



*"Have a Happy and Safe Thanksgiving" has new meaning this year*

The Thanksgiving Holiday Weekend is rapidly approaching and we want to give you early notification of our current thoughts about our Thanksgiving guidance and protocols.

Guidance is suggested practices that we draw from the CDC, state health departments, and other reputable sources.

Protocols are Yaskawa rules that must be followed. Our protocol for the holiday weekend is slightly altered with an understanding of the increased risk without being so restrictive to prevent you from enjoying your Thanksgiving weekend.

Our guidance and protocols are subject to change as we get closer to Thanksgiving. We will keep you apprised of any changes.

Make sure you also look up the restrictions for your state and any state that you may be traveling to because these are also likely to be updated frequently. One week before Thanksgiving, we will provide a summary of the state restrictions for CA, IL, MA, OH, and WI. If you plan on traveling to a different state and don't know where to find the restrictions, please contact our EHS department at [EHS@Yaskawa.com](mailto:EHS@Yaskawa.com) or call 262-391-1697.



### People who should not attend in-person holiday celebrations

#### People with or exposed to COVID-19

Do not host or participate in any in-person festivities if you or anyone in your household:

- Has been diagnosed with COVID-19 and has not met the criteria for when it's safe to be around others,
- Has symptoms of COVID-19,
- Is awaiting COVID-19 test results,
- May have been exposed to someone with COVID-19 in the last 14 days.

#### People at increased risk for severe illness:

- Avoid in-person gatherings with people who do not live in your household,
- Avoid larger gatherings and consider attending activities that pose lower risk if you decide to attend an in-person gathering with people who do not live in your household.



### CDC Identified Risk Level for Common Thanksgiving Holiday Activities

Thanksgiving is a time when many families travel long distances to celebrate together. Travel increases the chance of getting and spreading the virus that causes COVID-19. Staying home is the best way to protect yourself and others. If you must travel, be informed of the risks involved. We will post a safe travel video at [www.YaskawaSafety.com](http://www.YaskawaSafety.com) at least one week before Thanksgiving.

#### Lower Risk Activities

- Having a small dinner with only household members,
- Preparing meals and contact free delivery,
- Virtual dinner,
- Shopping online,
- Watching sporting events from home. (Warning: watching the Washington - Dallas game may pose other risks. Thankfully, the Bears won't be affecting the proper digestion of your Thanksgiving dinner this year.)

#### Moderate Risk Activities

- Small outdoor dinner with family and friends who live in same community,
- Visiting outdoor events (such as a pumpkin patch) where people use hand sanitizer, people wear masks, and social distancing is practiced,
- Attending small outdoor sporting events with safety precautions in place.

#### High Risk Activities

- Going shopping in crowded stores during holiday period (even when wearing masks),
- Participating in, or being a spectator at, a crowded sporting event,
- Using alcohol or drugs, which can cloud judgment and increase risky behaviors,
- Attending large indoor gatherings with people from outside your household.



### Yaskawa Planned Thanksgiving Protocol

- All associates who currently work remotely must continue to do so,
- Associates who currently split their time between working from home and in a Yaskawa facility shall not enter a Yaskawa facility during the week of November 30 unless they have Vice President permission
- Planned Activity Reporting - So we can properly plan our operations for the week of November 30, any associate who works inside a Yaskawa facility and plans to travel more than 100 miles or participate in any of the high risk activities in the column on the left, must notify their supervisor no later than Monday November 23
- Post High Risk Activity Reporting - Any associate who is required to or plans on working in a Yaskawa facility who traveled more than 100 miles or participated in any of the high risk activities shown in the column on the left, shall report their high risk activity prior to entering a Yaskawa facility. Yaskawa will provide a convenient method for this reporting.
- Additional Protocols for the week following Thanksgiving for associates who reported they were involved in a high-risk activity or who traveled more than 100 miles:
  - The associate shall wear a face mask and a face shield at all times while within the Yaskawa facility, except while actively eating or drinking,
  - The associate will not be assigned to a process that requires close contact with another associate,
  - The associate shall not receive, nor provide, hands-on training,
  - If the associate cannot perform their assigned role with these precautions, they will not be permitted to enter a Yaskawa facility during the week following Thanksgiving.

### Tips for Safely Enjoying the Holiday

Next week, we will be sharing tips for hosting or attending holiday dinners, and for safe holiday shopping. If you want to share your own creative idea with other associates, please send your idea to [EHS@Yaskawa.com](mailto:EHS@Yaskawa.com) by Monday Nov. 16.