

Workplace Safety amid COVID-19

REFERENCE

OSHA 3990-03

EFFECTIVE DATE

May-2020

OWNER

HSE Safety

1. Purpose

This guidance is not a standard or regulation, and it creates no new legal obligations. It contains recommendations as well as descriptions of mandatory safety and health standards. The recommendations are advisory in nature, informational in content, and are intended to assist Aristocrat Technology Inc. in providing a safe and healthful workplace. The Occupational Safety and Health Act requires Aristocrat Technology Inc. to comply with safety and health standards and regulations promulgated by OSHA or by a state with an OSHA-approved state plan. In addition, the Act's General Duty Clause, Section 5(a) (1), requires employers to provide their employees with a workplace free from recognized hazards likely to cause death or serious physical harm.

2. Preventive Measures

Limiting Exposure. Limiting employee's exposure to COVID-19 is our highest priority. COVID-19 is spreading at a rapid pace and there are known precautions employees and employers can take.

Physical Separation. Aristocrat shall practice physical separation if an employee is sick or showing symptoms of COVID-19. Symptoms include fever, cough, and shortness of breath. The symptoms may appear 2-14 days after exposure (based on the incubation period of MERS-CoV viruses).

- a. Employees shall stay home if they are sick or showing symptoms of COVID-19 (fever, cough, and shortness of breath).
- b. Employees shall stay home to care for a sick child or family member that is ill and/or showing symptoms of COVID-19.
- c. Employees shall notify their supervisor via phone call, text, or email when they are sick or showing symptoms of COVID-19.
- d. Supervisors shall keep track of sick employees (date and time the notification was received) and share that information with the COVID US task force.

Lower exposure risk jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other co-workers.

Identification and Isolation of Sick People

- e. Employees that are showing symptoms of COVID-19 shall be isolated in a designated room with the door closed until they can be sent home.
 - a. The room will be serviced by the cleaning staff as soon as possible.
- f. Employees sent home for being sick shall self-quarantine for 14 days or seek medical

attention before returning to work.

- g. Before a sick employee is dismissed, he or she shall disclose a list of all employees they have come in contact with.
- h. Employees should only return to work after their 14-day quarantine s or under the guidance from their doctor and state and local health department guidelines.

Good Hygiene. Good hygiene and infection control practices include:

- i. Employees shall have their temperature checked as soon as they arrive to the facility/campus to ensure they do not have a fever (symptom of the COVID-19 virus).
- j. Employees shall wear a cloth face cover or mask.
- k. Employees shall wash hands often with soap and water for at least 20 seconds or clean their hands with a hand sanitizer containing at least 60 percent alcohol if soap and water are unavailable.
- l. Employees shall wash hands that are visibly soiled.
- m. Employees should avoid touching their face, especially the eyes, nose, and mouth.
- n. Employees shall avoid close contact with people that are sick.
- o. Cover coughs and sneezes with tissue or sleeve and be sure to throw the tissue away.

House Keeping. Our facilities team manage the cleaning vendors and personnel, they will be the point of contact if immediate attention is required. The vendor will be responsible for cleaning commonly used areas and restrooms. During this outbreak the cleaning staff will increase their support and cleaning frequency.

- p. The cleaning staff will clean and sanitize all lunchrooms and breakrooms to include tables, chairs, microwave doors, refrigerator doors, cabinet door handles, coffee and soda machines.
- q. The cleaning staff will clean and sanitize all conference rooms and huddle rooms to include door handles, conference tables, chairs, and Zoom pads.
- r. Restrooms will be cleaned and serviced daily.
- s. If an employee test positive for COVID-19, the facility will be closed and a deep clean will be completed before employees are allow back in the facility.
- t. Employees are responsible for keeping their desk areas, keyboards, mice, and monitors clean and sanitized. They shall increase the cleaning frequency to daily.

Personal Protective Equipment (PPE). Aristocrat shall provide the following PPE if it is available. The PPE listed below is available for employee to use at work. These items shall not be taken for personal use outside of the workplace.

- u. Mandatory use:
 - i. HiVis vest (where established)
 - ii. Safety toe shoes
 - iii. Face covers or masks
- v. Not mandatory:
 - i. Latex gloves
 - ii. Safety glasses

Face covers or masks shall be used prior to entering facilities. Employees can be asymptomatic and as an added safety measure all employees, contractors, and visitors shall wear a face cover or mask.

Social Distancing. Aristocrat shall follow federal, state, and local requirements as it pertains to social distancing.

- w. Work Areas shall be set up to maintain the 6-foot distance requirement established by the CDC
- x. Conference rooms shall only be used when teleconference communication is unavailable.
- y. Each room will be limited to how many personnel can use while adhering to the 6-foot social distancing requirement.
- z. Huddle rooms shall only be used when teleconference communication is unavailable and limited to 2-4 personnel.
- aa. Lunchrooms will be set up to meet the social distancing requirements and will not be modified to gather more personnel together.
- bb. Break rooms will be set up to meet the social distancing requirements and will not be modified to gather more personnel together.

3. Support for Business Operations

Alternative Work Arrangements. Be prepared for new communication and workflow challenges for those that work remotely. Increase the physical distance between people through the practice of remote work, staggering shifts, and social distancing.

- a. Modified shifts
 - i. Create groups (A, B, C)
 - ii. Limit access to areas of the facility for each group.
 - iii. Create a map and display.
 - iv. Alternate lunches and breaks
 - v. Assign restrooms to each group
- b. Cross Training
- c. Working from home
- d. If you have more than one work location, adjust working arrangements based on the severity of the outbreak.
- e. Limit the number of workers going between work locations to reduce the risk of contaminating each location.
- f. Absenteeism. Address absenteeism in advance by:
 - i. Identifying essential jobs, roles, and functions
 - ii. Looking for additional ways to meet those needs
 - iii. Cross-train employees
 - iv. Shift work to other locations
- g. Cancellation of Events or Gatherings. Events and gatherings shall be held via
 - i. Teleconferencing
 - ii. Videoconferencing
 - iii. Webcasting platforms
- h. Supply Chain and Production Disruptions
 - i. Have alternative plans in place for raw materials, suppliers, and logistics
 - ii. Be prepared to be flexible as the situation changes
 - iii. Stay in close communication with suppliers and customers

Communication with Our Workforce

Aristocrat will openly communicate with employees the actions we are taking to address COVID-19. Everyone in our workplace should be aware of steps that can help control the spread of the virus and the steps Aristocrat is taking to respond to the situation.

- i. Make sure everyone is aware of the planned response to the outbreak.
- j. Regularly update employees on new information that may impact their workplace or community.
- k. Communicate clearly with employees and remind them that they do not have to shake hands and should use other greetings such as a head nod, hand wave or verbal gesture.
- l. Personal medical information is confidential and will not be shared.

Communication Methods. Connect with your workforce through personal and mass communication.

- m. Personal communication
 - i. Emails, Texts, and Phone Calls
- n. Mass communication
 - i. Company websites, Posters, Aristocrat News, Aristocrat Events app, COVID US daily update, etc.

4. Additional Guidance and Plans (to consider)

- a. What happens if we have a person test positive for COVID-19?
 - i. Notification goes to COVID US, P&C, & Safety.
 - ii. Obtain list of other employees that came in contact with affected individual.
 - iii. Communicate to employee leadership and affected teams.
 - iv. Notify Facilities to have facility sanitized.
 - v. How will operations resume?