

Ampco Flashlight - keeping safe during COVID19

Dear reader, below you will find a summary of the rules and agreements as stated by Ampco Flashlight in order to remain working safely during this Coronavirus-period.

Depending on the measures and agreements, we will adapt our rules to current events. In all cases: use your common sense, safety and health are paramount!

General rules

We adhere to the general guidelines of the RIVM and the measures promulgated by the government, both for transport to and from work and at the workplace:

- Keep at least 1.5 meters away from other people
- Do not shake hands or other greetings with physical contact.
- Wash your hands regularly with soap and water.
- Stay at home in case of (mild) illness signs / symptoms
- Stay at home if you have roommates with signs of illness / symptoms
- Sneeze and cough into your elbow.
- Use paper towels when you blow your nose and throw them away immediately. Then wash your hands.

In addition, the agreements also only work if at home you also adhere to the agreements set by the Dutch government such as: Stay at home as much as possible and receive as few visitors as possible. The 1.5 meter agreements also apply there. The full list and more information about this can be found on the RIVM website.

In which cases do you stay home?

- Employees stay at home for complaints of a cold or cough, sore throat or fever.
- Employees stay at home if one of their roommates has a fever or other symptoms
- When symptoms worsen (fever > 38 °C and difficulty breathing) they should contact their doctor.
- When you have been tested for Covid-19 and the result is positive or not yet in.
- If you have any questions or doubts, please contact your supervisor.

When can you go back to work?

- You can go back to work when you are free of complaints for 24 hours.
- You can go back to work when you and your housemates are free of complaints for 24 hours.
- If you have been tested for Covid-19 and the result is negative.

What to do in various lines of work

Office work

It is important to avoid contact and to keep a distance of 1.5 meters from each other. In addition to the general rules, observe the following rules:

- Work from home as much as possible in consultation with your manager.
- Work as much as possible on your own computer and workplace.
- Don't just walk in anywhere, but keep contact limited to phone or email if possible
- Clearly mark your workplace so that colleagues can keep a safe distance.
- Clean your workplace regularly.
- Ventilate (windows open).
- Follow indicated walking directions and routes
- Wear a face mask when moving through the property until you are at your workplace
- Don't get drinks for others.
- Wash your hands after using common appliances (coffee machine, printers and office supplies).
- Use the passenger lift with a maximum of 2 people.

Warehouse work

It is important to avoid contact and to keep a distance of 1.5 meters from each other. In addition to the general rules, observe the following points for attention:

- Work alone or at a safe distance from each other as much as possible.
- Wash your hands more often, especially after moving materials.
- Wash your hands more often even if you wear assembly / work gloves.
- Wear a face mask until you get to your workplace (the warehouse is also a workplace, provided you work in 1 place. If you walk around, wear a face mask)
- Change your gloves every day and have a week's supply so you can reuse your gloves.
- Avoid touching your face.
- Limit the shared use of the paint spray mask and assign one user.
- Limit the joint use of ear muffs, appoint one user.
- Clean the lift controls regularly (knobs, door and door handles).
- Limit joint use of reach and forklift. If necessary, appoint one driver per reach truck or forklift.
- Clean reach and forklift trucks before and after use.
- Do not handle flightcases and materials with other people. Move heavy materials with the reach truck or forklift or park heavy materials elsewhere.
- In case of an indicated one-way traffic, give right of way.
- Don't get drinks for others.
- Wash your hands after using common appliances (coffee machine, printers, tools and office supplies).

Loading dock work

It is important to avoid contact and to keep a distance of 1.5 meters from each other. In addition to the general rules, observe the following points for attention;

- Work alone or at an appropriate distance from each other as much as possible.
- Wash your hands more often, especially after loading and unloading materials.
- Wash your hands more often even if you wear assembly / work gloves
- Change your gloves every day and have a week's supply so you can reuse your gloves.
- Avoid or touch your face as little as possible.
- Load boxes onto the wheels in the cart.
- Load with a maximum of one person in the car.
- Clean the lift controls regularly (knobs, door and door handles).
- Limit joint use of reach and forklift. If necessary, appoint one driver per reach truck or forklift.
- Do not lift with several people. Move heavy materials with the reach truck or forklift or park heavy materials elsewhere.
- With indicated one-way traffic, the person has right of way in the indicated direction.
- Don't get drinks for others.
- Wash your hands after using common appliances (coffee machine, printers, tools and office supplies).

Working at Technical Services / workshops

It is important to avoid contact and to keep a distance of 1.5 meters from each other. In addition to the general rules, observe the following points for attention;

- Work alone or at an appropriate distance from each other as much as possible.
- Use your own workplace as much as possible.
- Clean your workplace regularly.
- Make sure that solder extraction is not blown towards colleagues.
- Wash your hands more often.
- Wash your hands more often even if you wear assembly / work gloves
- Change your gloves every day and have a weekly supply (this way you can reuse your gloves).
- Avoid or touch your face as little as possible.
- Clean tools used by several people regularly.
- Regularly clean devices that are being worked on by several people.
- With indicated one-way traffic, the person has right of way in the indicated direction.
- Don't get drinks for others.
- Wash your hands after using common devices (coffee machine, printers, tools and office supplies) and keep a distance from each other.

Travel to and from workplace / production

It is important to avoid contact and to keep a distance of 1.5 meters from each other. In addition to the general rules, observe the following points for attention:

- Determine if there is a need to travel together.
- Come to work alone as much as possible (follow the work schedule).
- Only travel together if separate transport cannot be arranged. If you do need to travel together, please use the following instructions:
 - Maximum 2 persons per car, with mouth mask
 - Provide extra ventilation. Open the window or use ventilation system.
 - Always take place in the same place.
 - Provide extra hygiene by extra cleaning the contact surfaces. (Steering wheel, gear lever, door handle and buttons). Use wipes with at least 70% alcohol for this
 - A cleaning set is available for our means of transport at the Transportplanning key cart. Clean the steering wheel, gear lever, turn signals and other controls before and after use.

Working together at a production

It is important to avoid contact and to keep a distance of 1.5 meters from each other. In addition to the general rules, observe the following points for attention:

- If a job requires close proximity to each other, talk to the project manager or client to resolve this.
- Work in fixed couples / teams as much as possible, so that people do not work with other colleagues every day.
- When setting up your workplace, take 1.5 meters into account. Think especially of FOH, transmitter, operator position.
- During breaks, sit at least 1.5 meters apart.
- Split breaks so that large groups do not form. (give each other space)
- Regularly clean the shared equipment and disinfect with 70% alcohol wipes if the equipment can handle this.
- Wash your hands several times a day and in any case before and after every job. If there is not enough water, disinfect the hands with disinfectant hand gel.
- Don't get drinks for others
- Pass each other in narrow corridors and catwalks with your backs to each other or with your head turned.
- With indicated one-way traffic, the person has right of way in the indicated direction.
- Talk to each other about it if someone does not keep the agreements or comes into your work area.
- Use tools / telephone / walkie-talkies personally. Do not lend it or borrow tools and communication resources.
- Report problems to your supervisor.
- Ask questions if anything is unclear. This can be done with your manager, HSE officer and Human Resources.

Use of masks and gloves

Ampco Flashlight requires the use of face masks. We offer 2 types:

1. A printed and washable/reuseable version with our logo of which all operational employees and project managers receive 3 copies, all other employees of Ampco Flashlight receive 1. The intention is that, in addition to safety, we also increase recognisability and representativeness with these printed mouth masks. A disposable paper copy can also be used for heavy physical labor (loading / unloading / construction or breaking crew).
2. Disposable mouth caps will be made available at a number of points in our company building, to be used (once) by everyone.

Operational employees and project managers on location ALWAYS wear a face mask, except in lounges where this is specifically not necessary, such as the catering area. If you are in the office, at the technical department or in the warehouse, you can take it off when you are at your workplace, where we consider working in the warehouse as a workplace. If you do not work at TD or warehouse, you wear a mouth mask at these locations.

The use of (latex or nitrile) gloves is basically not necessary. Gloves can only be worn during emergency response operations where there is physical contact. Gloves can be used when work is found involving unknown contamination.

Wearing work / assembly gloves is permitted. Make sure the gloves are washed and / or changed regularly. Wearing work / assembly gloves does not protect against the corona virus. When used incorrectly, it can actually promote spreading.

Working with and for clients

Before commencing the work, agreements must be made with the client and/or contractor:

- Appoint a "Corona Coordinator" who is responsible for compliance and control of the rules.
- Be familiar with the applicable rules regarding 1.5 meters and hygiene.
- To be familiar with the agreements made with the client with regard to keeping distance and hygiene.
- Careful consideration is given to the activities so that the rules can be properly observed.
- That objectives can be more difficult or not achieved in time if they are not carefully considered.
- The work will be terminated if rules and agreements are not respected / complied with by the client and / or other persons working through the production or location.
- Everyone travels alone as much as possible.
- The activities are carried out in such a way that no hotel stays are required. And in the unlikely event of hotel overnight stays, single rooms are used.
- The catering is arranged in such a way that the 1.5 meter can be respected.

Start work meeting

Before the start of the work, the start-work meeting is supplemented by repeating the general rules about working during the coronavirus pandemic and other location-related information and agreements.

Preproduction/planning

In the preparation, project managers and account managers ensure that activities can be completed based on the situation. At this point you could think of:

- The use of lighter materials that can be assembled and disassembled by one person.
- Schedule longer construction time, do more with fewer people and fewer people in the workplace.
- Working with fixed teams as much as possible.
- Difficult assembly is avoided (work with several people hanging over the balcony edge or climbing work).
- Do not plan ladder work that cannot be done alone.
- As many permanent drivers of machines as possible (own team or production-based).
- Organize / prepare as much of your own trussing as possible per discipline, so that work can continue per discipline.
- Be informed about walking routes and material routing (such as excluding one-way traffic in narrow corridors and catwalks)

Additional points of attention on location

- Clean microphones, intercoms and walkie-talkies with alcohol wipes.
- Do not share microphones, intercoms and walkie-talkies. Provide personal distribution (see also next chapter).
- Clean desks with alcohol wipes, make sure they are operated by one person.
- Clean desks when switching between people. Or operate via remote systems in case of technical intervention.
- Clean frequently used items.
- Do not stack or tip crates that will get you too close to each other.
- Load boxes onto the wheels in trucks.
- Use forklifts instead of lifting together.
- Use loading ramps to load / unload crates with one person.
- Visitors, children or guests are not permitted to enter the work location.
- Receiving guests for work is always in consultation with the manager.
- Do not pull the hoisting rope with several people.
- Not with several people in a cherry picker.
- Don't get drinks for others.

Microphones, wireless equipment and in-ears

Given the contact-sensitive nature of microphones, we have drawn up a specific safe working method for their use and deployment. These measures prevent personal contact and ensure clean and disinfected materials.

- In particular, headset (DPA) and lapel / tie clip microphones cannot be used - just like that. Account and Project Managers are aware of the additional risks and will therefore be reluctant to use them. In consultation with Kees van Koert (Technical Director) and Aart Heus (Technical Project Manager RF), consultation should always take place, prior to making commitments to clients. Our task is to protect clients, users and our employees against these additional risks, while possible alternatives can be deployed.
- When booking the materials in the production, Account / Project Manager create a subproduction with at least 4 planning days after show. In this subproduction we plan the headset (DPA), lapel / tie clip microphones and handheld microphones baskets, so that they are immediately locked on return for the 4-day quarantine period.
- Bodies of a handheld microphone, belt packs, table and lectern microphones are ready for reuse after cleaning with an alcohol wipe, there is no quarantine period.
- A separate microphone is used for each speaker / artist during the course of the production. If there is enough time on location to change a basket in between and to clean the body, a change is allowed.
- Interruption, table and lectern microphones are fitted with a pop cap. Windshields are replaced when changing speakers, the body is cleaned with an alcohol wipe. Gloves are mandatory.
- Microphones, headsets and in-ear belt packs are collected by the user himself at the transmitter issue. These are delivered in a sealed seal bag and removed from this packaging by the user. Upon return, the microphone will be accepted by the transmitter tech (with latex gloves, per microphone!). The basket is immediately removed and placed in the quarantine tank, the body is immediately cleaned with an alcohol cloth and placed in a new seal bag.
- Universal in-ears are excluded from rental until further notice. It is possible to offer this as a sales item, we have it in stock. After purchase, the user owns the in-ear.
- When in doubt, an AFR employee may always decide not to use the transmitter. Your health comes first. Consultation with your manager (on location) on such a decision is important in connection with possible misunderstanding from Production.
- Keep in mind and inform the client that this method takes more time!
- Comm and intercom sets are for internal use only. Avoid their use as much as possible and use alternative communication where possible. Issuing per person, no bills of exchange are allowed. Of course also applies to these sets: cleaning before and after use. Quarantine after production for the period of 4 days.

Adapted emergency response method (life-saving actions)

The earlier advice of the Dutch Reanimation Council not to provide mouth-to-mouth resuscitation during the covid-19 pandemic still applies:

- Limit the number of emergency workers to 2. Victim does not respond?
- (have) 112 call.
- (have) an AED collected.
- DO NOT open the airways.
- Check breathing by just watching.
- Cover the mouth and nose with a cloth, garment or mouth mask without moving the head.
- Give continuous chest compressions but DO NOT use mouth to mouth resuscitation.
- Use AED and follow voice prompts and continuously resume chest compressions without ventilation.

More information: <https://www.reanimatieraad.nl/>

Evacuation

Clear according to normal exercise and instruction. If possible and when the situation permits, keep a distance of 1.5 meters.

Repeat instruction 1.5 meters at the assembly point.

Special groups of employees

Work performed by a special group of employees deserves a different approach than we are used to. We distinguish various groups of employees.

People over 50

People over 50 may refuse emergency response during resuscitation or first aid, due to the increased risk of infection and the risk of a more adverse course of the disease. The number of emergency response officers available must be effectively available for the number of employees who are at work.

Poor health and vulnerable groups

Employees in poor health may be offered other work. I can discuss this with the manager or via the company doctor.

Cleaning of (work) equipment

Things that come close to the mouth are best cleaned with alcohol wipes with at least 70% alcohol. Do this before every use and after every change of, for example, microphones, intercom and walkie-talkies. Other devices can be cleaned with plain water and detergent. Always refer to equipment manual on how to clean. The device may be better cleaned with alcohol wipes.

Hygiene

Pathogens can easily be spread via the hands. By regularly washing your hands with soap and water, you reduce the chance that you or someone close to you will become ill. Wash your hands at least 6 times a day according to the instructions. Always wash your hands:

- if your hands are dirty.
- for (preparing) food.
- after a toilet visit.
- after coughing, sneezing in the hands (Tip: sneeze or cough in the elbow!)
- after blowing the nose.
- after changing a child.
- after petting or cuddling (pets) animals.
- after cleaning. So even after you have used a dishcloth.

When washing your hands, follow these steps:

- Wet your hands thoroughly. (hot or cold water)
- Take some liquid soap from a pump.
- Rub hands together long enough (20 seconds), making sure the top and bottom are well covered with soap.
- Rub all fingertips well.
- Also rub between the fingers.
- Also bring the wrists.
- Rinse the soap thoroughly with running water.
- Dry your hands well, don't forget the skin between the fingers.
- When drying hands, pathogens can get on the towel. Preferably use paper or dispenser (roll) towels. Regularly wash cloth towels.

Preferably wash your hands with running water and liquid soap. You use hand alcohol or alcohol gel if there is no hand-washing facilities and your hands are not visibly or noticeably dirty: for example if you have blown your nose and you have no water, soap and towel nearby.