

ACTIVITY RESUMPTION PLAN

PROLUDIC SAS

Phase 1

1.GENERAL PROVISIONS

Within the framework of the management of the sanitary situation concerning the COVID19 epidemic the following steps have been implemented in order to guarantee the safety of all Proludic SAS employees everywhere and at all times:

- Postponement or cancellation of all planned business trips.
- Postponement or cancellation of all appointments with people from outside the company. Only interventions that are strictly necessary in carrying out our activity may be maintained.
- The generalisation of teleworking where possible. All departments are concerned, except:
 1. Industrial Departments
 - 1.1 Production
 - 1.2 Goods-in
 - 1.3 Dispatch
 2. Service Departments
 - 2.1 Installation
 - 2.2 Upkeep and Maintenance

For these activities, specific provisions have been implemented as set out in §2 and §3.

- Keeping face-to-face meetings to a minimum as far as possible, replacing them by video-conferencing tools as often as possible.
- Carrying out of essential face to face meetings in the large meeting room while respecting the distancing rules (one person per table)
- The resumption of face-to-face activities deployed in teleworking will be determined at a later stage according to the evolution of the situation and government recommendations

2.SPECIAL PROVISIONS PROVIDED FOR INDUSTRIAL ACTIVITIES

2.1 Specific protective material

The following equipment is being made available to each operator:

- Hydroalcoholic gel in individual bottles of 50 or 75ml



- Individual face shields



- Washable, reusable cotton masks



- Disposable gloves



Wearing a face shield and mask is compulsory for all production activities.

2.2 Protection Code of Conduct

Set up of a Protection Code of Conduct (PCC) according to the list below :

Tableau 1

	<u>Qty</u>	<u>Displayed at Workstation</u>	<u>Dynamic registration</u>
Site Access	1	X	
Changing rooms	1	X	
Toilet facilities	1	X	
Coffee break access	1	X	
Cantine access	1	X	
Goods-in	1	X	
Dispatch	1	X	
Production Workstations	21	X	X
Sector manager follow-up	1		
Cleaning of the premises' common areas	1	X	X
Suspected or confirmed cases of Covid 19	1		
Case of a member of staff in contact with a suspected or confirmed case of Covid 19	1		

Each PCC has been set up in conjunction with the operational members of staff concerned as well as with our staff representatives (Economic and Social Committee).

It has been established in the form of an instruction sheet explaining the rules to be adhered to for each activity concerned.

Example of PCC:

PROCESS / SECT	PANELS	WORK STATION		DIGITAL CONTROL
▼ CRITERIA	Pictograms	STANDARD ILLUSTRATING COMPLIANCE (documentary or physical)	▼ ACTION IN CASE OF DEVIATION / DISCREPANCY	EVALUATION
BEFORE RETURNING TO MY WORK STATION				
I am informed of the health regulations applicable to my activity and apply them.		Red : NO Green : YES	Red : I inform my manager	<input type="checkbox"/> <input type="checkbox"/>
I washed my hands thoroughly before arriving at my workstation		Red : NO Green : YES	Red : I go and wash my hands thoroughly	<input type="checkbox"/> <input type="checkbox"/>
I do not have symptoms such as a cough, a temperature, tiredness, body aches and I feel able to carry out my duties		Red : YES Green : NO	Red : I inform my manager	<input type="checkbox"/> <input type="checkbox"/>
I thoroughly cleaned my workstation with cleaning wipes before starting work with respect to the procedure and Checklist		Red : Cleaning products NOT available Jaune : The procedure sheet is not displayed Green : OK	Red : I inform my manager Yellow : I inform my manager and I clean my work station	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
I thoroughly cleaned shared equipment (pallet truck, trolley, etc.) with cleaning wipes before I started work		Red : Cleaning products NOT available Green : OK	Red : I inform my manager	<input type="checkbox"/> <input type="checkbox"/>
I cleaned the procedure sheet and ticked the tasks to be carried out.		Red : Marker NOT available Green : OK	Red : I inform my manager	<input type="checkbox"/> <input type="checkbox"/>
STARTING WORK				
I wash my hands regularly (if a water point is too far away, I have sufficient hydroalcoholic gel at my workstation)		Red : Gel hydroalcoholic or soap NOT available Green : OK	Red : I inform my manager	<input type="checkbox"/> <input type="checkbox"/>
I disinfect the parts during cleaning		Red : Cleaning products NOT available Green : OK or N/A	Red : I inform my manager	<input type="checkbox"/> <input type="checkbox"/>
I place the finished parts in quarantine for 48 hours in the area provided.		Red : Zone full Green : OK or N/A	Red : I inform my manager	<input type="checkbox"/> <input type="checkbox"/>
I call on the person in charge of handling to avoid touching the handling means. (personne de la CN2)		Red : Mask FFP3 NOT available Green : OK or N/A	Red : I inform my manager	<input type="checkbox"/> <input type="checkbox"/>
Safety equipment is available and in sufficient quantity at my workstation (masks, and safety glasses) if task requiring distance <1m + hand cleaning before and after the action *		Red : At least one of the pieces of safety equipment is missing Jaune : At least one of the pieces of safety equipment is running low Green : OK or N/A	Red : I inform my manager Jaune : I inform my manager and continue working	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
* Applicable only when the task to be performed requires a proximity of less than 1 metre between two people				
I respect the distancing procedure of at least 1m with everyone else at all times		Red : NO Green : YES	Red : I inform my manager	<input type="checkbox"/> <input type="checkbox"/>
I strictly adhere to the sanitary barriers		Red : NO Green : YES	Red : I inform my manager	<input type="checkbox"/> <input type="checkbox"/>
FINISHING WORK				
I thoroughly clean my workstation with cleaning wipes when starting work, with respect to the procedure and Checklist		Red : Cleaning products NOT available Jaune : The procedure sheet is not displayed Green : OK	Red : I inform my manager Jaune : I inform my manager and I clean my work station	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
I thoroughly clean shared equipment (pallet truck, trolley, etc.) with cleaning wipes when I finish work		Red : Cleaning products NOT available Green : OK	Red : I inform my manager	<input type="checkbox"/> <input type="checkbox"/>

2.4 Activity Resumption Schedule

The feasible activity resumption date will depend on five criteria:

1. Sufficient stock of the specific protective equipment described in 2.1
2. Sufficient voluntary staff
3. Availability of materials and components
4. The time it takes for a concerted definition of the PCC booklet
5. The time it takes to implement the different stages in the activity resumption plan

3 . SPECIAL PROVISIONS PROVIDED FOR THE SERVICES DEPARTMENT

3.1 Specific protective material

The following equipment is being made available to the service personnel and external service providers:

- Disposable gloves



- Gloves for handling work



- Hydroalcoholic gel in individual bottles of 50 or 75ml



- Individual face shields



- Safety glasses



- Washable, reusable cotton masks



- Liquid soap



- Disinfectant wipes



- 10 l container with tap



- Safety ribbon tape



- Site Safety Panel marked « Building site strictly forbidden to the public for security reasons”



3.2 Safety Instructions

The following safety instructions will be provided to all on-site operators (Proludic operators and external service providers):

1. Physically mark the intervention area with safety ribbon tape and "« building site strictly forbidden to the public for security reasons " signs. No one, except you or your colleague, should enter or approach the intervention area. If people do not respect this rule, the premises should be evacuated.

2. Wear disposable or coated gloves for all handling carried out. Whether it be for packaging, equipment, hardware ...

3. Only use your own power tools, both manual and digital. These can be duplicated, if necessary, in the event of team work.

4. Keep at a distance of 1m from all people, including your work partner. Whether it be for discussions with the customer, to collect/leave off keys, eat, fill up the petrol tank ...

5. Wear a face shield or a respiratory mask + goggles if the safety distance of 1m is not possible during an operation, this must remain a one-off.

Observe the attached instructions for mask wearing. The wearing of the face shield is to be prioritized, complete protection of projections in both directions and avoids hand to face contact.

6. Do not travel in pairs in the same vehicle, team partner included. If we have to work in teams, you will travel with two vehicles or more, if necessary.

7. Do not give to or take any documents from a third party. Any documents requiring a signature, report, plans, etc. can be sent / completed digitally.

8. Wash your hands with soap as often as possible, either at a nearby water point, with the water supply from the truck or with water in the car (minimum 10l).

9. Always travel with the printed professional travel authorisation certificate. Also bring a copy of the order and/or schedule with you.

3.3 Activity Resumption Plan Diagram

		J-6	J-5	J-4	J-3	J-2	J-1	Resumption	J+1	J+2	J+3	J+4	J+5	J+6	J+7	J+8	J+9	J+10
Steps	Person Responsible																	
Communication /Discussions on the activity resumption	Managing Director	█	█					█										
Validation Resumption Plan	Staff Representatives		█					█										
Send Resumption plan to the appropriate interested external parties (Occupational health care professional/Labour Inspector/Carsat (health and safety))	General Manager/ Human Resources Manager			█				█										
Make Proludic Health and Safety Instructions available	Services-providing			█				█										
Building up a voluntary work staff	Services-providing				█			█										
Team organisation	Services-providing				█			█										
Preparation, dispatch of safety kits (Gloves, safety ribbon ...)	Services-providing/Logistics/ Purchasing/Quality Health, Safety & Environment			█	█	█	█	█										
Manage the welcome of teams close-by, for provision of safety kits	Services-providing						█	█										
Deployment of activities and putting into practice Proludic's PCC requirements	Services-providing							█	█	█	█	█	█	█	█	█	█	█
Analysis of variations and ajustements required to Proludic's PCC requirements	Services-providing							█	█	█	█	█	█	█	█	█	█	█
Summary of activity resumption situation	General Manager/ Services-providing							█										█

3.4 Activity Resumption Schedule

The feasible activity resumption date will depend on four criteria:

1. Sufficient stock of the specific protective equipment described in 3.1
2. Sufficient voluntary staff

3. Availability of materials and supplies required for installation and maintenance
4. Availability of Customers and external Service Providers
5. The time required to implement the different steps in the activity resumption plan

4. UPDATES

During the course of its deployment, this schedule is subject to modifications if necessary.

Date	Type of Modification
06/04/2020	Initial Version

5. APPROBATION

PDG :

DG :

Membres CSE :

D. Le Poupon

T. Chambolle

I. Bataille

T. Ferraz

Le : 07/04/2020

Le : 07/04/2020

Le : 07/04/2020

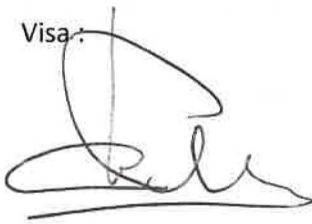
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O. Boué

D. Mille

B. Brillouet

Le : 07/04/2020

Le : 07/04/2020

Le : 07/04/2020

Visa :

Visa :

Visa :



Doriane MILLE
 Signature numérique
 de Doriane MIUE
 Date : 2020.04.07
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X. Ricco

V. Dufrenne

E. Tessier

Le : 07/04/2020

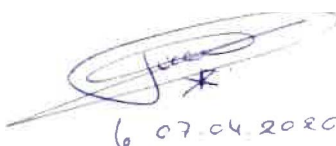
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