



“Safely Return To Work”

TABC, Inc.



4A
PRESS

STAMPING

AO
PRESS

CONVERTERS

BATTERY

SHIPPING

TESLA

TOOL &
DIE

SATELLITE
GPC

WELDING

SERVICE
PARTS

ED PAINT

Site: 28 Acres • 113,300 sq. m (302m width X 378m depth)
Under Roof: 0.57 Million sq. ft. • 53,000 sq. m



Safely Return To Work!

Purpose:

Provide an overview of TABC's activities as it prepares its facility to resume production. All Toyota manufacturing plants stopped production on March 20 due to the COVID-19 Pandemic.

During this shutdown period, TABC has continued building service parts for its customers, while also using some of our trained TM's to assist 2 medical companies become more efficient at making Ventilators and COVID-19 Test kits.

As the business community begins to consider a timeline to resume operations, TABC has been focused on building in key safety measures as it prepares to reopen its plant and continue its operation as part of the essential business community.



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TABC helped VyAire, in Palm Springs, make Ventilators, and helped DiaSorin Molecular, in Cypress, make COVID-19 Test Kits and donated 2,500 Face Shields to local hospitals



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Basic Philosophy:

Respect For People is at the very core of the Toyota Way. So, our approach to restarting our facility starts with caring for all persons coming on-site by striving to provide a safe work environment and economic stability for our team members, partners, suppliers and community.

Using basic Toyota production system principles such as problem identification, root cause analysis, and countermeasure implementation, and guided by resources and requirements of the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA) and state and local laws and orders, TABC has been focused on building in the necessary elements to promote safety as its team members return to work.

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Basic Philosophy: Follow LB Social Distancing Protocol

APPENDIX A: SOCIAL DISTANCING PROTOCOL

Business Name: TABC, Inc. (Toyota)

Business Address: 6375 Paramount BLVD. Long Beach, CA. 90805

Approximate gross square footage of space open to the public: N/A

Type of Businesses: Retail Non-Retail

BUSINESSES MUST IMPLEMENT ALL APPLICABLE MEASURES LISTED BELOW AND BE PREPARED TO EXPLAIN WHY ANY MEASURE THAT IS NOT IMPLEMENTED IS INAPPLICABLE TO THE BUSINESS.

SIGNAGE

Signage at each public entrance of the facility to inform all employees and customers that they should: (i) avoid entering the facility if they have a cough or fever; (ii) maintain a minimum six-foot distance from one another; (iii) sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and (iv) not shake hands or engage in any unnecessary physical contact.

Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

MEASURES TO PROTECT EMPLOYEE HEALTH (check all that apply to the facility):

All employees have been told not to come to work if sick.

Symptom checks are being conducted before employees may enter the work space.

All desks or individual work stations are separated by at least six (6) feet.

Physical space between employees and customers increased (e.g. drive through, partitions, plexiglass at point of sale locations)

Where possible, employees who can carry out their work duties from home have been directed to do so.

Flexible meetings (e.g. teleconferencing or video conferencing).

Flexible travel options (e.g. postpone non-essential meetings or events).

Flexible work hours (e.g. staggered shifts).

Delivering services remotely (e.g. phone, video, or web).

Break rooms, bathrooms, and other common areas are being disinfected frequently, and stocked with necessary hygiene supplies on the following schedule:

Break rooms: Daily

Bathrooms: Daily

Other: Daily in common areas (i.e. break rooms, Cafe, conference rooms, offices, handrails)

Disinfectant effective against COVID-19 and related supplies are available to all employees at the following location(s): Common areas (Cafe, break rooms, conference rooms, greeter shack, HR lobby)

Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

APPENDIX A: SOCIAL DISTANCING PROTOCOL

Soap and water are available to all employees at the following location(s): All restrooms

Employees are required and permitted adequate time for, to wash their hands at least every 30 minutes, or as needed if gloves are provided. Where hand washing is impracticable, hand sanitizer with that contains at least 60% alcohol has been provided to the employee instead.

Copies of this Protocol have been distributed to all employees.

Require that employees and contracted workers whose duties require close contact with other employees and/or the public wear Face Coverings.

NOTE: Face Coverings should not be used as a substitute for other evidence-based measures to prevent the spread of COVID-19. Face Coverings should be used in addition to, but not in place of, other evidence-based measures (e.g. social distancing; frequent hand washing practices; avoiding touching our eyes, nose and mouth with unwashed hands; avoiding being around sick people).

Require use of Face Coverings and gloves and/or frequent handwashing for interaction with customers, food preparation, and food delivery.

Optional - Describe other measures:

MEASURES TO PREVENT CROWDS FROM GATHERING (check all that apply to the facility):

Limit the number of customers in the store at any one time, which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times. Number of customers allowed in the store at one time:

As a general rule, the number of people allow int facility at one time should be fifty percent (50%) of allowed occupancy, or otherwise adjusted to easily maintain a minimum six-foot distance depending on the size of the facility.

Post an employee or security at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.

Placing per-person limits on goods that are selling out quickly to reduce crowds and lines.

Explain:

Optional—Describe other measures

NOTE: This section is not applicable to TABC

MEASURES TO KEEP PEOPLE AT LEAST SIX (6) FEET APART (check all that apply to the facility):

Placing signs outside the store reminding people to be at least six (6) feet apart, including when in line.

Placing tape or other markings at least six (6) feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.

Separate order areas from delivery areas to prevent customers from gathering.

APPENDIX A: SOCIAL DISTANCING PROTOCOL

All employees have been instructed to maintain at least six (6) feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

Deliver products to customers through curbside pickup or delivery.

Establish operating hours to better serve vulnerable populations and ensure adequate time to restock stores.

Optional—Describe other measures:

Tape markings at 6' apart at Cafe Klosks & General Stores with signs directing TMs

MEASURES TO PREVENT UNNECESSARY CONTACT (check all that apply to the facility):

Preventing people from self-serving any items that are food-related.

Lids for cups and food-bar type items are provided by staff; not to customers to grab. Bulk-item food bins are not available for customer self-service use.

Not permitting customers to bring their own bags, mugs, or other reusable items from home.

Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe: Disinfectant spray for wipe down of payment kiosks before/after each use.

Optional—Describe other measures:

Disinfectant spray and hand sanitizer available in Cafe for spraying down tables.

MEASURES TO INCREASE SANITIZATION (check all that apply to the facility):

Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.

Hand sanitizer (with at least 60% alcohol), soap and water, or disinfectant effective against COVID-19 is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where there is high-frequency employee interaction with members of the public (e.g. cashiers).

Providing for disinfecting all payment portals, pens, and styluses after each use.

Employee(s) assigned to disinfect all high-touch surfaces frequently.

Employee(s) assigned to disinfect carts and baskets between uses.

Optional—Describe other measures:

Daily cleaning by JRP of all high-touch areas & disinfectant spray available to TMs in common areas

** Any additional measures not included here should be listed on separate pages should be attached to this document.*

You may contact the following person with any questions or comments about this protocol:



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PHASED APPROACH

Phase 1

Stop Vehicle Production

Service Parts Production

Essential on-site work

Appropriate COVID-19 standards

Work from home where possible

Phase 2

Reduced Vehicle Production

Service Parts Production

Appropriate COVID-19 standards

Accommodations for vulnerable and childcare

Work from home where possible (reduced)

Phase 3

Full Vehicle Production

Service Parts Production

Appropriate COVID-19 standards

Accommodations for vulnerable

Phase 4

Full Vehicle Production

Service Parts Production

All team members return to work

Open Visitor Center

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Our Guiding Principles

**Promoting a
Safe
Workplace**

**Adjusting
Production
Operations**

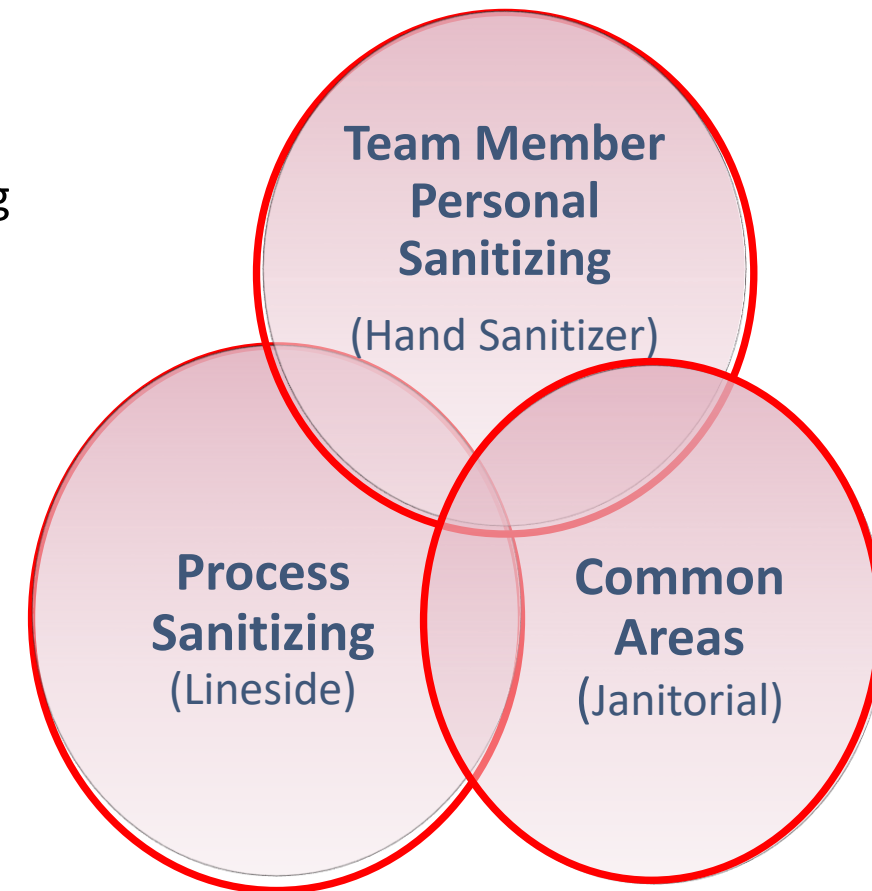
**Caring for
Team
Members**

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Promoting
a Safe
Workplace

PLANT/FACILITY SANITIZATION

- Promote team member confidence using multi-prong approach to sanitizing including 'company applied' and 'individual use'.
- Secure hand sanitizer and ensure adequate sanitizing stations.
- Secure product(s) designed to eliminate the COVID-19 virus on contact and product that provides some level of Microbial Suppression.
- Ensure that the product is safe for Team Members and Environment.
- Ensure no detrimental quality impact to parts, vehicles, or office equip.
- Sanitizing product can be applied efficiently (Dwell time, Application Time, Etc.).
- Work on securing adequate supply chain of sanitizing product, application equipment & material.



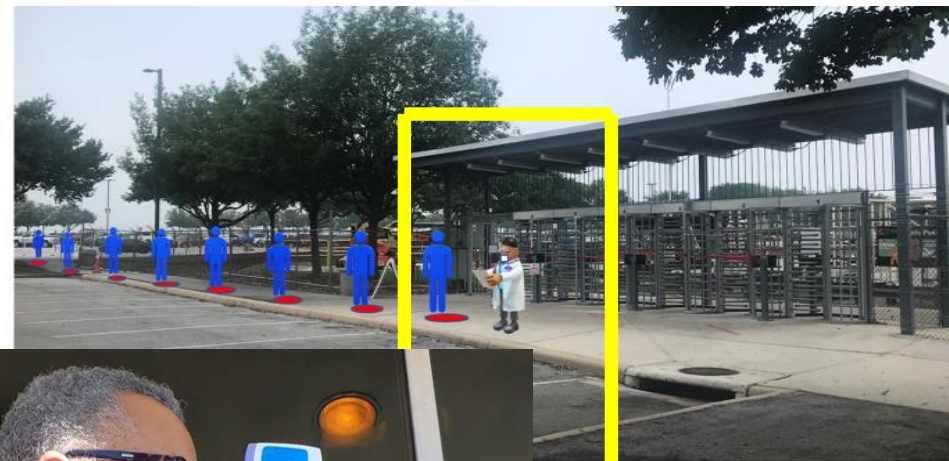


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RE-ENTRY & EQUIPMENT DISTRIBUTION

TEMPERATURE CHECKS



HAND SANITIZER



MASKS



FACE SHIELDS



HATS




SAFETY GLASSES



GLOVES

URL or QR Code



Questionnaire

Return to Work Readiness Survey

1. How would you rate your overall health in the last 30 days of the following?

- 1. Poor (unable to perform any work)
- 2. Fair (able to perform some work)
- 3. Good (able to perform most work)
- 4. Very Good (able to perform all work)

Smartphon

Return to Work Readiness Survey

1. How would you rate your overall health in the last 30 days of the following?

- 1. Poor (unable to perform any work)
- 2. Fair (able to perform some work)
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EXPOSURE QUESTIONNAIRE

Safely Return To Work!



ADJUSTING COMMON AREAS

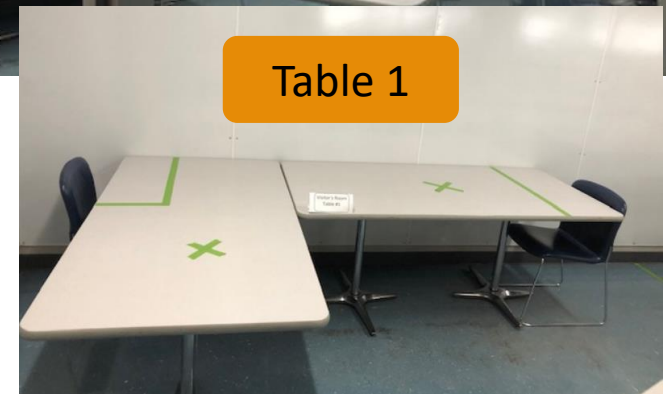
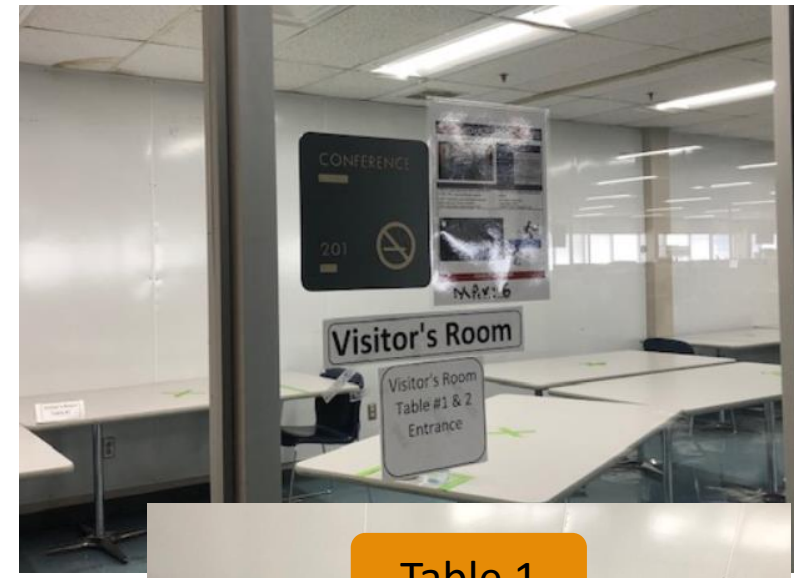
- Social Distance Floor Markings
- Washroom Partitions
- Break Area Partitions
- Zone Separation
- Chairs Removed
- Sanitation Frequency Increased





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ADMINISTRATIVE WORKSPACE ADJUSTMENTS





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WORK SPACES

ADMINISTRATIVE WORKSPACE ADJUSTMENTS



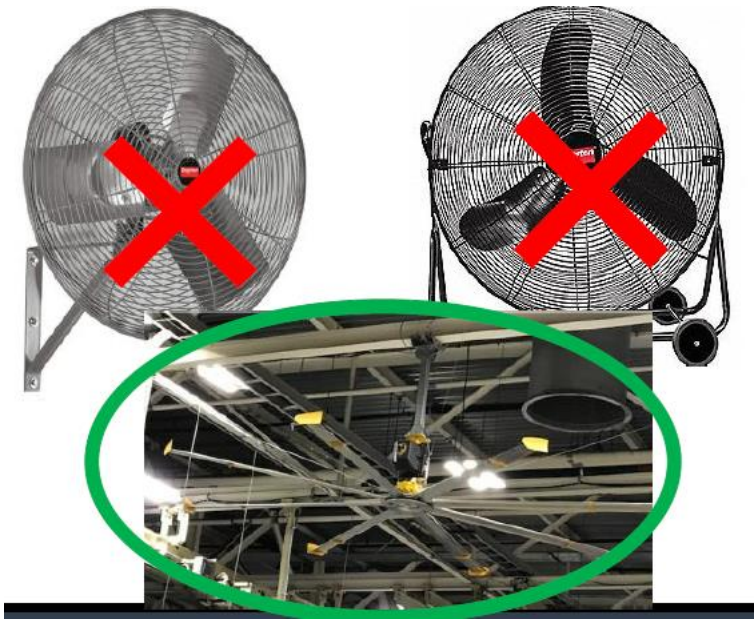
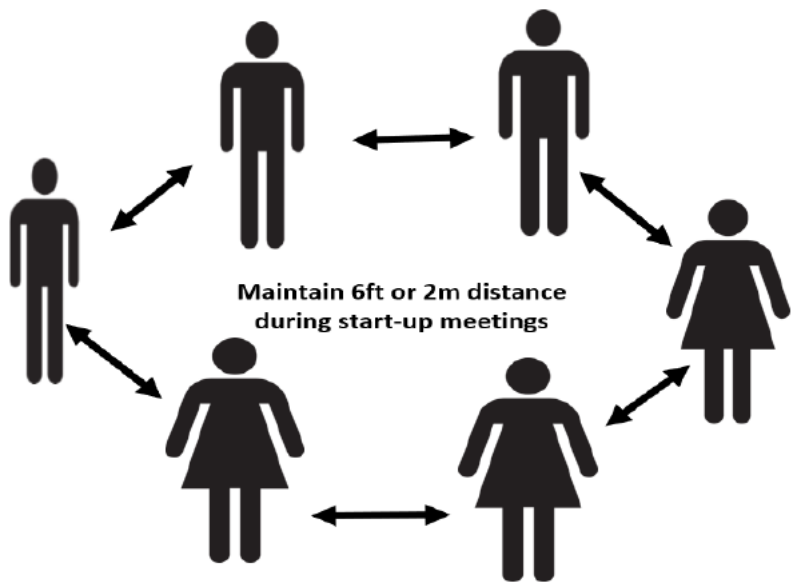


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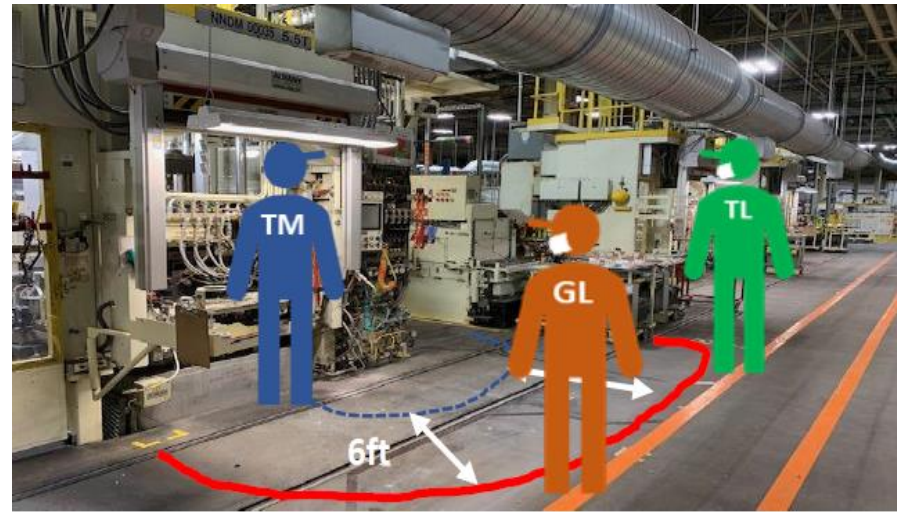
PRODUCTION WORKSPACE ADJUSTMENTS

SHIFT MEETINGS



CEILING FANS ONLY PERMITTED

FLOOR SPACING





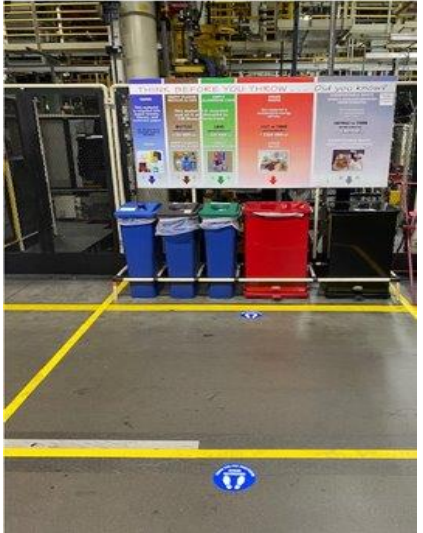
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PRODUCTION WORKSPACE ADJUSTMENTS

Assembly Meeting

FLOOR SPACING





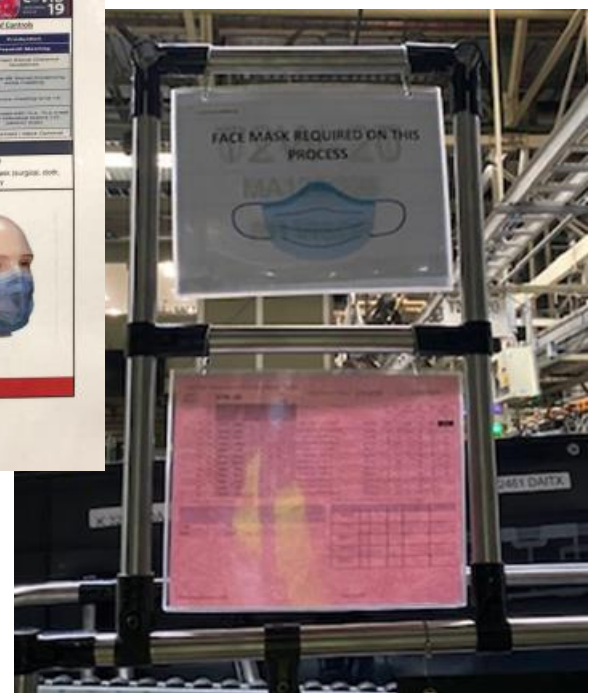
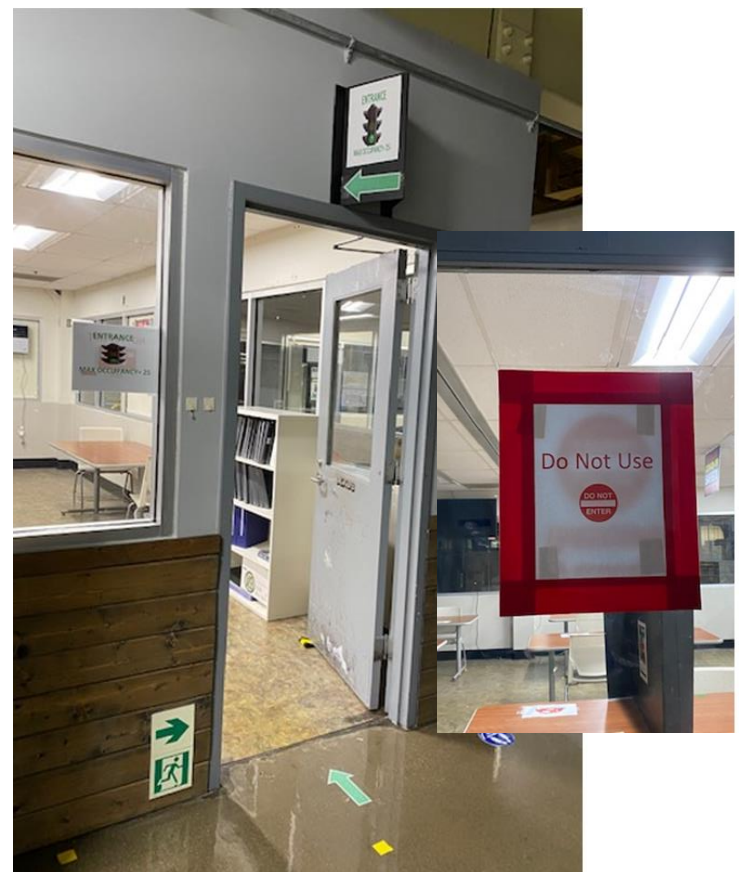
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PRODUCTION WORKSPACE ADJUSTMENTS

PPE Requirement at Process

One way Path



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ENSURING OPEN LINES OF COMMUNICATION WITH TEAM MEMBERS

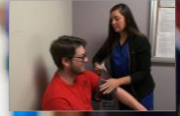
- **DAILY**
 - FUSE App updates – what’s happening at the plant, information team members need to know, fitness guides, photos/videos of activities at the plant, community outreach etc.
- **WEEKLY**
 - Videos from Plant Presidents
 - Mendomi Calls – Group Leaders call each Team Member
- **PERIODICALLY**
 - Letter from Plant Presidents mailed to Team Member homes
 - Video Messages from Chris Reynolds, Toyota’s North American Head of Manufacturing

About ~2,000 Group Leaders Activity

All Manufacturing Team Members have been contacted via phone by their Supervisor at least once per week

~40,000

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TABC has its own on-site Medical

Caring for
Team
Members



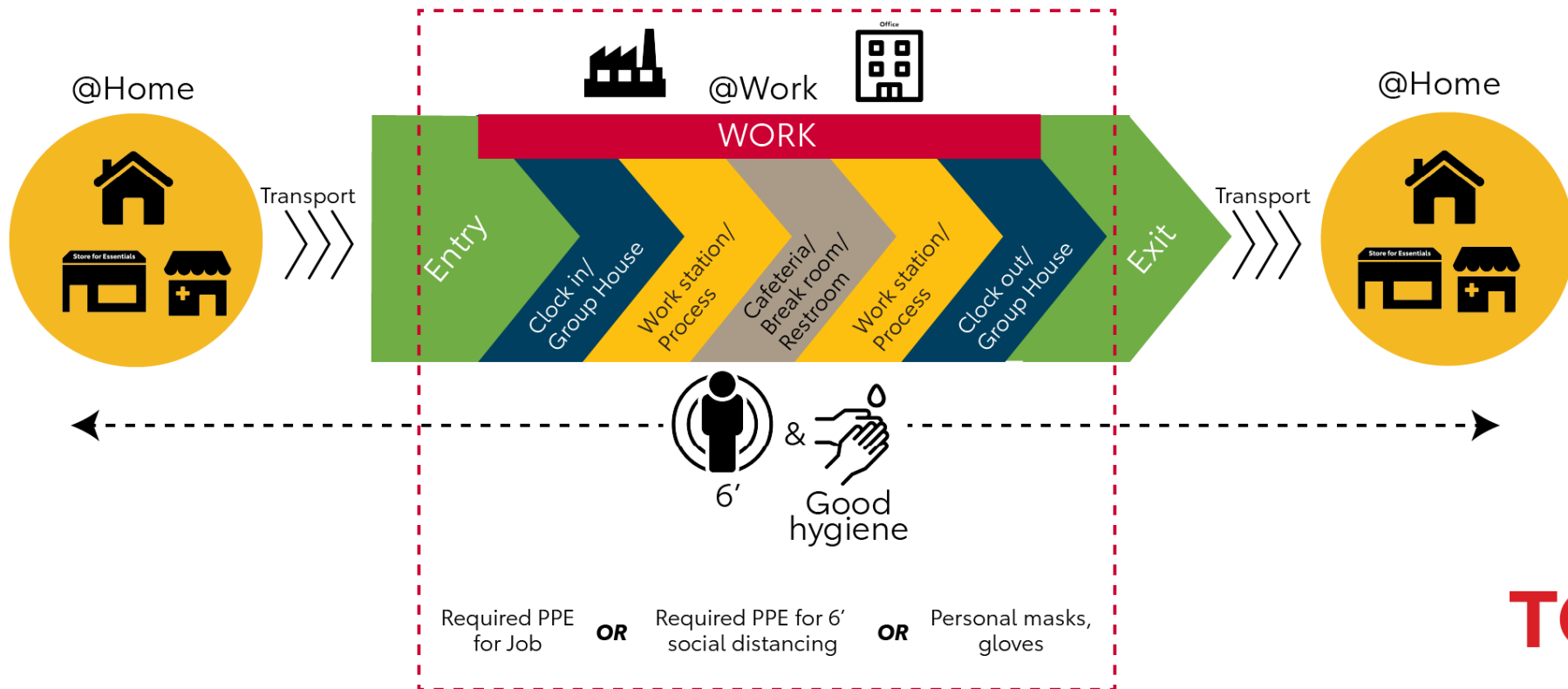
Staffing: Includes 2 Registered Nurses and 24 hour access to Care on Site clinics

Additional Resources specific to COVID-19

- Testing & Tracing
- 24 hour RN line to support anyone on-site
- Virtual health visits

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GOAL: GET TEAM MEMBERS TO SAFELY RETURN TO WORK – AND SAFELY BACK HOME



TOYOTA



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Special Accommodations/Policies

PANDE Leave & Short-Term Disability – Paid leave for COVID-19 self isolation and illness.

Temporary Leave of Absence – Accommodation being made for Team Members who have concerns returning to work such as no child care, being or having a high risk member in their household.

Work from Home - For office administration areas where feasible.

Travel Restrictions – Business Critical Travel only with president approval.

TOYOTA

A close-up photograph of a female worker in a white hard hat and safety glasses, smiling. She is in a factory setting with other workers and car parts visible in the background. A Toyota logo is visible in the upper right corner of the image.

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**Let's Get
Safely Back to Work!**

TOYOTA