

in THIS ISSUE

- 1 Meet Michael Daro
- 2 COVID-19 in the Workplace
Handwashing 101
- 3 Mask Guidelines
Staying Connected
- 4 Top 5 Tips for Staying Safe & Healthy
Key Words

MEET Michael Daro

Michael Daro has been an Environmental Health & Safety (EHS) Coordinator at Techcraft Magna Seating America for 4 years, and like many others has been personally impacted by the COVID-19 pandemic.

In June, Michael and his wife received a surprise visit from their daughter and grandson, Avari. Avari planned to stay with his grandparents for a few weeks during his summer vacation. Unfortunately, at the end of June, Avari started having symptoms associated with COVID-19. This was especially concerning, as he also has Sickle Cell Anemia, a condition which decreases his ability to fight viruses.

After getting tested for COVID-19, Avari and Michael's wife Annette both discovered that they were positive for COVID-19 and were admitted to their local hospital for 4 days. During this time Michael says that he "felt hopeless, not being able to do anything to help (his) wife and grandson". Although Michael was not showing any symptoms, he was also concerned that he may have still contracted the virus by being in close contact with both his wife and Avari. As a result, both Michael and his mother were approved for COVID-19 testing. Much to their surprise, both test results came back negative.

In total, Michael went 17 days without being able to spend time with his family. During this time, he took extreme precautions to keep his family safe. His wife stayed in their bedroom, his grandson stayed in the guest room, his mother was isolated

to her room, and he slept on the couch. They were unable to hug, kiss, eat dinner together, spend time together, or leave the house beyond their backyard. Family and friends were very supportive during this time and surprised them with personalized masks, food drop-offs each week, and daily phone calls.

It was hard to stay motivated, especially for Avari who is 11 as he wasn't able to play with friends or socialize. The family was able to utilize their backyard, birdwatch, tend to their garden, and watch movies.



Fortunately, Michael's wife and grandson recovered from the COVID-19 virus. They count themselves lucky, knowing that Avari's pre-existing condition put him at greater risk of complications.

"We are grateful because so many others have lost loved ones due to this COVID-19 pandemic".

Inspired by Magna's Smart Start Playbook, Michael and his family took a variety of precautions to help prevent the spread of COVID-19 in their household. The precautions included staying home, isolating from one another, washing their hands often, using separate bathrooms and cleaning after each use, cleaning and disinfecting high touch surfaces after each use, using the high heat function on their dishwasher, using disposable utensils, plates and cups, and wearing masks in common spaces. Many of these precautions are also used in Magna facilities to keep individuals safe and help prevent the spread of the virus.

After this experience, Michael hopes that others will take all precautions necessary and take the virus seriously.

"No matter how much you think you are prepared, things can still happen".

After their family overcame COVID-19, Michael and his wife see how life is too short to be taken for granted.

MICHAEL DARO

Techcraft Magna Seating America



FOLLOW MAGNA WELLNESS

on Instagram and YouTube

@magnawellness

COVID-19 *in the* WORKPLACE



Navigating the COVID-19 pandemic and its aftermath will be one of the biggest business challenges of our time. In order to keep operations running while minimizing risk to employees, most companies have adapted new ways of working that have left their workplaces altered in significant ways, and Magna is no exception.

Employees are counting on their companies to help them get back to work safely. As a result, the health and safety of the workforce has been our management's top priority as they consider how to bring operations back to some semblance of normalcy.

Early in the pandemic, Magna identified the need for a unified approach to reducing the risk of COVID-19 in the workplace.

With the help of various departments, the Smart Start Playbook was created to help employees navigate the changes necessary to keep everyone safe. The Smart Start Playbook began as a guide on how to safely bring employees back to work and quickly grew to contain policies and procedures related to personal protective equipment, protocols for deep cleaning and sanitization, guidance on workspace layout and barriers, and general recommendations on how to reduce and manage the risk of COVID-19 within Magna.

A big part of Magna's return-to-work success also includes the Smart Start Screening Tool, a daily screening questionnaire that employees complete prior to coming to work each day.

The aim is to identify employees who may be at risk of COVID-19 in order to prevent them from entering a Magna facility and potentially spreading the virus. Screening is a vital risk management tool for COVID-19 at Magna. The screening tool has been implemented across Magna locations globally, and can be accessed on the MyLife App, online, or using a paper version from Human Resources.



The Smart Start Screening Tool has successfully identified multiple at-risk employees and allowed for prompt isolation and contact tracing to take place. The immediacy of this response is a crucial element in stopping the spread of COVID-19.

Generally speaking, there is much that is still unknown about COVID-19. Given that the virus was first reported in December 2019, research about the virus, specifically how it is transmitted and how it can possibly be treated is still underway. To date, there are hundreds of treatment protocols being studied and the World Health Organization reports over 130 vaccines in early development, with 26 in human clinical trials.

Based on new information that is discovered about the virus, Magna will continue to make necessary changes to the policies and procedures that are outlined in the Smart Start Playbook.

Despite the unknowns, what we do know is that remaining vigilant with social distancing, mask wearing, and frequent hand washing is extremely important to reduce one's risk both in and out of the workplace. The workplace may not look the same as it once did, but these changes have been necessary to maintain employee safety and prevent an outbreak in the workplace.

A big thank you to all who are responsible for implementing the procedures outlined in the Smart Start Playbook and to our employees who are doing their best to follow these guidelines and reduce their personal risk. We are in this together and we will get through this together.



HANDWASHING 101

Handwashing is an important defense against the spread of germs, like the COVID-19 virus. Germs are small, microscopic organisms (such as viruses, bacteria, and fungi) that can cause disease if they enter the human body. Germs are commonly transferred from surfaces when you touch your nose, eyes, or mouth, or when you prepare or eat food without washing your hands.



WHEN SHOULD YOU WASH YOUR HANDS?

- When they are visibly dirty
- Before inserting or removing contact lenses
- Before putting on or taking off a mask
- Before and after adjusting your mask
- Before preparing food
- Before and after eating
- After you have been in a public space where you have touched door handles, tables, gas pumps, shopping carts, electronic payment devices, etc.
- After using the bathroom
- After handling pets

HOW TO WASH YOUR HANDS

- 1 Wet your hands and wrists with running water.
- 2 Apply soap and lather by rubbing your hands together.
- 3 Lather and scrub for a minimum of 20 seconds — don't forget the backs of your hands, between your fingers, and under your nails.
- 4 Rinse the lather off your hands with running water.
- 5 Dry your hands with paper towel and use a paper towel to turn off the tap.

1. CDC 'When and How to Wash Your Hands'. <https://www.cdc.gov/handwashing/when-how-handwashing.html>
2. Government of Canada 'A "Handy" way to Stay Healthy'. <https://www.canada.ca/en/public-health/services/healthy-living/hand-hygiene.html>

MASK Guidelines

Mask-wearing has recently become common practice, as research suggests that wearing a mask helps to reduce the spread of COVID-19.

By wearing a mask, you are protecting others around you from your germs. This is especially important if you are experiencing any symptoms, but is also important as it is possible for someone to be infectious even though they may not feel sick. Because of this, Magna employees are encouraged to wear a mask, both at work and outside of work, when coming within 6 feet of another person who does not live in your household.

Please note that public health and government guidelines regarding mandatory mask wearing continue to change and may differ globally.

DID YOU KNOW?

Magna is manufacturing ASTM Level 1 masks.



STAYING Connected

Practicing safe social distancing while staying connected can be challenging during these unprecedented times.

However, we are fortunate to have technology that makes it possible to check-in or catch-up with family and friends. We have all been affected by the COVID-19 global pandemic but it is important to remember that everyone's experience is different.

Those who live alone, isolated or must quarantine after exposure to the virus, may be feeling especially lonely and scared while processing the emotional and mental effects of a lack of human connection.

For others who have been cut off from their extended family or social circle whom they rely on for support, they too may be feeling socially isolated. As humans, it is important for us to maintain our social connections for mental health and overall wellbeing, especially during stressful and challenging times.

THERE ARE THINGS YOU CAN DO TO HELP YOU STAY CONNECTED:

- Depending on where you live, small physically distanced (greater than 6 ft or 2 meters) gatherings may be allowed and you may be able to take advantage of the warmer days to meet up in a local park or go for a walk.
- Use technology to hold a virtual social event like a coffee catch-up, trivia night, or a book club.
- Use apps to play games online with family and friends.
- There are plenty of ways to speak face-to-face through a screen, but you can also just pick-up the phone and call, or plan a call to check-in. If you haven't heard from someone in a while check-in and remind them that they are not alone in this.
- Lastly try writing a letter or sending a card to somebody as it may help you feel more connected through giving and expressing yourself.

WHAT TO WEAR

When it comes to what mask to wear, Magna recommends the procedure mask.

The procedure mask provides a filtration barrier and is disposable, making it highly efficient for use at work. Consider the following comparison:



PROCEDURE MASK



CLOTH MASK



FACE SHIELD

	PROCEDURE MASK	CLOTH MASK	FACE SHIELD
DESCRIPTION	Disposable medical mask.	Face coverings which can include cloth masks, scarves, bandanas, etc.	Plastic covering that covers the face.
INTENDED USE	To reduce the spread of respiratory droplets between people within close proximity.	To reduce the spread of respiratory droplets between people within close proximity.	Not known if face shields provide any benefit to reduce spread of respiratory particles. Only to be used when masks are not available or paired with a mask.
FILTRATION	Partial filtering for airborne particles.	Not considered a filtering device.	Not considered a filtering device. Does not perform as well as masks.
LIMITATIONS	Disposable. Not designed for reuse.	Reusable. Must be washed after each use.	Reusable. Should not be shared.
MAGNA	Recommended for use within Magna.	Recommended for use in your community. Not recommended for use at Magna.	Not recommended unless used in combination with a procedure mask.

HOW TO WEAR IT

When putting on a mask, remember that there are many types of masks with different methods of attaching to your head.

- ✓ The coloured side of the mask is worn facing outward.
- ✓ The metal bridge goes at the top—around the nose.
- ✓ The mask should be worn with the pleats facing up on the inside of the mask and the pleats facing down on the outside of the mask.
- ✓ Prior to putting on your mask, make sure you wash your hands for 20 seconds with soap and water or use hand sanitizer. Then pick up the mask by the ear loops, putting one loop around one ear and the other around the other ear.
- ✓ Next, adjust the nose piece and pull the mask below your chin to ensure a snug fit.
- ✓ To take the mask off, start by washing your hands for 20 seconds with soap and water or use hand sanitizer, then grab both ear loops and remove the mask carefully. Try not to touch the mask surface—only the loops/ties/straps/bands. If your mask is disposable, throw it away in the trash bin. If it is a cloth mask, ensure you pack it away in a clean bag to be washed when you get home.

IMPROPER WEARING

- ✗ Around nose only
- ✗ Under the chin
- ✗ Around the neck
- ✗ With a hole cut in the middle
- ✗ Around mouth only
- ✗ Across the eyes
- ✗ Hanging from one ear



TOP 5 TIPS FOR Staying Safe & Healthy

1 Limit physical contact with others:

- Stay at least 6 feet (about 2 meters) away from other people.
- Do not travel.
- Limit leaving home for necessities such as groceries or medical care, if needed.
- If possible, avoid public areas and public transportation (i.e. buses, taxis).
- Wear a mask or face covering in public settings and when around people who do not live in your household, especially when other social distancing measures are difficult to maintain.

2 Limit sharing common items and surfaces:

- Do not share personal items with others, such as toothbrushes, bath towels, kitchen utensils, or electronic devices.
- Close the lid of the toilet bowl before flushing.
- Clean and disinfect frequently touched surfaces like toilets, coffee tables, door handles, phones, and television remotes, at least once a day.
- Use regular household disinfectants or diluted bleach (one-part bleach and nine parts water) to disinfect.

3 Keep your hands clean:

- Wash your hands often with soap and water for at least 20 seconds, and dry with disposable paper towels or dry reusable towel, replacing it when it becomes wet.
- If soap and water are not available, remove dirt with a wet wipe and then use an alcohol-based hand sanitizer (at least 60% alcohol content).
- Avoid touching your eyes, nose and mouth.
- Cough or sneeze into the bend of your arm or into a tissue.

4 Take care of yourself:

- It is always important and beneficial for your general health to maintain a balanced diet, stay well hydrated, maintain a physical activity routine, and ensure adequate sleep.
- Social distancing for long periods of time can contribute to increased feelings of isolation, anxiety and can be draining on one's mental health. Keep engaged and stay in-touch through social media and communication devices. This can include staying in contact with people by phone, text, e-mail, video chat, and using other virtual technology.

5 If someone in your household develops symptoms of COVID-19:

- Inform your workplace.
- Stay in a separate room and use a separate bathroom, if possible.
- Avoid contact with pets if you live with other people who are experiencing symptoms and may also be touching the pet.
- Practice Tips 1-4 as much as possible!
- Arrange to have groceries and supplies delivered and dropped off at your door to minimize contact with others outside of your household. There are many grocery and meal kit delivery services available to choose from.



KEY words

COVID-19: On February 11, 2020, the World Health Organization (“WHO”) announced a name for the illness caused by the Novel Coronavirus: COVID-19; **CO** relates to the family Coronavirus, **VI** relates to Virus, **D** reflects Disease and **-19** reflects that the virus was first discovered in the year 2019. COVID-19 is also sometimes called a “novel coronavirus,” which means that it is new and unfamiliar to scientists and doctors.

CLOSE CONTACT: A person is considered to be a “close contact” if they have spent time with another person who has symptoms of COVID-19 or is confirmed to have COVID-19. Magna’s Smart Start Playbook further defines this as spending over 15 minutes within 6 feet/2 meters of someone with symptoms of COVID-19 or confirmed to have COVID-19. This is important because the virus mainly spreads when an infected person breathes, talks, coughs, or sneezes. To avoid becoming close contacts try to keep distance from others and give smiles and waves to say hello to people instead of handshakes, high fives or hugs.

PHYSICAL DISTANCING: Physical distancing is a safety measure used to limit the spread of the virus. By keeping distance from others, COVID-19 is less likely to spread from person-to-person. It is recommended to maintain a distance of at least 6 feet (about 2 meters) from people in public areas, grocery stores, offices, on public transportation, etc. Travelling in big groups or meeting at large public or social gatherings is also not recommended.

CONTACT TRACING: Contact tracing is the very important process of tracking all the people that a COVID-19 positive person has had contact with to determine who is considered a close contact. The goal is to stop the virus from spreading even further by identifying, alerting, and managing close contacts who have been exposed to help prevent further spread of COVID-19. If you have COVID-19, you may be asked by the local health department to list all of the people that you may have been in contact with over the last few days (your close contacts) so they can be informed that they have been exposed to the COVID-19 virus and need isolate to prevent further spread.

SELF-ISOLATION: A person who has symptoms of COVID-19 or has received a positive COVID-19 test result may be asked to go into isolation by a doctor or local health department. Isolation means that you are not to come into contact with any other individual for a set period of time. Isolation is important as it can help prevent the spread of the virus to other people. Hospitals have special isolation units for people who are very ill, but many doctors recommend for people with mild symptoms of COVID-19 to isolate at home.

QUARANTINE: A person who has recently travelled or may have come into contact with COVID-19 or an infected person, but is not currently experiencing any symptoms related to COVID-19, may be asked to go into quarantine by a doctor or local health department. Quarantining is a preventative measure to help reduce the spread of COVID-19 from people who may not yet have symptoms or know they have the virus. Quarantine can mean staying at a specific facility or staying at home and limiting contact with others for a certain period of time.

FOR MORE articles, employee stories, quizzes, and recipes, please visit magnawellness.ca

WE WOULD LOVE TO HEAR FROM YOU!

Send your suggestions/comments to Magna Wellness at:
141 Staffern Drive, Concord, **E** wellness@magna.com
Ontario L4K 2R2 **P** (905) 726-7490

MAGNA and **GOOD for you**

are registered trademarks of Magna International Inc.