

WELCOME BACK



RETURN-TO -WORK GUIDE

COVID-19 PANDEMIC PREPAREDNESS AND RESPONSE PLAN

ISSUED: 5/11/2020

TOA-USA nih a rianṭuantu pawl an ngandamnak le himnak cu biatakhlak in a lak. “COVID-19,” novel coronavirus ruangah a chuakmi, thawchuahnak lei he aa pehtailmi zawtnak, a karhmi lehrulhnak ah TOA-USA nih COVID-19 i chawnh lonak ding le a karh lonak ding caah himnak lei timhtuahnak a ṭhan ter. Mah timhtuahnak hi the U.S Centers for Disease Control and Prevention (“CDC”), the Occupational Safety and Health Administration (“OSHA”), le the State of Indiana hna sinin kan ngahmi konglam pawl hngatchan in tuahmi asi, cun kan langhtermi hna le a dang ngandamnak lei he aa pehtlaimi bu pawl lamhruainak pawl hngatchan in aa thleng kho. Company nih coronavirus he aa pehtlaimi hrilhfiainak cu a congghram-zohchunh lai, i hi timhtuahnak ahhin aa thlengnawnmi a um tikah pehtlai-theihternak a tuah lai.

Zaangfahnak in hi timhtuahnak hi theih khawh i zuam. A ngandammi le a himmi rianhmun asi khawhnak dingah rianṭuahtu dihlak nih mah le ṭuanvo an tlinh ciomi cungah kan i hngatchan. Hi timhtuahnak he pehtlaiin biahalnak na ngeimi aum asiahcun zaangfahnak in TOA-USA Human Resources zung chungah a ummi, the Health & Safety Department a tlaitu Tony Farmer he pehtlainak tuah.



I. Rianṭuantu Ngandamnak zohfelnak karhlan.

TOA-USA nih rianhmun ah a rak chuakmi rianṭuantu zapi caah ngandamnak lei zohfelnak karhlannak lam a ser.

Taklinh zohfelnak

- Appendix A. For TOA-USA Screening Map kha rak zoh.
- Rianṭuan rat tikah, luhnak kutka #1nak ah rianṭuantu pakhat cio taklinh tah dih asi lai.
- Taklinh 100.4 degree Fahrenheit asiloah mahnak a sang deuh asimi rianṭuantu cu inn ah kirter asi lai i, nazi 72 chungah zeii hmanh hmang loin a taklinh 100.4 degrees Fahrenheit tang a tlak hlan chung cu rian ah rak rat lo ding asi lai.
- Hi bantuk zohfelnak tuah a duhlomi rianṭuantu cu TOA-USA chungah luhnak nawl pek lo asi lai.

Hmellanghnak Zohchunh tuaktannak Biahlnak pawl

- Rianṭuan rak rat tikah rianṭuantu pakhat cio cu COVID-19 he aa pehtlaimi hmel-langhnak pawl an ngeih le ngeih lo cawithlai dingah biahlnak tampi hal asi lai. COVID-19 hmel-langhnak chungah aa telmii pawl cu Taklinh, Khuh, Thawcham, cun thawchuah i harh ti bantuk pawl an si.
- COVID-19 hmel-langhnak a ngeimi rianṭuantu cu inn ah kirter asi lai, i hmel-langhnak vialte a dam dihhnu nazi 72 hnu tiang rian ah rak rat ding asi lai lo.

COVID-19 Hneksaknak le Thlopbulnak

- COVID-19 a ngeimi rianṭuantu asiloah COVID-19 a ngeimi siibawi nih a thlopbulmi rianṭuantu a ho hmanh rian ah rak rat ding asi lai lo, i Human Resources sinah a rannak in theihternak tuah colh ding asi lai.
- COVID-19 a ngeimi rianṭuantu asiloah COVID-19 a ngeimi siibawi nih a thlopbulmi rianṭuantu a ho hmanh a tlawmbik ni 10 (Hmel-langhnak aa thok nithla thok in), cun a dam hnu a tlawmbik ni 3 (Zawtnak hmel-langhnak pawl a dam dih, zeii siiai hmanh ei loin tak a dai), hlan chung rian ah rak rat lo ding.

***Kan rianṭuantu pawl cu an zaw caan ah inn ah um dingin kan theihter hna. A hleii an khuh asiloah an hatheo caan ah a ningcangmi zulhphung zulh ding le hawidang sinin hlatnak ah hoih i, an keu cungah khuh le hatheo dingin chimh an si.**

II. Rianhmun caah Chaphleimi Thianhnak le Rungrul thahnak zuluhphung

A tanglei i chaphleimi thianhnak le rungrul thahnak zuluhphung pawl cu theinternak a um ðhan hlan tiang zulh ding asi:

- Chaphleimi thianhnak rian chimhnak pawl caah Appendix B. kha zoh
- TOA-USA nih tongtham a tammi thilri hmunhma pawl cu ni khat asiloah shift khat ah voitampi thianh le rungrul thah ding ah rianhmun thiantu Service a ngei.
- Thil thianhnak dingah rungrul thahnak sii pawl le alcohol wipe pawl cu Department kip pek an si lai. TOA-USA nihcun EPA nih a cohlangmi rungrul thahnak sii pawl a pek lai. Mah kong he aa pehtlaimi biahalnak pawl caah the Environmental asiloah Health and Safety Departments pawl kha chawnbia hna.
- TOA-USA rianðuantu pawl cu nifatin thil serchuhnak caah thiahmi rian an thok hlanah tongtham a tammi hmun pawl le hrawm ðimi thilri pawl cu thianh dingin ruahchan an si. Hi bantuk thilri pawl chungah hin radio, computer, rianðuannak ah hmanmi thilri, tahnak thilri, cabuai pawl, thutdanh pawl, mei hmih/onnak switches pawl, powered industrial vehicles, control panels, machine interfaces, le printer/copiers, tbk. Pawl an i tel.
- TOA-USA nih COVID-19 a ngeimi rianðuantu a rak umnak hmun cu a khar lai, i cu kaa hmun dihlak in a thianh lai, i rungrul thahnak a tuah lai.
- Pulrai caan chung Zarhpini paoh ah sehzung hmun dihlak biatakthlak thianhnak an tuah peng lai.

III. Chaphleimi pumpak thianglimnak tahnak pawl

*TOA-USA nih rianðuantu dihlak hand sanitizer hman ding, cun rianðuon domh hlanah, asiloah dinhnak hmun in rian ah an lut than tikah satpia in kut punghman tawl ding a ti. A hlein:

TOA-USA nih rianðuantu pawl, customer pawl, le khual pawl nih hman ding tiin hand sanitizer stations pawl cu rianhmun kaakip ah a chiah piak.



IV. Zatlang Nunhlatnak



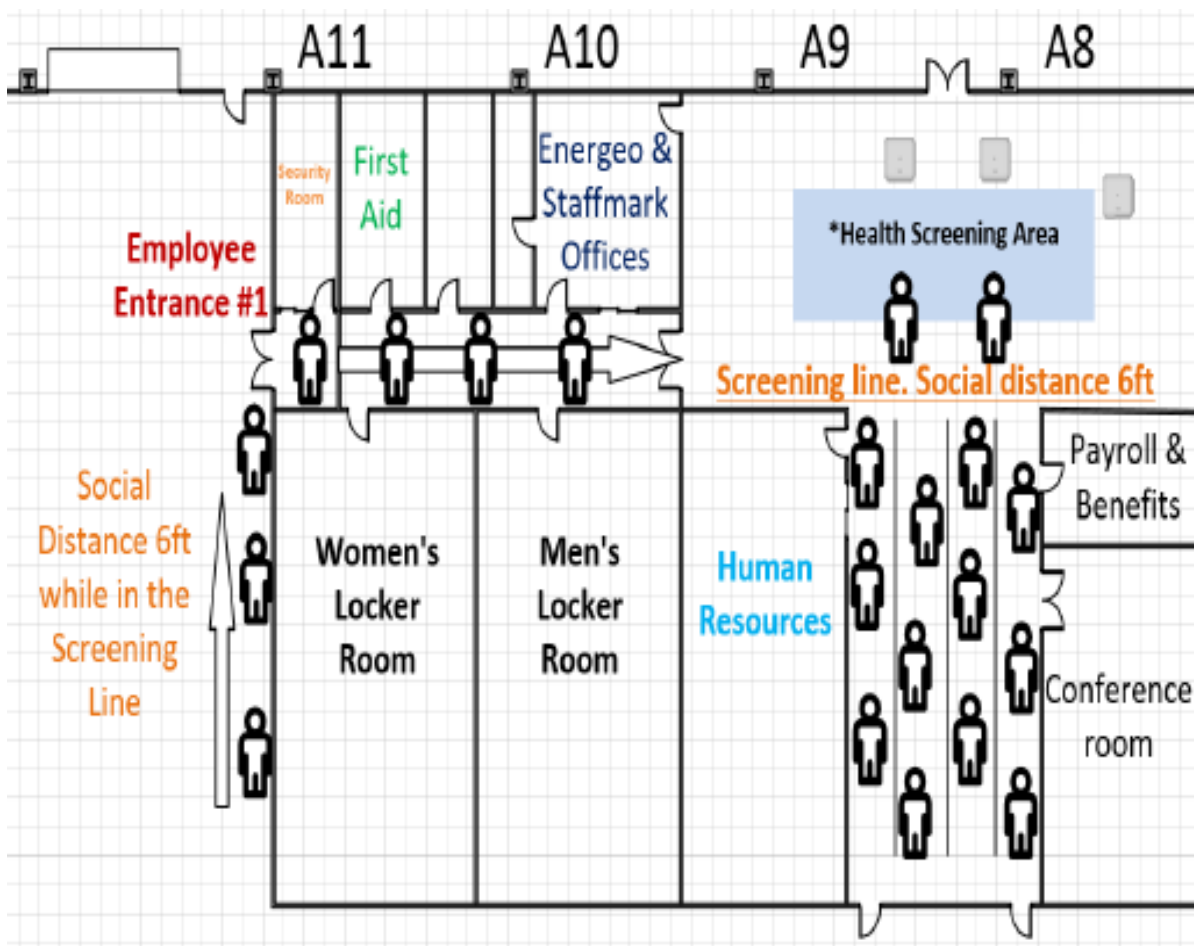
- TOA-USA nih rianṭuantu pawl, customer pawl, le khual pawl an dihlak in CDC nih chiahpikmi zatlang nunhlat zulhphung, pe 6 hlat in i danh phung telhchih in, rianṭuantu le a cozah riantlaitu pawl nih asi khawh caan paoh ah zulh ding a ti. A hlei in:
- Rianṭuanhawi rian ah a rak kir tikah hman ṭhan khawh asimi hmaiuh pakhat cu pek asi lai. TOA-USA rianhmun a um chung paoh cu hmaiuh cu hruk peng ding asi. Hmaiuh hruk a duhlomi rianṭuanhawi cu TOA-USA chung luhnak nawl kan pek lai lo. Customer pawl le khual pawl zong company chung an um chung paoh cu hmaiuh hruk asi ve lai. *Surgical masks (siizung hmanmi hmaiuh pawl) cu rianṭuan caan a dongh tikah hlawnh peng ding. Hman ṭhan khawh asimi hmaiuh pawl cu nifatin thianh peng ding asi. Hman ṭhan khawh asimi hmaiuh pakhatnak tam na ngeih ah i ruah.



- Zatlang nunhlatnak tuah khawhnak dingah pe ruk danhnak a kaazawn tete cu rianhmun kip ah kan tuah.
- Chuncaw ei caan le dinhcaan ah aa dinhmi an i thuat dihnak hnga lo tuah asi lai.
- Rianhmun ah rianṭuantu tlawmter deuh ding le time clock tuahnak hmun ah rianṭuantu an i butnak hnga lo rianṭuan thok caan le dongh caan cu rianṭuan caan nikhat chungah aa thuat lo dingin kan tuah lai.
- Rianhmun na rak luh caan le na chuak caan ah midang pawl he i but cu hrial.
- Midang he direct in i tonghtham hlah, mah chungah kuttlah, kuttum i tonghter, rianṭuan ti hawi pawl, khual pawl asiloah hawikom pawl he i kuh ti bantuk pawl an i tel.
- Asi khawh chung in midang nih an tonghthammi hmun pawl tongh cu hrial.
- TOA-USA nih i tonnak tuah ding le training milu zat khiahnak dingah Indiana state nih rian kir thannak nawl a chuahmi cu kan zulh lai.
- TOA-USA nih a rianṭuanhawi pawl eidin/tirawl i hrawm lo dingin ruahnak a cheuh.
- Covid-19 a karhnak hnga lo lukhuh chiahnak hmun cu caan chikhat chung khar asi lai. Zaangfahnak in na lukhuh cu nangmah tein rak i kilhkawi.
- Microwave pawl cu caan chikhat chung khar asi lai. Zaangfahnak in lum a herhlomi chuncaw rak i ken.
- Ti dinnak hmun pawl zong na tidur ti rawnnak calawngah hman asi lai. Ti dinnak hmun ah hman asi ti lai lo.

Appendix A. TOA-USA Health Screening Map

HEALTH SCREENING: PLEASE ENTER THROUGH EMPLOYEE ENTRANCE DOOR #1



Appendix B. Enhanced Cleaning Procedures, Work Instructions

Nifatin rungrul thahnak zulhphung pawl: BETCO PH7Q (Diluted)



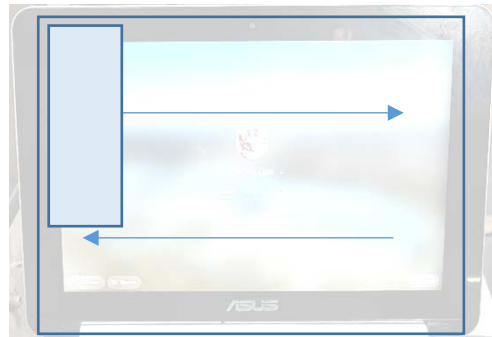
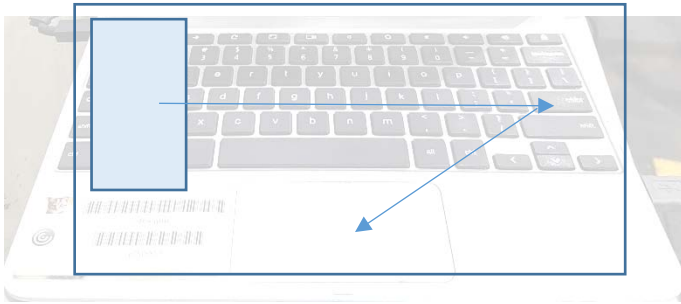
- A hnuah theihternak a um than hlan tiang TOA-USA nih department kip cu ti cawh cangmi Betco PH7Q cu a pek lai. Mah sii hi sehzung rianhmun rungrul thahnak ah hmual a ngei taktakmi asi.
- TOA-USA nih department kip cu nifatin rian an thok hlahah an thilri pawl le tongtham deuh asimi electronic asi lomi thilri pawl thianhnak ah hi sii hi hman ding in a ti. **ZANGFAHNAK IN THEIHDING: Rianṭuanhawi zapi cu hi rungrul thahnak sii hman ding in hal dih an si kho.**
- **Apply use-32 oz. spray bottle.** Sii thehnak dur na herh asiahcun Health and Safety pawl kha Radio Channel #2 ah chawnbia hna.
- Siihang kah ding kha ṭha tein cawh.
- Hmunhma pawl cu a dihlak in a cin dih ding in tuah **(Mah siihang hi Electronics le Electric thilri pawl caah hman lo ding).**
- Rungrul thahnak sii cu minute 5 chung ro ter.



- **Rungrul thahnak sii a ro hnu ah rianṭuan ding a him cang. Hi sii cu tongh le hnawt a herh lem lo.**
- **Mah ningcang hi nifatin nolh ṭhan peng.**
- TOA-USA nih nifatin a hmanmi PPE cu hi bantuk thianhnak tuahnak dingah a za. Ti cawh cang hnuah hi sii hi ngandamnak caah tih a nunnak theihmi a um lo. SDS catlap caah le a dang rianṭuanhawi himbawmna he pehtlaimi biahalnak pawl caah the Health and Safety Department pawl kha chawnbia hna.

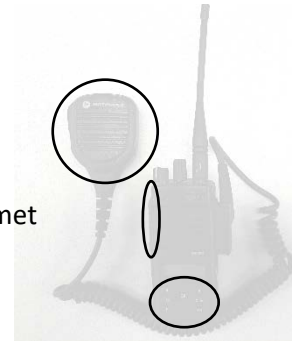
Shift aa thleng caan i Chromebook Thianhnak

1. Alcohol wipe pakhat in chuah
2. Na line aa mongh lo kha fiang ter (Line phih ding)
3. A tuamnak bawm kha ong
4. A chung um alcohol wipe kha aa samh khawh chung in samh dih
5. Cu a hnawhnakk cu keyboard kehlei kam ah chiah
6. Aa khat/nget tein na kut in hei nam
7. Hnawhnak cu keyboard kehlei in orhlei lanlak in hei hnawh
8. Hnawhnak in chromebook touch pad (kutdong in thainak) cu nem tein hnawt
9. Hnawhnak cu hnu hmai leh law
10. Na hman rih lonak lei in a screen kha hnawt



Shift aa thleng caan i Radio Thianhnak

1. Alcohol wipe pakhat in chuah
2. Radio kha phih ta
3. A tuamnak bawm kha ong
4. A chung um alcohol wipe kha aa samh khawh chung in samh dih
5. Mi chawhnak mic kha hnawt
 - a. Aw a chuahnak speaker ongkua kha tha tein zoh cun a hmehnak te kha hmet
6. Radio a pum ningpi in hnawt
 - a. Radio cungah a ummi hmehnak pawl kha tha deuh tein zoh.



Shift aa thleng caan i kut tlaih Scanner Thianhnak

1. Alcohol wipe pakhat in chuah
2. Battery kha chuah in scanner kha phit
3. A tuamnak bawm kha ong
4. A chung um alcohol wipe kha aa samh khawh chung in samh dih
5. A hmetnak le screen kha cung tang hoih in hnawt dih
6. Cun kut tlaihnak le scanner a hmetnak te kha hei hnawt
7. Hnawhnak na thlaihnak kut in battery cu scanner chungah hei nam than
8. Hnawhnak na tlaihnak kut in scanner cu tangah chiah. Na kut le scanner karlak ah a hnawhnak kha na umter peng lai.



Sanitizing Shared Desktop PCs

1. Alcohol wipe pahnih in chuah
2. Computer aa ong lo le aa phih ko kha fiangter
3. A tuamnak bawm khatnak kha ong
4. A chung um alcohol wipe kha aa samh khawh chung in samh dih
5. Mouse kha a hnawhnak in thianh
6. Aa khatmi a hnawhnak in khan keyboard kehlei kam in hnawh hramthok
7. Hnawhnak cu aa nget tein nam law, a tanglei i rak langhtermining zulh in hei hnawh. Hnawhnak a ro tikah a dang pakhat kha hmang than.

