



# Return to Work Playbook



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# Introduction

This playbook contains information from relevant government departments, international public releases and Tesla internal processes for the prevention and control of the COVID-19 virus within Tesla facilities to ensure the safety of our employees, contractors, visitors and suppliers.

The level of impact and necessary response to the virus is fluid and items in this plan may need to be implemented differently within the various sites/regions where Tesla conducts operations. Refer to Environmental, Health & Safety [\(EHS\) Coronavirus \(COVID-19\) Update](#) webpage for the most recent information.

In alignment with our Injury and Illness Prevention Plan (IIPP) (LOC-ALL-LEG-POL-3-002), Tesla strives to provide each employee with a safe and healthy work environment. Each employee has a responsibility to maintain a safe and healthy workplace by: 1) following safety and health rules and practices; and 2) reporting injuries and unsafe equipment, practices or conditions. The overall administration and oversight of the Safety and Health program are assigned to the Vice President of EHS. Risk evaluation of safety and health threats and how to best mitigate the hazards for outbreaks such as the COVID-19 virus will incorporate elements of the IIPP plan as appropriate.

Employee input will be considered in crisis team management meetings for continuous improvement as the situation develops. Employees are involved in risk assessments to identify potential work hazards and develop corrective action measures (e.g., touchpoint reduction, social distancing, and PPE).

The Return to Work Playbook is intended to provide general information. Guidance may vary by locality based on government orders and regulations. Each Tesla facility and Tesla business unit must adapt recommendations to address specific local requirements while always following policy. Site specific COVID-19 prevention plans are available for employees, regulators and customers.

This document is not intended to be legal advice. Refer to company policies and ensure alignment with the Centers for Disease Control.

# Message from Leadership

Laurie Shelby  
VP, EHS



Dear Team -

We hope that you and your families are staying healthy.

We are more excited than ever to welcome many people from the Tesla team back to work. To those who have continued to work during this time, thank you for your support of our critical operations. And to all, thank you for your commitment and dedication during this unprecedented time.

As the events surrounding COVID-19 continue to evolve rapidly, we remain fully dedicated to the safety, health and well-being of the Tesla team. The world has changed which means our processes need to adapt to ensure we continue to carry out our mission and serve our customers safely. The purpose of this playbook is to provide employees and the entire Tesla organization with safety protocols and steps to take to help keep yourself and the Tesla community safe.

This playbook is based upon guidance as provided by the Centers for Disease Control and Prevention (CDC), Department of Health and Human Services pursuant to the Occupational Safety and Health Act (OSHA), the World Health Organization (WHO) and other regional health guidance. We are monitoring their guidance regularly.

At the end of this document you will find links to a COVID-19 SharePoint and other resources with up-to-date information on our safety procedures.

Please don't hesitate to contact me or the EHS team (EHS-Update@tesla.com) with suggestions or feedback. EHS, HR, Security and Facilities are all here to support you and your teams, so don't hesitate to reach out to them as we return to operations. For HR-related questions, you can also email COVIDHRanswers@tesla.com.

Thank you for helping to accelerate the world's transition to sustainable energy. And, thank you for doing your part to keep Tesla safe.

Stay safe,

Laurie



# Return/Resume Operations

We established a crisis management team early in the process to direct and outline a Tesla-wide response and actions to ensure the protection of our personnel, property, and the environment. The process includes a mechanism to deploy and verify that responses and actions are effective. The team is cross functional to include EHS, Security, Legal, Human Resources, Communications, Tesla Travel and our Corporate Physician. Our early planning and actions mirrored the successful management and restart at our Tesla Shanghai facility.

A North America Emergency Supply Team was formed to assist with the procurement and distribution of key protection items such as masks, gloves, thermometers, hand sanitizer and sanitizing wipes for healthcare workers and the community. Our own sites have supported the manufacturing of masks and making bulk hand sanitizer.

We implemented a six step Return/Resume Operations Plan that will be covered in more detail in this playbook.



We launched a safety training video in Workday for employees to complete to prepare them for what to expect when they return to work or resume operations.

We are communicating externally with public health and OSHA as needed as we implement return to work plans.

# Safety Guidelines










## COVID-19 Safety Guidelines

As the events surrounding COVID-19 continue to evolve rapidly, we remain fully dedicated to the safety, health and well-being of the Tesla Team. This guide provides you with safety protocols and steps to take to help keep yourself and the Tesla community safe.

### How We're Helping to Keep You Safe

 <p><b>Increased cleaning</b> and disinfection in work areas, common areas, customer areas, buses and vans</p>	 <p>Producing and <b>providing disinfectant</b> to use in work areas wherever possible</p>	 <p>Enforcing <b>social distancing</b> and adding barriers, PPE or other precautions where needed</p>	 <p><b>Controlling access</b> to our facilities and implementing <b>temperature checks</b> or other symptom screenings at some locations</p>	 <p><b>Adjusting work shifts</b> in some areas to reduce the number of people in a particular area at one time</p>
 <p>Implemented <b>company-wide procedures</b> for suspected or confirmed COVID cases</p>	 <p><b>Reduced shuttle occupancy</b> to 50% or lower to enable social distancing</p>	 <p>Providing <b>personal protective equipment (PPE)</b> including face coverings and gloves in some areas</p>	 <p>Implemented <b>"touchless" services</b> for those who have direct customer interactions</p>	 <p><b>Suspended visitors and tours</b> in most locations</p>

### Daily Health Check

-  **Bring and wear your personal protective equipment (PPE)** – If Tesla has provided you with a face covering, you are required to wear it unless otherwise told by your local leadership. If Tesla has not provided you with one, you may bring or make your own following the Center for Disease Control's guidance.
-  **Complete self-health check** – Do not come to work if you are sick, have COVID-like symptoms, have been around someone with COVID or have reason to believe you may have the virus. Tell your supervisor and stay home.
-  **Expect to be temperature screened** – Based on your location, temperature or symptom screening and daily health checks may be required.
-  Keep at **least a six feet or the governmental recommended distance**. This includes while in team meetings, shuttles, restrooms, cafeterias and break areas. Barriers and/or PPE added where separation is not possible.
-  **Don't host large gatherings or meetings** – Use video-conferencing and minimize large gatherings. If it needs to be in person, follow face covering and six feet distancing guidelines. No large group meetings or gatherings.
-  **Minimize carpool and public transport** – Avoid public transit or carpooling except with those you live with or if you have no other means of transportation. If necessary, it's recommended you practice social distancing, wash/sanitize your hands, and wear face coverings.
-  **Clean your PPE daily** – Non-disposable eye protection should be cleaned each day and if someone coughs or sneezes near you. Reusable face coverings should be washed daily.

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# Prepare the Building





# Prepare the Building

EHS in conjunction with supporting departments will conduct return to operations readiness checks using the COVID-19 Restart Readiness Checklist.

Here is an example of the checklist that will be used to verify readiness:

**COVID-19 Restart Readiness Checklist - Version 2**

Area: \_\_\_\_\_ Personnel Conducting Review: \_\_\_\_\_ Date: \_\_\_\_\_

#		FAC	HR	EHS	SEC	WK PL	OPS	TPT		Verified in place	Need Help	Notes
1	Access Control				X				Ensure access is allowed only for business essential visitors/contractors/vendors (no tours)			
2	Access Control				X				Ensure visitor/vendor kiosks or sign in areas are updated with self-health check questions			
3	Access Control				X				Where installed, ensure thermal camera screen is visible to security guard and process is in place to manage those noted with high temp			
4	Building / HVAC	X							Building (interior and exterior) has been cleaned and sanitized. Ensure on-going maintenance of clean site.			
5	Building / HVAC	X							Ensure all air filters are reviewed/changed to maximum protection/high efficiency and ensure filter change frequency is specified, conducted and recorded			
6	Building / HVAC	X							Increase % fresh air intake and air turnovers			
7	Building / HVAC							X	Verify fans are working and air flow okay. Consider high air flow not to be directed from person to person.			
8	Cleaning & common surfaces			X			X		Verify department work areas are cleaned and schedule established to maintain			
9	Cleaning & common surfaces						X		Cleaning schedule established for tools and shared equipment			
10	Cleaning & common surfaces						X		Ensure mobile equipment is disinfected during pre-check and periodically throughout the shift if used by multiple operators			
11	Cleaning & common surfaces					X			Ensure process is in place to clean and disinfect work areas while curtailed and before restart. Ensure plan to maintain areas is in place in designated areas after restart.			
12	Cleaning & common surfaces					X			Ensure bathrooms are cleaned often (set schedule based on risk assessment and document cleanings)			
13	Cleaning & common surfaces					X			Verify common areas cleaning frequency - break areas after each break time			

[Document: COVID-19 Restart Readiness Checklist - Version 2](#)

These items are part of the readiness check:

## 1.1 Building/HVAC

- Ensure the building (interior and outdoor areas) has been cleaned and sanitized. Ensure on-going maintenance of a clean site.
- Verify all air filters are reviewed/changed to maximum protection/high efficiency and ensure filter change frequency is specified, conducted and recorded.
- Increase percent of fresh air intake and air turnovers.
- Verify fans are working and air flow is okay. Consider high air flow not be directed from person to person.

# Prepare the Building



## 1.2 Cleaning & Common Surfaces

- Verify department work areas are cleaned.
- Devise a cleaning schedule for tools and shared equipment.
- Ensure mobile equipment is disinfected during pre-check and periodically throughout the shift if used by multiple operators.
- Ensure a process is in place to clean and disinfect work areas while curtailed and before restart. Ensure a plan to maintain areas is in place in designated areas after restart.
- Ensure bathrooms are cleaned often (set schedule based on risk assessment and document cleanings).
- Verify that cleaning frequency for common areas and clean break areas after each break time.
- Workplace to provide disinfectant spray bottles and towel wipes or disinfectant wipes for workplace and equipment disinfecting. EHS and Ops to verify proper placement of cleaning materials, proper labeling and plan to replenish. EPA listing information can be found on label or visit the [EPA's Disinfectant webpage](#).
- Ensure door use hygiene is optimized by using propped doors, nearby hand sanitizer, etc. Ensure fire doors or doors that would pose a security risk are not propped open.
- Ensure disinfectant wipes are on all shuttles/vans, and there is a defined process for conducting and documenting cleaning.

## 1.3 Communication

- Back to work communication has been provided on what to expect.
- Ensure there is a process to provide COVID response and return to work procedures. (Each supervisor/lead will have prepared communications).
- Verify the 15 minute "COVID and Coming to Work" video is assigned to all department personnel upon returning to work and track completions. Communications have been shared with managers to communicate in team meetings.
- If applicable, communicate clinic return to operation - verify open status.
- Manager/supervisor communicates COVID talking points in their area on the first day back with daily reminders thereafter on social distancing, checking if everyone is healthy today, and reinforcing good hygiene.
- Communicate requirement to clean work area before breaks.
- Provide engaging and informative social distancing posters/support material in work area.
- Provide permission to drive to work letter sent to essential employees.



# Prepare the Building



- Direct employees to stay in their workstation and don't wander outside their areas or go over to casually talk to others.
- Ensure process and communication on how following COVID requirements are a part of job includes communication to employees and management.
- Ensure management has a defined plan to encourage compliance and to address non-compliance.
- Ensure local orders are posted at entrances (where applicable).
- Ensure standard safety precautions are posted at entrance ways. Examples: "Do not come to work if you have COVID symptoms" signage, use hand sanitizer, social distancing, "How we are keeping you safe" postings.
- Ensure general hygiene signs are posted throughout the site with particular attention to sink areas.
- Ensure social distancing reminder signage is posted throughout the site with particular attention to areas where people congregate such as at time clocks and in elevators as applicable.
- Ensure "How we are keeping you safe" posting is in all shuttles/vans.

## 1.4 Contractors/Vendors/Suppliers

- Tesla has implemented a new COVID/Pandemic policy for its suppliers that require contractors have a COVID plan and sets forth expectations. Ensure this is provided to Tesla suppliers including all contractors and vendors.
- Ensure COVID site protocols are provided to contractors/vendors/suppliers.
- Contractors/vendors/suppliers must complete the self-health questionnaire through the kiosk or other provided system and are also subject to temperature screening when coming on site.

## 1.5 COVID PPE Supplies

- Ensure fire extinguishers, eye wash stations, first aid cabinets and AEDs are filled/stocked/inspected as appropriate and accessible.
- Ensure vending/supply PO's are approved and access turned on (e.g., Mallory, Fastenal, etc.).
- Ensure system is in place to track PPE usage and communicate needs for replenishment.
- Verify site obtains and maintains PPE supplies (masks, gloves, face shields, etc.). Ensure supervisors/leads have or can obtain additional PPE as needed and operations holds employees accountable for wearing.
- Verify hand sanitizer is available on or next to water coolers in your department and throughout work area as

# Prepare the Building



needed. Verify proper labeling.

- Ensure there is a defined process to restock masks for shuttle drivers.
- Where applicable, ensure valet personnel have masks, gloves and disinfectant wipes (contractors should have their own masks).

## COVID Response

- Understand and participate in tracing for potential COVID contact with security.
- Procedures for reporting COVID hospitalizations and OSHA record keeping is in place.
- Ensure all department personnel have completed the Workday learning course on COVID response and all leaders have received communications on bringing their teams back to work.
- Ensure all COVID positive or potential cases are communicated to [security@tesla.com](mailto:security@tesla.com) for tracking.
- Ensure tracing process is in place and contacts are made as appropriate for symptomatic or positive events.
- Ensure communication also occurs to relevant parties for cleaning, etc.

## Culinary

- Ensure food service and vending areas have wipes and a plan for extra cleaning and/or materials for self-cleaning.
- Ensure food service is touchless or touches are minimized such as with boxed foods (do not allow multi-use food service such as buffet, cereal dispensers, etc.). For items that remain, ensure proper wipes or gloves are provided for touchless service.
- Ensure drink and coffee dispensers are modified to reduce contact. If multi-use stations are allowed by local government, provide sanitary wipes that can be used between people.
- Provide touchless cups and utensil dispensers or provide wipes to clean between uses.

## Environmental

- Hazardous waste management: Ensure shop start-up plans developed/reviewed with EHS and hazardous waste technicians to ensure proper containers, labels and manpower is in place.
- Wastewater discharges: Ensure start-up plans developed/reviewed with EHS, Facilities (WWTP) and process engineers to ensure all wastewater streams are forecasted/planned for treatment/disposal (including non-routine wastewater slugs). Ensure systems, pumps and storage systems have been evaluated, emptied/filled/



# Prepare the Building

- started as appropriate.
- Air pollution control/monitoring equipment: Verify all air pollution control/monitoring devices are checked prior to starting full production and ensure all recent maintenance records are retained.
- Chemical management: Verify all chemical product storage areas and delivery systems are in order prior to start-up.

## Safety

- Review equipment startup process with EHS and process engineering to ensure proper lockout/tagout and verification is part of the startup and testing process.

## General Hygiene

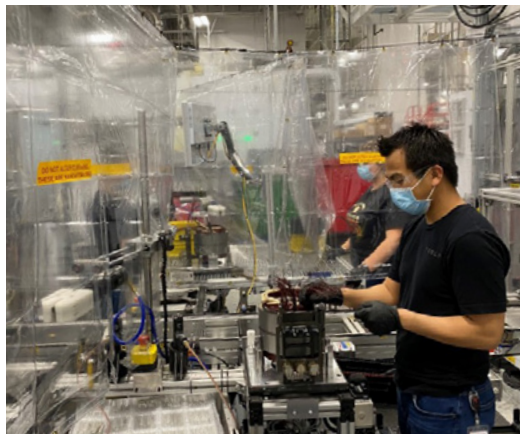
- Verify all restrooms have soap, water, paper towels and toilet paper, and sinks have soap and water. Verify cleaning and schedule to maintain cleanliness. Consider adding more restrooms if needed for social distancing. Consider if there is proper lighting; especially at night for portable restrooms.
- Place hand sanitizer at all entrances.
- Post signage on how to wash hands in restrooms.

## Health Check/Temperature Screening

- Where thermal cameras are installed, ensure process for managing when someone presents with a high temperature. Verify medical grade thermometer is available for verification.
- Verify two thermometers at each door with extra batteries for entrances not equipped with thermal cameras.
- Ensure temperature check stations are provided (if no thermal camera) with masks and sanitizer available.
- Ensure personnel conducting temperature screening have been trained to properly protect themselves by following State or applicable guidance documents to include scanner and person being scanned wear face coverings. Also ensure screeners have been trained on the denial of entry process.
- Ensure that Security has EEOC paperwork (employee and associate versions) as well as paperwork for those who are denied entry. Paperwork should be printed and available at all doors where temperature taking is being conducted.
- Verify social distancing process in place at entrances (tape to show direction of travel and required spacing (six feet, two meters, etc.) and ropes to keep create lines).



# Prepare the Building



## Social Distancing

- Set up defined control entry points for entry to ensure masks, hand sanitizer and temperature scanning so entry cannot be made through uncontrolled points.
- Evaluate start times to stagger load on entry points where possible.
- Evaluate staggering break/lunch schedules.
- Verify each department social distancing plan is implemented (get social distancing plan from your ops leader).
- Stripe, verify and maintain six foot/two meter markings for social distancing at entrances, time clocks, food service areas, vending machines, kiosks or other gathering places.
- Verify start of shift meeting will be done six feet apart. Review methods to maintain and enforce social distancing.
- Ensure tables and chairs are moved or blocked from use to promote social distancing (inside and outside areas).
- Review room occupancy with shift pattern - occupancy numbers to allow for social distancing. Add additional break/lunch areas as needed.
- Install Plexiglas or barriers at service points (IT help desk, security, HR help desk, etc.).
- Ensure lobbies and customer lounges are re-arranged to promote social distancing, that can include chair spacing/removal or blocking off some spaces.
- Ensure common areas are closed (e.g. game areas, gym, bean bags, etc.).
- Provide barriers between spaces in common areas or where a risk assessment identified six feet/two meter social distancing is not possible.
- Ensure conference rooms are labeled at 1/3 normal capacity to promote social distancing.
- Ensure break areas meet social distancing requirements.
- Team meeting conducted at startup on plans to maintain and enforce social distancing.
- Ensure shuttles have process to maintain 6 ft/2m distance while loading/unloading and queuing.
- Shuttles/vanpool at 50% normal capacity. Ensure sufficient shuttles to meet requirement and set and follow maximum capacities.
- Verify signs promoting carpooling have been removed.

Facilities should consider allowing fresh outdoor air where possible. Consider opening windows and doors. Be mindful not to prop open fire doors or create security concerns by opening doors not authorized to open. Consider adding door stops and leaving interior doors open to remove the need to touch the handles where possible.



Prepare the Workforce



# Prepare the Workforce

The following steps were developed and implemented to prepare the Tesla workforce to resume operations.

First, and foremost, employees who are sick or showing COVID-like symptoms, have been directed to alert their manager and stay home. This is the number one method to prevent transmission of the virus.

Plans were developed to decide who returns, when and how, with initial focus on essential operations as well as who could continue to work from home.

Employees are encouraged to stretch the first day back in order to re-establish work routine and flexibility. Daily stretching should be encouraged.

Signs and posters are installed as a reminder for items such as handwashing, hand sanitizing and social distancing. Local ordinances will be posted at entrances, as required. Standard health and safety precautions are posted on doors. Signs in different areas may vary but may look similar to the following examples:

## COVID-19 UPDATE

### Safer at Work Guidelines









Thank you to all employees who continue to support Tesla and our customers. Health and safety is a core value at Tesla, and we're doing all we can to help keep you safe at work during this unprecedented time. Tesla regularly assesses and audits its COVID-19 prevention controls to ensure they are working for employees, and that our controls meet or exceed Centers for Disease Control and local authority guidance.

**What is the Coronavirus (COVID-19)?**  
The 2019 Coronavirus is a new respiratory virus that may be transmitted between people who are in close contact with one another (within about 6 feet) and through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. The virus may also be transmitted by touching surfaces contaminated with an active virus, and then touching your eyes, nose or mouth. Some infected individuals may show no symptoms while others may be experiencing severe symptoms.

Questions on Safety? Contact [EHS-Update@tesla.com](mailto:EHS-Update@tesla.com)  
Questions on HR? Contact [covidHRanswers@tesla.com](mailto:covidHRanswers@tesla.com)

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### Tesla Safety Precautions

-  Increased **cleaning and disinfecting** of facilities and shuttles; higher frequency in high-touch areas.
-  Enforcing **social distancing** and adding barriers, PPE or other precautions where needed.
-  **Controlling access** to our facilities and implementing **temperature checks** or other symptom screenings at some locations.
-  Providing **personal protective equipment (PPE)** including face coverings and gloves in some areas.
-  **Good hygiene reminders** placed throughout our facilities.
-  Additional **hand sanitizer** throughout all our facilities.
-  **Adjusting work shifts** in some areas to reduce the number of people in a particular area at one time.
-  Implemented **company-wide procedures for suspected or confirmed COVID cases** ensuring proper procedures and notification of teams.

T E S L A

After being notified to return to work, employees are required to conduct their own daily self-health check and only come to work if they are not sick, have not been around someone who has tested positive for COVID-19 or if tested positive follow the Tesla return to work protocol based on CDC guidance.

# Prepare the Workforce Sign Samples

## Entry Requirements Tesla Employees

- 1 If you feel sick, or have COVID symptoms, report to your supervisor and go home
- 2 Face coverings are required to help prevent the spread of COVID-19
- 3 Maintain a minimum six-foot distance from one another
- 4 Cover your sneeze or cough with a tissue or your elbow
- 5 Do not shake hands or engage in any unnecessary physical contact
- 6 Frequently wash hands for at least 20 seconds with soap and water or use hand sanitizer

T E S L A

# WASH YOUR HANDS AGAIN



Visit the link below for the most up-to-date signage templates.

[go.tesla.com/covid-signs](https://go.tesla.com/covid-signs)



# Prepare the Workforce Sign Samples



## COVID-19 Notice Health Check

**By entering into our work location, you agree that:**

**1. YOU do NOT currently have any of the following symptoms:**

- Coughing, sneezing
- Fever
- Shortness of breath, difficulty breathing
- Early symptoms of acute respiratory illness such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, runny nose, muscle pain
- New loss of taste or smell

(if symptoms are believed to be allergy-related, you may come to work)

AND

**2. YOU have NOT had close contact (within 6 feet/2 meters for more than 15 minutes) with anyone who is either confirmed or suspected of having COVID-19, in the last 14 days, including anyone who is experiencing or displaying any of the known symptoms of COVID-19 (which are listed above)**

AND

**3. YOU have NOT tested positive or have been tested and are awaiting the results for COVID-19 in the last 14 days**

If you cannot agree that all of the above statements are true, you may NOT enter.

We appreciate your caring for others and support of a safe and healthy work environment.

[Health check questions](#)

# Prepare the Workforce Sign Samples

## COVID-19 Safety Guidelines

As the events surrounding COVID-19 continue to evolve rapidly, we remain fully dedicated to the safety, health and well-being of the Tesla Team. This guide provides you with safety protocols and steps to take to help keep yourself and the Tesla community safe.

### How We're Helping to Keep You Safe

 <p><b>Increased cleaning</b> and disinfection in work areas, common areas, customer areas, buses and vans</p>	 <p>Producing and <b>providing disinfectant</b> to use in work areas wherever possible</p>	 <p>Enforcing <b>social distancing</b> and adding barriers, PPE or other precautions where needed</p>	 <p><b>Controlling access</b> to our facilities and implementing <b>temperature checks</b> or other symptom screenings at some locations</p>	 <p><b>Adjusting work shifts</b> in some areas to reduce the number of people in a particular area at one time</p>
 <p>Implemented <b>company-wide procedures</b> for suspected or confirmed COVID cases</p>	 <p><b>Reduced shuttle occupancy</b> to 50% or lower to enable social distancing</p>	 <p>Providing <b>personal protective equipment (PPE)</b> including face coverings and gloves in some areas</p>	 <p>Implemented <b>"touchless" services</b> for those who have direct customer interactions</p>	 <p><b>Suspended visitors and tours</b> in most locations</p>

### Daily Health Check

- ✓ **Bring and wear your personal protective equipment (PPE)** – If Tesla has provided you with a face covering, you are required to wear it unless otherwise told by your local leadership. If Tesla has not provided you with one, you may bring or make your own following the Center for Disease Control's guidance.
- ✓ **Complete self-health check** – Do not come to work if you are sick, have COVID-like symptoms, have been around someone with COVID or have reason to believe you may have the virus. Tell your supervisor and stay home.
- ✓ **Expect to be temperature screened** – Based on your location, temperature or symptom screening and daily health checks may be required.
- ✓ Keep at **least a six feet or the governmental recommended distance**. This includes while in team meetings, shuttles, restrooms, cafeterias and break areas. Barriers and/or PPE added where separation is not possible.
- ✓ **Don't host large gatherings or meetings** – Use video-conferencing and minimize large gatherings. If it needs to be in person, follow face covering and six feet distancing guidelines. No large group meetings or gatherings.
- ✓ **Minimize carpool and public transport** – Avoid public transit or carpooling except with those you live with or if you have no other means of transportation. If necessary, it's recommended you practice social distancing, wash/sanitize your hands, and wear face coverings.
- ✓ **Clean your PPE daily** – Non-disposable eye protection should be cleaned each day and if someone coughs or sneezes near you. Reusable face coverings should be washed daily.

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[COVID-19 Safety Guidelines, How We're Keeping you Safe - Healthy Hygiene and PPE Usage](#)

# Prepare the Workforce Sign Samples

## About COVID-19

The virus causing COVID-19 is not the same as other viruses that cause mild illness, like the common cold. Some people recover easily from COVID-19 or show little to no symptoms, while others may get very sick. The most common symptoms are a fever, cough or shortness of breath. The virus is most likely spread through close contact with an infected person, contact with droplets from an infected person's cough or sneeze, or by touching objects or surfaces (like door handles or tables) contaminated from a cough or sneeze and then touching your mouth or face.

### Healthy Hygiene Reminders



Stay home when sick. Inform your manager immediately.



Wash your hands frequently for 20 seconds between your fingers and on the front and back of hands.



Use hand sanitizer when hand washing is not possible and in between hand washing as an additional prevention. Apply enough hand sanitizer to cover your hands and rub together until dry (about 15-20 seconds). Be sure to get in between fingers and the front and back of your hands.



Don't touch eyes/nose/mouth. Pay attention to how much you touch your face and try to break the habit.



Cover coughs and sneezes. If you do cough or sneeze, turn away and use a tissue or inside elbow to shield others from your respiratory droplets. Then, immediately wash your hands.



Avoid riding with others from one area of the factory or workspace to another.

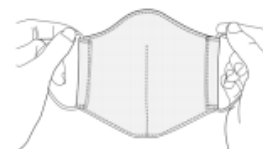


Avoid shaking hands. A wave or nod are all friendly alternatives to shaking hands.

### PPE Usage and Cleaning



Ensure you are using a clean mask



Fit mask around mouth, nose, and chin



Pick up mask by touching ear loops only



Avoid touching the mask or face while it is on

Questions on Safety? Contact [EHS-Update@tesla.com](mailto:EHS-Update@tesla.com)  
Questions on HR? Contact [COVIDHRanswers@tesla.com](mailto:COVIDHRanswers@tesla.com)

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[COVID-19 Safety Guidelines, How We're Keeping you Safe - Healthy Hygiene and PPE Usage](#)



# Prepare the Workforce

## Employee Training

Each location or operation will have persons named for executing the return to work plan. These persons will be specifically named from or including HR, Operations and EHS.

A comprehensive safety training video, “COVID and Coming to Work”, has been produced and launched in Workday for all employees to complete as part of their preparation on what to expect when they return to work and as Tesla resumes operations. It includes information on COVID-19, how it spreads, symptoms to look for, and prevention reminders including good hygiene practices and demonstrations of proper handwashing and use of PPE. The 15 minute video is assigned to all department personnel upon returning to work and is required. Supervisors and managers are expected to track employee’s completion of this required training.

Employees are asked to complete a daily self-health check before they come to work to ensure they’re healthy. If they are sick, have COVID-like symptoms, have been around someone with COVID, have tested positive for COVID in the last 14 days, or have reason to believe they may have the virus, they are instructed to inform their supervisor and stay home.

In addition, managers and supervisors are given communications and checklists to review with their teams on their first day back and reminders to communicate daily in team meetings.

## COVID PPE supplies

Tesla implemented an emergency supply team to ensure adequate supply of masks, gloves, hand sanitizer and other supplies to support daily operation and considering the number needed per employee.

Consideration was also given to work with cleaning and supply vendors to ensure an adequate supply of soap, sanitizing wipes, paper towels, and other paper goods. This team also supported sourcing and distribution of PPE to healthcare workers.

## PPE Requirements

Wearing of masks or face coverings at certain locations during pandemic periods is an expectation. Additionally, temperature screeners and individuals being screened are to wear face coverings. This policy is applicable to all Tesla employees, contractors, subcontractors, suppliers, and temporary workers at all U.S. Tesla entities and facilities



# Prepare the Workforce



whether rented, leased, owned, operated, maintained by Tesla or wherever Tesla is conducting business. (This may or may not be at a Tesla facility such as at a site of installation)

## [Global Pandemic Face Covering Policy](#)

### Facility-Specific Considerations

- Each site should consider special needs such as managing truck drivers, customers and other site variances such as coordinating with other companies when co-located with Tesla.
- Each site should stay abreast of local government orders and ensure requirements are implemented.

Regular communications with employees, suppliers, subcontractors and clients should continue to be updated with the latest relevant information from official government sources, or due to a change in Tesla strategy or processes.

Tesla will continue to update employees and consider employee feedback on specific relevant issues. Refer to the [EHS Internal Website](#) and the [COVID-19 SharePoint](#) for COVID-19 Updates, FAQ's and the latest information on Tesla policies.

### Business Related Travel

All travel should be made using Tesla travel team and resources. The crisis team will advise the travel team of controls and bans. The travel team will convey, and support travel based on the current restrictions.

All international business-related travel is currently curtailed and requires VP's approval. The Travel Policy has the following information related to Pandemic period travel.

- Managers will continue to be notified of all travel booked for visibility.
- Tesla will comply with the [Centers of Disease Control \(CDC\)](#) and reserves the right to impose stricter guidelines including but not limited to VP level approval to mitigate risk to the employees and company to ensure business continuity.
- Personal Protective Equipment (PPE) items (mask, gloves, hand sanitizers) should be acquired prior to traveling. For issues, contact your management for support.
- Public transportation is discouraged while traveling for business. Taxis or ride-hailing services are the preferred ground transportation option.
- Review and follow CDC and local authorities' guidelines.
- Please refrain from booking and staying at alternative or

# Prepare the Workforce

home sharing rentals

Domestic and international travel alerts and restrictions are being monitored by our corporate travel group. All travel should be booked through corporate travel service so that guidance is provided.

## Health and Well-being

The health and well-being of all employees is a key consideration for Tesla. If you have personal issues or concerns, don't hesitate to reach out to others for assistance. Talking with others may help you to manage through issues that may arise. Don't assume someone already knows about a situation. Also, remember to protect private information that may be shared by others.

Any employee feeling anxious about the COVID-19 situation, can contact the Employee Assistance Program through information available from their HR partner. Resources from professional authorities should be considered for purposes of dealing with stress and anxiety the COVID-19 crisis can cause for managers and employees; example: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/managing-stress-anxiety.html>

## Things you can do to support yourself:

- Take breaks from watching, reading, or listening to news stories, including social media. Hearing about the pandemic repeatedly can cause undue stress, so consider taking a break from it.
- Take care of your body. Take deep breaths, stretch, or meditate. Try to eat healthy, well-balanced meals, exercise regularly, get plenty of sleep, and avoid alcohol and drugs.
- Make time to unwind. Try to do some other activities you enjoy.
- Connect with others. Talk with people you trust about your concerns and how you are feeling.

Call your healthcare provider if stress gets in the way of your daily activities for several days in a row.

## Things you can do to support others:

[Sharing information](#) about COVID-19 and understanding the actual risk to yourself and people you care about can make an outbreak less stressful.

When you talk to people about COVID-19 you can help make people feel less stressed and allow you to connect with them.



# Prepare the Workforce

Learn more about [taking care of your emotional health](#).  
**Employee Engagement**

Tesla will continue to evaluate the plan and update it based on employee and management input. Existing safety committees provide on-the-ground feedback from associates and leads on safety processes. These committees will provide valuable input on planning and execution of the safety procedures. Employees are encouraged to participate in Pulse surveys to gather feedback and conduct find-it fix-it checks to identify opportunities for improvement.

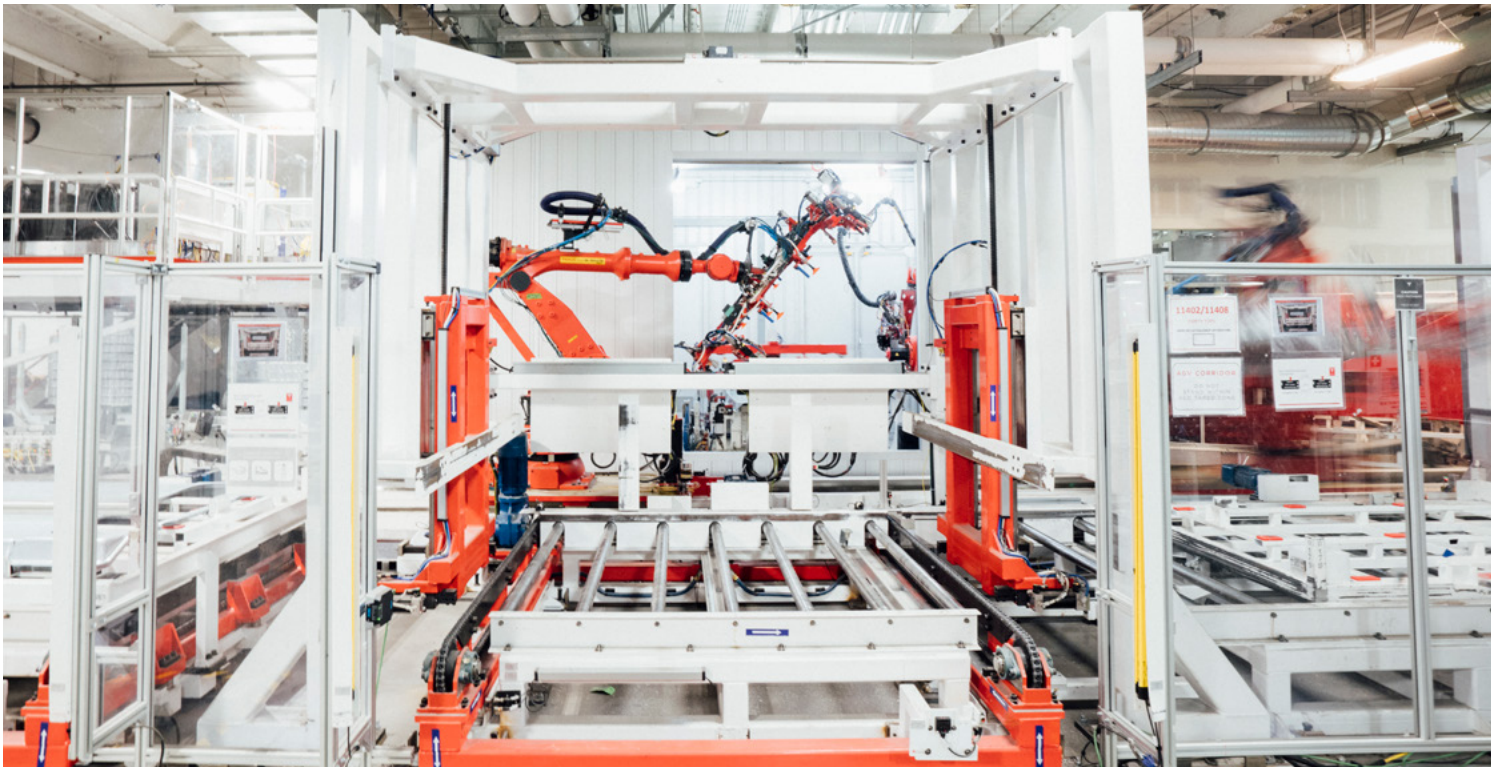
Tesla COVID-specific email inboxes were created to support the organization and efficiently monitor and respond to COVID-specific questions.

If employees want to submit a question or concern to Security, HR or EHS, the following email addresses are recommended. These emails are also at the end of this document for easy reference.

For all potential or actual COVID-19 cases, you must contact: [security@tesla.com](mailto:security@tesla.com).

For HR questions, contact: [covidHRanswers@tesla.com](mailto:covidHRanswers@tesla.com).

For Safety questions, contact [EHS-Update@tesla.com](mailto:EHS-Update@tesla.com).



# Control Access



# Control Access

Enter and exit at designated entrances and exits – these points of entry may have changed. Avoid gathering in groups when entering and exiting the facility. Maintain social distancing by keeping six feet/two meters of space between each person while you wait in line to enter. Hand sanitizer is required to be used upon entry and should be used after touching a common area or item such as the time clock or door handle. Avoid touching your face before you have a chance to wash or sanitize your hands.

Expect closure of common areas such as fitness centers, game areas, etc. or where social distancing cannot be maintained at this time.

Tesla has developed COVID-19 Standardized Response Protocols for employees who are suspected or have been tested as positive, those who may have been in close contact with someone who has tested positive, and those who have symptoms who may or may not have been tested.

Tesla has also developed a protocol to manage those who have been out of work due to COVID-19 testing, symptoms or quarantined for other reasons. The implementation of temperature screenings aligns with the recommendations from the Centers for Disease Control (“CDC”)

## Temperature Screening

Tesla’s comprehensive COVID-19 Response Plan addresses temperature screenings as a control measure. The implementation of temperature screenings across all U.S. Tesla facilities is in alignment with the recommendations from the Centers for Disease Control (“CDC”).

Temperature checks will be implemented when:

- Required by a government or public health authority, or;
- Required by Tesla, after a risk assessment (e.g. COVID-19 Physical Distance assessment) finds it necessary, or;
- Locations that may have >1000 people inside one physical facility.

### [Job Aid - COVID-19 Temperature Taking Guidance](#)



We have partnered with our transportation vendors to reduce capacity on shuttles and to have a robust cleaning program. Those taking a shuttle should expect temperature screening prior to boarding.



1. **If an employee is not feeling well:** Direct employee to go home, take care of themselves, and to consult their medical provider. \*Management should remind team members to proactively inform you before they enter the workplace, to prevent unnecessary exposure. **No need to contact Security email at this point.**
2. **If an employee informs their manager of COVID-19 illness-related symptoms** (i.e., cough, shortness of breath, fever). Direct the employee to go home, take care of themselves, and to consult their medical provider. **Contact [SECURITY@TESLA.COM](mailto:SECURITY@TESLA.COM).** See Scenario B.
3. **If an employee who is NOT exhibiting COVID-19 related symptoms but had direct contact** (within 6 feet/2 meters for 10 minutes) with someone who tested positive, follow Scenario C of COVID-19 Return to Work Protocol. Direct employee to go home, take care of themselves, and consult their medical provider. **Contact [SECURITY@TESLA.COM](mailto:SECURITY@TESLA.COM).** See Scenario C or D.
4. **If an employee exhibits COVID-19 related symptoms and has had direct contact** (within 6 feet/2 meters for 10 minutes) with someone who tested positive for COVID-19 or is awaiting the results of a test, follow Step B of COVID-19 Return to Work Protocol. Direct employee to go home, take care of themselves, and consult their medical provider. **CONTACT [SECURITY@TESLA.COM](mailto:SECURITY@TESLA.COM).** See Scenario C.
5. Should an individual get tested and it is a positive result (see Scenario A), notify [security@tesla.com](mailto:security@tesla.com) for additional information or to advise any persons who had direct contact.

#	STEPS TO TAKE IF SOMEONE AT THE SITE HAS TESTED POSITIVE FOR COVID-19	REMINDER
1	✓ Manager notifies EHS, Facilities or Security to identify area(s) or (column number) that need precautionary cleanings. <a href="mailto:buildingservices@teslamotors.com">buildingservices@teslamotors.com</a>	✗ Do not violate confidentiality by disclosing identity of the employee to anyone beyond a need-to-know
2	✓ Manager, HR, EHS and/or Security contacts the employee to inquire about areas of direct contact in order to inform Workplace of potential cleanings needed. Based on contact information additional personnel may be required to work from home.	✗ Do not ask health-related questions such as symptoms, testing, or recent travel. Do not violate confidentiality by disclosing identity of the employee to anyone beyond a need-to-know.
3	✓ Manager may stop operations as needed in order to facilitate pre-cautionary cleanings	✗ Do not disclose identity of the employee(s) that may have contributed to this need for cleanings
4	✓ Once the affected area has undergone deep cleaning, allow access to continue operations	✗ Return to work communications must not identify any employee in conjunction with the reason for interruption

Table 2.0 Return to Work Requirements and Steps for Actual or Potential COVID-19 cases (Based on CDC guidance and Alameda County, CA Instructions)			Documentation
A	Individuals with a POSITIVE COVID-19 TEST	<p>Individuals with symptoms are to:</p> <ul style="list-style-type: none"> <li>Stay home until at least 10 days after you first became ill AND at least 3 days after you have recovered. Recovery means that your fever is gone for 72 hours without the use of fever-reducing medications (e.g. Tylenol®) AND your respiratory symptoms (e.g. cough, shortness of breath) have improved.</li> <li>If you never became ill but have COVID-19, stay home and self-isolate for at least 10 days following the date of your test.</li> </ul> <p>Follow health care provider's instructions if stricter than these requirements.</p>	A doctor's return to work note is required.
B	Individuals with COVID-19 like SYMPTOMS	<p>Individuals suspected of being positive by a health care provider or symptomatic follow Scenario A for Individuals with a positive test until receiving results.</p> <p>Individuals with a negative test may return to work after being free of the following for at least 24 hours, without the use of fever-reducing medications (e.g. Tylenol®) AND your respiratory symptoms (e.g. cough, shortness of breath) have improved.</p> <p>If you develop symptoms, you may have COVID-19 and you should follow the Home Isolation Instructions.</p> <ul style="list-style-type: none"> <li>Stay home until at least 10 days after you first became ill AND at least 3 days after you have recovered. Recovery means that your fever is gone for 72 hours without the use of fever-reducing medications (e.g. Tylenol®) and your respiratory symptoms (e.g. cough, shortness of breath) have improved.</li> </ul> <p>Follow health care provider's instructions if more stringent than these requirements.</p>	A doctor's return to work note is required.
C	Individuals who have had close contact with COVID-19 positive case	<p>Individuals who are symptom-free are to quarantine or self-isolate for 15 days from when you were last in close contact with the person with COVID-19. If you continue close contact, the 15-day quarantine period will have to restart. Close contact means that you've been within 6 feet of the person with COVID-19 for more than 10 minutes or touched body fluids or secretions without using the appropriate precautions. If you are unable to avoid close contact, you must stay in quarantine until 15 days from when the person with COVID-19 completes their isolation period. This is likely to be at least 24 days total.</p> <p>Individuals who develop COVID-19 like symptoms during quarantine/self-isolation follow Scenario B for individuals with COVID-19 like symptoms. If you do seek testing, a negative test result within the 15-day period does not mean that you cannot become positive later. You must stay in quarantine for the entire 15-day period.</p>	No doctor's note is required.
D	Asymptomatic individuals	For asymptomatic individuals being tested, it is not necessary to isolate while awaiting test results.	No doctor's note is required.

[Standardized Response and Return to Work Protocol](#)



# Create Social Distancing Plan





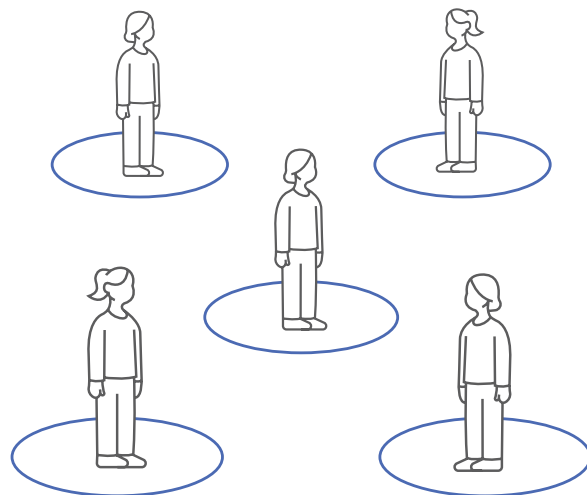
# Create Social Distancing Plan

Tesla implemented a process to conduct area assessments to help identify risk levels in workplace settings and to determine any appropriate control measures to implement. The assessments focused on Tesla work spaces and physical processes. Special consideration is given to consider where there is minimal ability to maintain social distancing and measures that may be taken for employee protection.

Information is based on [Interim US Guidance for Risk Assessment and Public Health Management of Persons with Potential Coronavirus Disease 2019 \(COVID-19\) Exposures: Geographic Risk and Contacts of Laboratory-confirmed Cases](#) Updated March 7, 2020 and [OSHA Publication OSHA 3990-03 2020 - Guidance for Preparing Workplaces for COVID-19](#)

After the assessments, a team of EHS and supporting departments evaluated the risks to determine the proactive actions to be implemented. These actions are prioritized using the hierarchy of controls. It may not be possible to eliminate the hazard. The most effective protection measures are (listed from most effective to least effective): engineering controls, administrative controls, safe work practices (a type of administrative control) and PPE. PPE is not a replacement for implementing controls where possible.

## ONE TEAM TOGETHER



# Create Social Distancing Plan

TESLA

COVID-19 SOCIAL DISTANCING RISK ASSESSMENT

Purpose

This form should be utilized to evaluate potential of employees to come in contact with one another at Tesla facilities. These designations should be utilized to determine likelihood of spread while working.

Instructions

EHS personnel should use the form above to identify portions of a given work area that match descriptions given above. Once these determinations have been made, these assessments should be used to determine if adequate controls are in place or what additional controls may be required to reduce likelihood of contracting and or spreading COVID-19.

EHS Rep Completing Assessment: \_\_\_\_\_ Date: \_\_\_\_\_

Operations/Maintenance Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Industrial Engineering Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Department	Line	Workstation	
	Contact Level	Level of Risk	Possible Controls
Persons that have regular contact with general public. (customer service reps, sales persons)	Minimal		
Persons that have limited contact with public (service techs, technicians)			
Persons have no contact with outside or varying personnel throughout the day.			
Employees required to work within 3' of others			
Persons that are required to work within 6' but more than 3' of other coworkers			
Ability to maintain a distance of greater than 6' when performing their job			
Persons required to interact with a variety of persons and areas within a facility or work area. (Maintenance personnel, engineers)			
Employees required to work with areas dealing with bodily fluids (janitors, ERT personnel, facilities)			

Visit the link below for the most up-to-date version of this document.

[COVID-19 Risk Assessment Form](#)

Actions implemented based on the risk assessments may include shields, barriers, lines, tables or distancing devices. If employees find other areas that may need controls, they can offer suggestions through Tesla’s EHS team for improvement.

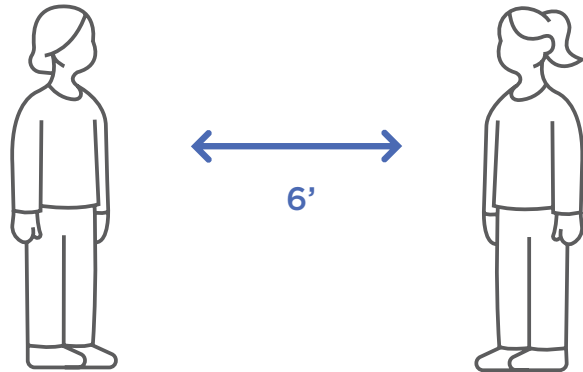


# Create Social Distancing Plan



## Create Social Distancing Plan

**STAY  
SMART  
A P A R T**



Some areas and actions include:

Conference Rooms – occupancy is reduced to 1/3 capacity until further notice.

Break/lunch areas – occupancy reduced by removing some chairs and table, posting signage and installing barriers in some areas.

Some group areas such as timeclocks have social distancing lines, six-foot separation and hand sanitizer.

When taking transportation, shuttle capacities have been reduced, cleaning plans established, and sanitizing products provided.

All sites should consider conducting new hire orientations and other meetings virtually when possible.

Tours have been put on pause. Vendors and supplier visits should be limited to business essential.



# Reduce Touchpoints and Increase Cleaning



# Reduce Touchpoints and Increase Cleaning

## Cleaning/Disinfection Measures

The goal is to establish a baseline before the facility opens. The facility should be cleaned and disinfected prior to employees returning to work. During shutdown of the facility, increased cleaning and disinfection should occur within all common areas.

Cleaning contractors and our own cleaning personnel are directed to use EPA-listed disinfectant. Here is an example of our cleaning contractor's best practices cleaning and disinfection services document.

Employees will be asked to maintain the cleanliness of their equipment and touch points based on direction by your management. Cleaning materials will be provided within the areas. [Cleaning Services Document](#).



### BEST PRACTICES

Cleaning and Disinfection Services

**Onsite Procedures:**

- Maintain social distancing at all times.
- Use appropriate Personal Protection Equipment (PPE).
- Upon arrival, perform a walk-through to ensure all areas are clear of any obstacles that will possibly delay service.
- Use a systematic approach to determine how work will be conducted for entire work space.
- For larger spaces with multiple rooms/areas, designate technicians to specific areas as well as determine the same systematic flow of work within those areas.
  - Example: top-to-bottom cleaning in a clockwise fashion, which room to move to next, etc.
- Throughout the cleaning and disinfection process, place all contaminants and soiled cleaning materials in trash bags. Tape when bags are full.

**Key Elements:**

- Technicians must take their temperature prior to reporting to work following CDC/State Guidelines for thresholds.
- Use only technicians who have been trained in the appropriate use of PPE and biohazard clean up.
- Use 'Wet Floor' signs to prevent accidental slip and fall accidents.
- Color-coded microfiber cleaning cloths are highly recommended for optimal cleaning.

**Supplies Needed:**

- Personal Protective Equipment (PPE)
- Proper EPA registered disinfectant cleaners and/or wipes dependent on disinfection process being used.
  - Visit this website for ongoing updates: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- Disposable microfiber cleaning cloths, pads and brushes
- Trigger spray bottles or pressure sprayers
  - pump up, electrostatic, ultra-low volume (ULV)
- Trash bags & tape
- Mops & buckets
- 'Wet Floor' Signs

Key general areas to consider for cleaning:

- Entrances
- Lobbies
- Stairs
- Handrails
- Breakrooms
- Cafes
- Vending areas
- Restrooms



# Reduce Touchpoints and Increase Cleaning

- Locker rooms
- Smoking areas
- Doors with focus on handles
- Counters
- Conference rooms
- Tables and chairs
- Ice machines
- Drinking fountains
- Eye wash stations
- Trash bins
- High traffic and high touch areas
- Refrigerators
- Microwaves
- Picnic tables

Sweepers and scrubbers to assist with cleaning in aisles, roadways, warehouse areas, etc. Key workspace areas to consider for cleaning:

- Tools
- Load stations
- Work platforms
- Ergo pads
- Hoses
- Lineside/In-process racks
- Tables
- Cabinets

Employees should wipe down equipment and tools within their work area prior to leaving the zone for breaks, lunch or the end of the shift. Powered industrial equipment, handles and other surfaces where multiple employees may touch should be considered for more frequent cleaning. Based on risk assessments, the use of gloves may be recommended for some areas where there may be shared equipment.

## Touchless Delivery


Our delivery team has developed processes for touchless delivery of vehicles. Customers will arrive at their delivery center and should be remotely routed to their new vehicle in the parking area either on the phone or via the Tesla app. Customers can complete their paperwork inside their car and watch on-screen tutorials before dropping their signed forms at the store. A similar process is used for touchless test drives. We have developed special disinfecting procedures for cars being serviced to protect our employees as well as customers. There are also visual indicators that are placed on cars to communicate the cleaning status.

Verify for Confidence



# Verify for Confidence

Area management and EHS will work together to ensure COVID verification audits are set up, assigned and conducted. The inspection tool in My EHS has several screens of questions to assist those evaluating the area on items to be reviewed. The system allows findings to be tracked. Area management will ensure items are corrected and items documented as closed. Shown here is an example of one of the screens of questions that are available to support the verification audit.

 Inspection Tool Checklist

Report Manage

EHS-GLO-SSD COVID-19 Checklist  
Inspect Now!

Inspection Details 1 2 3

1. Risk Assessment and Crisis Management

1.1: Local legal requirements are known, understood and implemented

Not Applicable Compliant Non-Compliant Under Eval

Comments:

1.2: I have a COVID-19 risk assessment on file for my site and implemented and enforced prevention and control measures. I manage concern cases in compliance with the COVID-19 response protocol & training and or regulatory requirements.

Not Applicable Compliant Non-Compliant Under Eval

Comments:

1.3: personnel present at my site actively practice social distancing and good personal hygiene. This is put on top of the daily operational agenda. Management sets clear expectations and monitors health.

Not Applicable Compliant Non-Compliant Under Eval

Comments:

1.4: Touch-less processes are implemented and enforced to reduce the need for in-person interaction. This is put on top of the daily operational agenda and behavior is actively monitored and addressed.

Not Applicable Compliant Non-Compliant Under Eval

Comments:

## Resources:

For all potential or actual COVID-19 cases, you must contact: [security@tesla.com](mailto:security@tesla.com)

For HR questions, contact: [covidHRanswers@tesla.com](mailto:covidHRanswers@tesla.com)

For Safety questions, contact [EHS-Update@tesla.com](mailto:EHS-Update@tesla.com)

