical Response Team due to interstate travel, has a laundered cloth face covering, re-suable mask, disposable or has a medical exemption and their temperature is below 100.4 F / 38 C that visitor can be granted access.

5. If the visitor has a temperature 100.4ºF / 38ºC or higher, deny entry and instruct the visitor to immediately leave the site and advise them to consult with their personal physician.

6. Disinfect the infrared thermometer and case, any tables and potential contact surfaces after all visitors have been processed.

7. When screening shift is completed, remove protective PPE and wash hands with soap and water for at least 20 seconds.

If you experience a malfunction with the infrared thermometer, thermal imaging camera or need PPE supplies contact Carpenter site event leader.

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Employee refuses to answer questions or undergo temperature screening

**DENY ENTRY**

**YES**
To ANY Questions on the STOP Sign

Do NOT Let Employee Enter Isolate Employee and Direct Them to Immediate Contact Corporate Medical

**NO**
To ALL Questions

Administer Temperature Screening Per Instructions

Medical:
All Non-Latrobe Employees: 610-208-2208
Latrobe Employees: 724-532-6436

Temperature 100.4ºF or Higher: **DENY ENTRY** and Direct Employee to Call Corporate Medical

Temperature below 100.4ºF:
Employee May Enter the Facility

If Temperature is Below 96.9ºF / 36.05ºC **RETEST**
If Ambient Temperature is Below 60ºF / 15.55ºC, Move to Heated Area for Proper Reading
Carpenter Technology is implementing a small package protocol for receiving via FedEx, UPS, US mail and Amazon packages. This protocol also applies to shipping out-bound product or materials. Procurement has reached out to several of our delivery companies (FedEx, UPS) regarding drivers completing our screening protocols. These companies have issued different protocol that does not comply with ours.

**PACKAGE DELIVERY** –  
**IF A DELIVERY DRIVER REFUSES TO COMPLETE SCREENING:**

1. **Do not turn the driver away** – this may be a critical PPE supply or needed manufacturing part / component.

2. Ask the driver to leave the package at the gate or delivery location (without allowing them to proceed into the plant).

3. Notify appropriate site personnel (receiving, stock room, or site procurement) that a delivery was dropped at the gate or delivery location.
   
   a. Similar to the isolation tents used for medically screening potentially sick individuals, holding area (tent) should be identified and secured to receive these packages at each location(s) at your facility.

4. Site personnel who retrieve the package from the holding area must always use hand protection (nitrile or latex gloves), follow guidance on personal hygiene practices (thoroughly wash hands for 20 seconds or use hand sanitizer, do not touch face) and follow corporate ergonomic lifting guidelines utilizing material handling devices when needed.

**PACKAGE PICK-UP** –  
**IF A DELIVERY DRIVER REFUSES TO COMPLETE SCREENING:**

1. Every effort should be made to prepare the package for pick-up in advance and place the ready-to-ship package in the holding area.

2. If the package is not already in the holding area, **do not turn the driver away** – this may be an outgoing component or critical delivery (do not allow them to proceed into the plant).

3. Notify appropriate site personnel that a delivery vehicle is at the gate / holding area awaiting package pick-up in the holding area.

4. Maintain social distancing of 6 ft. with driver while dropping package off in holding area.
Carpenter Technology is implementing layers of protection to safely receive in-bound raw materials, operating supplies and equipment. The protocol also applies to any facility shipping outbound product or materials.

First layer of protection:
• Purchasing and Logistics will proactively notify trucking resources of our entry requirements to determine who may not qualify to enter facilities based on STOP sign criteria.

Second layer of protection:
• Employees must always keep social distancing (at least 6 ft.), and not come into direct contact with driver. A protective barrier (pass-through tray, plexiglass) should be utilized to pass any necessary paperwork (BOL) between driver and employee. If a protective barrier is unavailable, a drop box must be arranged to separate hand delivery between driver and employee.

Third layer of protection:
• The driver is screened in accordance with the Visitor Access Control Protocol. If a driver’s temperature is 100.4°F or higher, the driver will be asked to immediately leave the site.

Fourth layer of protection:
• Per state order, ask the driver if they have a laundered/clean cloth face covering, re-usable mask or disposable mask as required to access the site. If answer is NO and a disposable mask is available, provide the visitor with a disposable mask. If the driver does not have face mask and refuses a disposable one, deny access to the facility.
• If driver explains they have a medical exemption from wearing a mask or face covering, allow driver to enter the facility.
• Color coded screening cards are no longer necessary.
• The driver is then directed to designated loading and unloading area. If driver is required to exit the cab to perform a function, initiate Driver required to exit cab protocol.

Fifth layer of protection:
• Employee verifies driver is wearing mask or face covering before beginning activity at the designated loading and unloading area. If driver is not wearing a mask or face covering, ensure it is due to a medical exemption – otherwise ask driver to put on mask or face covering.
DRIVER QUARANTINED IN CAB:

1. The driver remains isolated in his cab.

2. The Carpenter Technology employee puts on a clear face shield, or face mask, if face shield is not available, and disposable gloves (latex or nitrile).

3. The Carpenter Technology employee maintains a minimum 6 ft. distance from the driver in the cab at all times.

4. The employee prepares the product and unloads the product in designated area.

5. The driver is then directed to return to the gate to exit the property.

6. The employee must then remove the disposable gloves and wash their hands for at least 20 seconds. They then remove the face shield or surgical mask, disinfect any face shield that has been used, or dispose of a used surgical mask. The employee must then wash their hands for at least 20 seconds.

DRIVER REQUIRED TO EXIT CAB:

1. The Carpenter employee is wearing a cloth face covering, reuseable mask or disposable mask as required and dons disposable gloves (latex or nitrile).

2. The Carpenter Technology employee remains in the mobile equipment or, if unloading by crane, maintains a minimum 6 ft. distance from driver at all times.

3. The driver exits the cab and prepares the truck and / or, material for unloading and performs their normal unloading function.

4. The truck driver gets back in their vehicle and remains in the cab for the duration of the process.

5. The employee performs any material handling function not performed by the driver in the designated area. When finished, the employee moves away from area.

6. The driver exits their cab to secure / tie down the load, then returns to the cab.

7. The driver leaves the designated area and is directed to return to gate to exit the property.

8. The employee leaves the area and removes the disposable gloves and washes their hands for at least 20 seconds. The face shield is removed and disinfected. If using a surgical mask, the mask is removed and disposed of. The employee must wash their hands for at least 20 seconds.
OPERATIONS + FACILITIES

CLEANING PROTOCOLS

Deep Cleaning Protocol

A Visual Reference
Guide to PPE

Deep Clean Training
Reference
DEEP CLEANING PROTOCOL

HOW TO CONDUCT A DEEP CLEANING
— Timing and Procedures

For additional information please refer to the detailed Deep Cleaning Procedure

1. Close off all access and immediately isolate any area where a person with confirmed or suspected COVID-19 was present before initiating the cleaning and disinfection process.
   a. Communicate the isolation of the area to management, supervisors and the employees affected.
   b. Use the following tools to restrict access: DANGER tape, posted signage, barricades, etc.

2. Wait a minimum of three hours to minimize exposure to respiratory droplets.

3. During the waiting period, prepare for the deep clean:
   a. Open outside doors and windows, if possible, to increase air circulation in the affected area. Do this without entering the affected area if you are not wearing proper PPE.
   b. Gather all required PPE for a COVID-19 Deep Clean: a Tyvek suit with Tyvek headcover, a filtering facepiece (P100 and N95) or elastomeric mask equipped with an HEPA filter and latex or nitrile gloves.
   c. Gather all cleaning and approved disinfectant supplies and tools for a COVID-19 Deep Cleaning.
   d. Ensure that your waste containers are designated for COVID-19 cleaning waste.

4. Once the waiting period is complete, put on your protective PPE, including a Tyvek suit with Tyvek headcover, a filtering facepiece (P100 and N95) or elastomeric mask equipped with an HEPA filter and latex or nitrile gloves.
   a. The employee must wash their hands before putting on the PPE. Wash your hands properly using soap and water for a minimum of 20 seconds.
   b. Ensure there are no gaps or skin exposure between the gloves and Tyvek sleeves; if the Tyvek suits are not cuffed, use duct tape to seal the gloves and Tyvek sleeves.
   c. Wear safety glasses (or safety goggles over glasses) and a face shield.
   d. Conduct both positive and negative seal checks to ensure a good seal with your respirator.

5. Identify the affected area, including all surfaces that are to be cleaned and disinfected.
   a. Only employees wearing the specified PPE are permitted to enter; support personnel not wearing PPE are not allowed to enter.
   b. Clearly restrict the area using cones, barrier tape and signage.
   c. All surfaces within the affected area are to be cleaned and disinfected.

6. Clean the area using a detergent soap solution to remove any dirt, oil, grease or grime that could prevent the disinfectant from contacting the virus during disinfecting.

7. Disinfect the area allowing the disinfectant to remain on the surface in accordance with the manufacturer’s established contact time.
   b. Read the manufacturer’s label for any specific use and safety requirements.

8. Remove your protective PPE.
   a. The employee must remove their gloves and wash their hands properly using soap and water for a minimum of 20 seconds.

9. Safely dispose of all waste including any contaminated clothing, waste cloth towels, office supplies, cleaning supplies, waste water and / or alcohol wipes.
A VISUAL REFERENCE GUIDE TO PPE

PPE

Inhalation Protection

FILTERING FACEPIECE RESPIRATORS

N95

P95

KN95

Protocol Use: Deep Cleaning Protocol

PROTECTIVE MASKS

Surgical Mask*

Cloth Face Mask

*Nonmedical grade

Protocol Use: Employee and Visitor Access Control, Molten Metal Air Gap Procedure and Essential Person-Essential Purpose Pod Entry Procedure, Move to Isolation Area and Remove from Work Protocol

Hand Protection

DISPOSABLE GLOVES

Nitrile Gloves

Latex Gloves

Protocol Use: Deep Cleaning, Employee and Visitor Access Control, Molten Metal Air Gap Procedure, Essential Person and Essential Purpose Pod entry procedure, Move to Isolation Area and Remove from Work Protocol
A VISUAL REFERENCE GUIDE TO PPE (CONTINUED)

Body Protection

**TYVEK SUITS**

Tyvek Suit with Hood  
ONLY for Deep Cleaning

Tyvek Suit without Hood

Protocol Use: Deep Cleaning  
Protocol Use: Essential Person and Essential Purpose Entry

Eye Protection

**SAFETY EYEWEAR**

Safety Glasses  

Safety Goggles


Face Protection

**FACE SHIELDS**

Headgear Face Shield  

Hardhat Face Shield Attachment

Protocol Use: Deep Cleaning Protocol, Essential Person and Essential Purpose Pod Entry, Molten Metal Air Gap, Move to Isolation Area and Remove from Work Protocol
Deep Cleaning Training – Preparation

**BEFORE YOU START**
- Purpose of Deep Cleaning Training
- Who Will Perform Deep Cleaning?
- Before Cleaning and Disinfecting...
- What You Will Need: Deep Cleaning Supplies
- Hazards of Cleaning and Disinfecting Chemicals

**PURPOSE OF DEEP CLEANING TRAINING**

Deep Cleaning will prevent potential viral transmission after a person suspected or confirmed to have COVID-19 has been in the area.

**Purpose:**
- Understand the importance of deep cleaning and disinfection during the COVID-19 pandemic.
- Learn how to clean and disinfect common areas including restrooms, locker rooms, lunch rooms, break rooms, workstations, etc., of those with suspected or with confirmed COVID-19 have contacted.
- Learn how to clean and disinfect high-touch surfaces including control panels, forklifts, work benches, crane remotes, push carts, door knobs, table tops, counters, etc. of those with suspected or with confirmed COVID-19 have contacted.
- Carpenter Technology employees must first complete the COVID-19 Deep Cleaning Training before completing a deep clean.
- Learn about Personal Protective Equipment selection, use and waste disposal.

**Scope:**
- This training applies to all Carpenter Technology locations and employees who will perform deep cleaning.

**WHO WILL PERFORM DEEP CLEANING?**

- Each Carpenter Technology location will be responsible for identifying willing employees while coordinating with their local Human Resources Business Partner and EHS site leader.
- Involvement depends on medical clearance.

**BEFORE CLEANING AND DISINFECTING...**

- Close off all access and immediately isolate any area where a person with confirmed or suspected COVID-19 was present before initiating the cleaning and disinfection process.
- Communicate the isolation of the area to all applicable personnel.
- Use the following to restrict access:
  - DANGER tape
  - Posted signage
  - Barricades
- Wait for a minimum of 3 hours, up to 24 hours before cleaning and disinfecting. This minimizes exposure to respiratory droplets.
- Open outside doors and windows to increase air circulation in the affected area. Do this without entering the affected area if you are not wearing the required PPE.
- Gather all required PPE for a COVID-19 deep clean.
- Gather all the cleaning and disinfectant supplies and tools for a deep clean.
- Ensure that your waste containers are designated for COVID-19 cleaning waste.
WHAT YOU WILL NEED: DEEP CLEANING SUPPLIES

Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But, by removing the germs, their numbers are decreased and, thereby, any risk of spreading infection.

Supplies for Cleaning:
- Detergent or soap and water must be used to clean dirty surfaces before disinfecting.

Disinfecting works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

Supplies for Disinfecting:
- Disinfection during deep cleanings will be accomplished with commercially available EPA-listed disinfectants, diluted household bleach solution, or alcohol solution composed of at least 70% alcohol. EPA – List N: Disinfectants for Use Against SARS-CoV-2 (link)
- Follow all manufacturer’s instructions to create an effective diluted household bleach solution (if appropriate for the surface):
  - 5 tablespoons (1/3rd cup) bleach per gallon of cold water, or
  - 4 teaspoons bleach per quart of cold water
  - Mix solution every 24 hours to prevent degradation
  - Ensure bleach has not exceeded expiration date on container
  - NEVER mix ammonia or any other cleaning product with the diluted bleach solution – this can cause toxic vapors and mixtures

HAZARDS OF CLEANING AND DISINFECTING CHEMICALS

Detergents on the skin can cause irritation, inflammation and dermatitis.

Follow the manufacturer’s instruction for the proper use of detergents.
- Wear disposable gloves, goggles, Tyvek coveralls and a N95 or P100 respirator to protect yourself from contact with detergents and to prevent viral transmission.

Disinfectants (commercially available or diluted bleach solution):
- Use disinfectant in a well-ventilated area. Airborne disinfectants (mists, vapors, gases) cause respiratory problems if used in poorly ventilated areas.
- Chemical disinfectants can cause irritation to the skin, blistering or burning, irritation to eyes and respiratory system.
- Isopropanol (isopropyl alcohol) and ethanol (ethyl alcohol) are flammable liquids.
- Read labels and follow the manufacturer’s instructions for the proper use and storage of disinfectant solutions.
- Inhalation of gases released from hypochlorite solutions may cause eye and nasal irritation, sore throat and coughing at low concentrations. Inhalation of higher concentrations can lead to respiratory distress.
- Wear disposable gloves, goggles, Tyvek coveralls and N95 or P100 respirator to protect yourself from contact with disinfectant and to prevent viral transmission.

ALWAYS reference SDS and follow manufacturer’s instructions for any product regarding concentration, application method, contact time, etc.
Deep Cleaning Training – PPE

GETTING STARTED – PPE FOR PROTECTION
— PPE and Virus Transmission
— PPE Selection
— Putting on Body Protection
— Putting on Your Respirator

PPE AND VIRUS TRANSMISSION

Appropriate PPE must be worn whenever your work task or work location places you in a situation for potential exposure and transmission of the COVID-19 virus. How you can get infected includes:

• Aerosols – inhalation of airborne droplets containing the COVID-19 virus that were released by coughing and/or sneezing of an infected person, as well as dry virus particles dispersed by activity such as cleaning.
  • These aerosols can be inhaled and cause infection (primary route of transmission)
• Fomites – any inanimate object or surface contaminated with COVID-19 virus.
  • Contact with these objects and subsequent contact with mucus membranes (eyes, nose, mouth etc.) can cause infection.
• PPE must be put on and taken off properly to be effective and prevent getting infected or transmitting COVID-19.
  • (Review proper use of PPE with EHS)

PPE SELECTION

Cleaning and disinfecting activities can expose you to both aerosols and contaminated surfaces. PPE is selected to prevent against three routes of transmission:

1. **Inhalation Protection**: respiratory protection equipment with mechanical filter capable of removing virus particles from the air, including filtering facepiece (P100 and N95) or elastomeric masks equipped with HEPA filters.

2. **Mucus Membrane Protection**: prevention of hand contamination through use of disposable gloves (latex, nitrile) as primary protection. Additional protection must be worn over these gloves to protect against cleaning chemicals and sharp objects. Band-Aids and other medical covers (gauze and tape) must be used to protect any open wounds.

3. **Bodily Protection**: to prevent spreading virus to other areas or contamination of work clothes, Tyvek coveralls will be worn.
PUTTING ON BODY PROTECTION

- Pull on the Tyvek coverall over your body, feet and safety shoes / boots.
- Insert your feet into the Tyvek coverall (if coveralls do not incorporate shoe covers, place Tyvek booties over shoes / boots).
- Pull the rest of the protective coveralls on and zip up (If Tyvek coverall does not incorporate head cover, place a Tyvek head cover over your head).
- Check to be sure you have no gaps or skin exposure between your gloves and the Tyvek sleeves. If the Tyvek coveralls are not cuffed, use duct tape to seal your gloves and Tyvek sleeves.
- All safety goggles / safety glasses / face shields must be used in accordance with the requirements of cleaning and disinfectant solutions.
- Watch our video for the proper sequential order of putting on all PPE: https://www.youtube.com/watch?v=KjRjsc3B2fM

PUTTING ON YOUR RESPIRATOR

- A respirator is a filtering facepiece (P100 and N95) or elastomeric masks equipped with HEPA filters.
  - You must wash your hands properly for a minimum of 20 seconds using soap and water.
  - You must hang the respirator around your neck using the bottom strap.
  - You must place the top strap across the rear crown of your head.
  - You must tighten both straps until the respirator is snug, to seal the respirator on your face.

Positive and negative seal check:

- You should perform a seal check by covering the filter and inhaling. The respirator must pull inward toward your face.
- If you are wearing a filtering facepiece, cover the filter then exhale. If you are wearing an elastomeric mask, cover the exhalation valve then exhale. The respirator should push away from your face to confirm a good seal.

The respirator position and straps must be adjusted until a good seal is confirmed. They will not protect you until a good seal is formed. This procedure must be performed each time the respirator is put on or at any point you feel the seal may have been compromised and is in need of readjustment.

PUTTING ON YOUR GLOVES

Gloves – Latex, Nitrile

- You must wash their hands properly for a minimum of 20 seconds using soap and water
- You must visibly inspect gloves for any cuts or punctures (damaged gloves must not be worn)
- You place your hands into gloves.

NOTE: If additional protection is required from cuts, punctures and / or chemical hazards, cover gloves must be worn to protect against the specific hazard and / or damage to the latex or nitrile gloves.
Deep Cleaning Training – Process

HOW TO CLEAN AND DISINFECT AN AREA

Determine the area(s) for deep cleaning:
- Identify the affected area for deep cleaning.
- Only employees wearing specified PPE are permitted to enter.
- Support personnel not wearing PPE are NOT allowed to enter.
- Identify all surfaces to be cleaned and disinfected (control panels, desks, work benches, chairs, etc.).
- Clearly restrict the area using cones, barrier tape and signage.

Cleaning area:
- Trained personnel clean the identified surfaces using detergent soap solution to remove any dirt, oil, grease or grime that could prevent the disinfectant from contacting the virus during disinfecting.

Disinfecting:
- Use the disinfectant in a well ventilated area.
- Spray the area with disinfecting solution to fully cover all surfaces until a thin film of disinfectant appears on the surface to be disinfected.
- Allow the disinfectant to remain on the surface in accordance with the manufacturer’s established contact time.

(Only use disinfectants known to be effective against the SARS and COV-2 viruses).
https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
Deep Cleaning Training – Removing PPE

SAFELY REMOVING YOUR PPE

— Taking Off Your Tyvek Suit
— Taking Off Your Gloves
— Taking Off Your Respirator

Taking Off Your Tyvek Coveralls

You must follow this sequence for the removal of your PPE.
Avoid placing any potentially contaminated gloves inside the Tyvek during removal.

To remove your Tyvek coveralls:

• Go to the perimeter of the deep cleaned area.
• Remove your head cover.
• Unzip the Tyvek coverall to the waist.
• Reaching behind your back, pull the Tyvek back over your shoulders
• Pull the Tyvek down your legs and over your safety shoes. Remove the coveralls and place them in a designated waste container.

Taking Off Your Gloves

• Cover gloves – if protective cover gloves are worn over the disposable gloves (latex, nitrile),
  • Chemical-resistant gloves must be washed in soap and water then removed and placed on a sanitized surface and allowed to air dry.
  • Cut / puncture-resistant gloves should be removed by pulling the fingers to prevent reaching into and contaminating the inside of the glove, and store them in a sealable plastic bag for reuse.
• Nitrile, latex gloves
  • While still wearing them, you must wash your gloves in a sanitizing solution for a minimum of 20 seconds.
  • You must then remove the gloves by pulling the glove by the cuff toward your fingertips, turning the glove inside out as you go. Dispose of these gloves in a designated waste container for disposal. Ensure the waste container is labeled.
  • You must wash your hands with soap and water for a minimum of 20 seconds.

Taking Off Your Respirator

• Respirators – if you are wearing a filtering facepiece type (P100 and N95)
  • You must remove your gloves and wash your hands properly using soap and water for a minimum of 20 seconds.
  • You must loosen the top strap and allow the respirator to hang around your neck.
  • You must lower your head, then remove the respirator using the bottom strap to lift it over your head.
  • You must dispose of the filtering facepiece after use in a designated waste container.
• Respirators – if you are wearing an elastomeric type with HEPA filters
  • You must remove your gloves and wash your hands properly using soap and water for a minimum of 20 seconds.
  • You must loosen the top strap and allow the respirator to hang around your neck.
  • You must lower your head, then using the bottom strap lift the respirator over your head and place the respirator with its outer surface on a decontaminated surface.
  • You must remove the HEPA cartridge and cover intake with duct tape.
  • You must wipe the cartridge with disinfecting cloth and place it in a sealable plastic bag for reuse.
  • You must clean and disinfect the respirator in accordance with the manufacturer’s guidelines.
Deep Cleaning Training – Waste

PROPER WASTE COLLECTION AND DISPOSAL

— Waste Disposal
— Waste Water Disposal

WASTE DISPOSAL

Any item contaminated or potentially contaminated with the COVID-19 virus must be disposed of properly.

Contaminated clothing:
Contaminated clothing must be bagged for transportation in a closed bag and washed with detergent and warm water before reusing. The bag must be properly disposed of in the trash. If someone other than the wearer is transporting the bag or performing laundry services, that individual(s) must be wearing disposable gloves (nitrile, latex), safety goggles, Tyvek coveralls and a filtering facepiece.

Waste cloth, towels and other office waste:
All waste products will be managed as plant trash (i.e., residual or non-hazardous waste). Label the container as “COVID-19 Cleaning Waste.” Place the waste in a trash can with a plastic bag liner and lid. Ensure the plastic bag liner is tied, to eliminate infected material from falling out. When emptying the can, wear disposable gloves. The trash must be immediately removed to the outdoor disposal receptacles. Door handles and anything else touched with your gloved hands must be cleaned and disinfected. Your cleaning materials and gloves must then be placed into the newly lined trash can for later disposal. Care must be taken to ensure no trash ends up outside the can. If trash must be picked up, wear disposable gloves to pick up the trash.

Cleaning supplies:
Over-the-counter, consumer commodity / quantity liquid cleaning products can be disposed of through the sanitary sewer. Waste tissue and rags must be disposed of as outlined in the section above. All other cleaning solutions must have the approval from the Environmental Department before disposal.

WASTE WATER DISPOSAL:

Mop water, including household bleach solutions, may be discharged into the sanitary sewer. Spent alcohols generated in the cleaning process may not be discharged into the sanitary sewer. They must be properly managed as hazardous waste.

Alcohol wipes:
If alcohol wipes or rags are used, and when spent wipes and rags are saturated to create an ignitable hazardous waste, the wipes / rags must be either managed as hazardous waste or as follows under EPA’s exclusion for solvent-contaminated wipes:
- They must be accumulated, stored and transported in nonleaking, closed containers.
- The containers must be able to contain free liquids, if they occur.
- The containers must be closed (but not necessarily sealed) during accumulation.
- A container must be sealed when it is full and ready for transportation.
- The containers must be labeled “Excluded Solvent-Contaminated Wipes.”
- The containers must be labeled during accumulation, storage and transportation.
- Solvent-contaminated wipes may be accumulated onsite for up to 180 days from the accumulation start date per container.
- The containers may not have free liquids at the point of being sent offsite for cleaning or disposal.
- Solvent-contaminated wipes must either be laundered by a facility that is permitted for any discharges from the operation, or incinerated at a permitted waste combustion facility.
Deep Cleaning Training – Important Notes

DEEP CLEANING STOP CRITERIA
— When to STOP What You Are Doing
— Additional Notes

WHEN TO STOP WHAT YOU ARE DOING

- You must STOP and report to your supervisor if COVID-19 PPE is not available, in poor condition, or is damaged during the cleaning process (holes in gloves or Tyvek coveralls).
- You must STOP and properly remove your Tyvek coveralls immediately if they become saturated during the cleaning process (risk for bleed-through).
- You must STOP and report to your supervisor if the PPE has already been used in a contaminated area.
- You must STOP any individual from entering the contaminated area without proper PPE and/or any individual who hasn't completed the COVID-19 Deep Cleaning Training.
- You must STOP and report to your supervisor if the proper cleaning and disinfectant solutions are not available or are running low.
- You must STOP and report to your supervisor if your respirator pre-check test fails.
- You must STOP and report to your supervisor if any individual is exposed to contamination during the cleaning process.
- You must STOP and report to your supervisor if you are unsure of which area to clean and disinfect.
- You must STOP and report to your supervisor if you have a question about any cleaning or disinfectant solutions provided.
- You must STOP and report to your supervisor if you find yourself OOPPPS or have a gut feeling something isn’t right.

ADDITIONAL NOTES

- Please ensure all training is documented on the Carpenter Technology Corporation Training Program Attendance Record. Training attendance records should be given to your EHS site leader for documentation retention and sent to Rapid Response Team Member.
- Ensure SDS’s are obtained for any cleaning or disinfectant solutions.
- Reference Standardized Work Documents for creating diluted household bleach solution.
- All employees must immediately notify their supervisor if they develop symptoms of COVID-19 following cleaning activity. Corporate COVID-19 Pandemic Protocol will be activated.
- All employees must immediately notify their supervisor if skin is exposed to contaminated surfaces while performing Deep Clean. Corporate COVID-19 Pandemic Protocol will be activated.
- Refer all questions about Deep Cleaning Training to your site EHS leaders and/or the Rapid Response Team.
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SIGNAGE + SUPPORTING MATERIALS

5.1
STOP SIGNAGE

— DO NOT WAIT!
— Self-report immediately if you have:

SELF-REPORT CHECKLIST
1 | a confirmed case of COVID-19.
2 | a fever, cough, shortness of breath, chills, muscle pain, headache, sore throat, or new loss of taste or smell.
3 | been in close contact with someone who is suspected to be or confirmed to be infected with COVID-19.
4 | traveled internationally (including cruises) in the last 21 days or come in close contact with anyone who has.
5 | visited New York City in the last 21 days or come in close contact with anyone who has.
6 | traveled outside your state of residence (home state) or come in close contact with anyone who has. You don’t have to self-report if you cross a state line when traveling to your workplace.

CONTACT & NOTIFY
• Contact the Medical Department at 724-532-6436 for next steps.
• Notify your Manager/Supervisor.
• Call your local physician if immediate medical attention is required.

ABOVE: Stop signage for facilities where masks are not required.
EMB COVID-19 GRAPHICS

Mind your manners
Don’t shake hands

Long-distance high fives are cool now
(6 feet or 2 meters)

Work Smart. Stay Healthy.

This is Dave
Don’t be like Dave

Keep yourself and your podmates safe. Keep your distance.

Work Smart. Stay Healthy.

Practice safety
Don’t touch your face

Work Smart. Stay Healthy.
Meet the new boss
Wash hands for 20 seconds

Work Smart. Stay Healthy.

Spend more time in the bathroom
washing your hands

(We’ve got plenty of TP, too)

Work Smart. Stay Healthy.

Work together
Stay apart

(6 feet or 2 meters)

Work Smart. Stay Healthy.
Stay Safe
Wear a Mask

Remember to
Wash Your Mask Daily

Remember to
Wear Your Mask

Work Smart. Stay Healthy.
crcovid19.com/mask
Stay Safe, Wear a Mask

With employee safety our top priority, Carpenter Technology is providing the following masks for your personal use while working at a Carpenter Technology site. In accordance with Pennsylvania law, employees are required to wear masks properly and safely; this includes proper laundering of cloth masks daily. Employees are also responsible for bringing masks with them to work. Employees who arrive at work without a mask will be required to obtain their mask prior to entry, and late/tardy policies will apply.

Carpenter Technology employees will either be provided a reusable cloth mask or a disposable surgical mask. Use of a homemade face covering is allowed, as long as the covering meets Department of Health Guidelines. Instructions on how to make and wash a cloth covering are included.

Disposable Mask Information:
How to wear a disposable (surgical) mask: Masks are effective only when used in combination with frequent hand cleaning using alcohol-based hand rub or soap and water.

How to Wear a Disposable Mask:
• Before putting on, clean hands with alcohol-based hand rub or soap and water.
• A disposable mask is designed to be worn one time only.
• Before reusing, replace any ties or elastic that become loose.
• Before removing, wash hands with alcohol-based hand rub or soap and water.
• Replace the mask with a new one as soon as it is damp. Do not reuse single-use masks.
• Maintain a safe distance from others while wearing a mask.

Materials:
• Two 10"x6" rectangles of cotton fabric
• Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
• Scissors
• Sewing machine

Instructions:
1. Using a 6" length of ⅛" wide elastic, run a 6" length of ⅛" wide elastic through the wider hem on each side of the mask. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight.
2. Don’t have elastics? Use hair ties or elastic headbands. If you only have string, you can make the ties longer and tie the mask behind your head.
3. Gently pull on the elastic so the knots are tucked inside the mask. Gather the sides of the mask on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.

Suggestions:
• Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.
• Cloth face coverings / reusable masks should fit snugly against the side of the face and be secured with ties or ear loops.
• Masks must include multiple layers of fabric/material. Make sure the mask is double-layered, with ties or ear loops.
• Wash your hands with alcohol-based hand rub or soap and water.
• Avoid touching the cloth face covering or reusable mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
• Replace the mask with a new one as soon as it is damp. Do not reuse single-use masks.

No-Sew Face Covering

Materials:
• Bandana (or square cotton cloth approximately 12" x 12"
• Rubber bands (or hair ties)
• Scissors (if you are cutting your own cloth)

Instructions:
1. Fold bandana in half.
2. Fold top down. Fold bottom up.
3. Place cleaned and dried mask in a clean bag until ready for reuse.

Sewn Face Covering

Materials:
• Two 10"x6" rectangles of cotton fabric
• Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
• Scissors
• Sewing machine

Instructions:
1. Cut out two 10" by 6" rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. Tightly woven fabric will work in pinch. Stack the two rectangles; you will see the mask as if it was a single piece of fabric.
2. Fold over the long sides ¼" and hem. Then fold the double layer of fabric over ⅜" along the short sides and stitch down.
3. Run a 6" length of ⅛" wide elastic through the wider hem on each side of the mask. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight.
4. Don’t have elastics? Use hair ties or elastic headbands. If you only have string, you can make the ties longer and tie the mask behind your head.

Suggestions:
• Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.
• Cloth face coverings / reusable masks should fit snugly against the side of the face and be secured with ties or ear loops.
• Masks must include multiple layers of fabric/material. Make sure the mask is double-layered, with ties or ear loops.
• Wash your hands with alcohol-based hand rub or soap and water.
• Avoid touching the cloth face covering or reusable mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
• Replace the mask with a new one as soon as it is damp. Do not reuse single-use masks.

Processing instructions:
• Before putting on, clean hands with alcohol-based hand rub or soap and water.
• Cloth face coverings / reusable masks should fit snugly against the side of the face and be secured with ties or ear loops.
• Masks must include multiple layers of fabric/material. Make sure the mask is double-layered, with ties or ear loops.
• Wash your hands with alcohol-based hand rub or soap and water.
• Avoid touching the cloth face covering or reusable mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
• Replace the mask with a new one as soon as it is damp. Do not reuse single-use masks.