

OVERVIEW

- [Overview](#)
- [Risk Assessment](#)
- PROTOCOLS**
- [Associates & Visitors Exposed to COVID-19](#)
- [Business Travel](#)
- [Cleaning, Disinfecting, Food, & Beverages](#)
- [Daily Affirmations](#)
- [Field Service](#)
- [Hiring & Orientation](#)
- [Interior Spacing](#)
- [Protective Masks](#)
- [Protocol Audits](#)
- [Temperature Monitoring](#)
- [Vaccinations](#)
- [Visitors](#)
- [Revision History](#)

Initiation of COVID-19 Response Plan

Yaskawa America, Inc. disease preparedness and response policy has been, and continues to be, to monitor public health advisories from the World Health Organization (WHO) and Center for Disease Control (CDC). Yaskawa follows the guidelines issued by these organizations.

Yaskawa works with our supply chain and our customers to ensure all precautionary steps are taken to support public health, the health and safety of our associates, and the continuation of customer fulfillment to the fullest extent restrictions may allow.

Yaskawa's Disaster Plan (MCM-P-1009 R2, 11/25/2019) has specific provisions for pandemic response. This disaster plan was initiated on March 13, 2020; two days after the WHO declared COVID-19 a pandemic.

Prior to initiating the disaster plan, Yaskawa followed the advisories of WHO and CDC including implementing travel bans to infected areas, restricting interplant travel, maintaining proper social spacing, and enhancing cleaning services.

Following the initiation of the disaster plan, the Yaskawa Management Committee meets regularly to review and adjust Yaskawa's response.

Responsibilities

This policy is reviewed and approved by the Yaskawa America, Inc. Management Committee.

The EHS department is responsible for monitoring the CDC and other public health resources to ensure the content of this policy is current to the latest recommendations. The EHS department is responsible for providing training on illness prevention, how to avoid spread of disease, and Yaskawa Health & Safety Protocols. This training is provided at www.YaskawaSafety.com.

All Yaskawa managers and above are responsible for enforcing the contents of this policy.

All Yaskawa associates are required to adhere to the requirements defined in this policy and complete required training on Yaskawa Health & Safety Protocols.

Definition of Fully Vaccinated as it Relates to Yaskawa COVID-19 Protocols

An associate is fully vaccinated when at least 14-days has past since the second dose of the Pfizer or Moderna vaccine, or at least 14-days has past since the first dose of the Johnson & Johnson/Janssen vaccine.

Associates must provide evidence to Human Resources to be considered fully vaccinated as it relates to Yaskawa COVID-19 Protocols.

Policy Expiration

This Policy shall remain in effect until August 2021, unless the CDC determines that the direct threat posed by COVID-19 has ended. The Policy shall automatically renew on a month to month basis beginning September 1, 2021 and the first day of each month thereafter, until Yaskawa notifies affected associates in writing that this Policy has been terminated prior to the next date of automatic renewal.

Risk Assessment

[Overview](#)

[Risk Assessment](#)

PROTOCOLS

[Associates & Visitors Exposed to COVID-19](#)

[Business Travel](#)

[Cleaning, Disinfecting, Food, & Beverages](#)

[Daily Affirmations](#)

[Field Service](#)

[Hiring & Orientation](#)

[Interior Spacing](#)

[Protective Masks](#)

[Protocol Audits](#)

[Temperature Monitoring](#)

[Vaccinations](#)

[Visitors](#)

[Revision History](#)

Risk for Fully Vaccinated Associates

According to the Center for Disease Control (CDC), the risk of severe illness from COVID-19, and known variants, is low. However, vaccines do not fully prevent acquiring COVID-19. Therefore, Yaskawa maintains COVID-19 protocols that reduces this risk.

Fully vaccinated means at least fourteen days have elapsed since the second dose of the Pfizer or Moderna vaccine, or at least fourteen days have elapsed since the first dose of the Johnson & Johnson/Janssen vaccine. Booster shots add an additional layer of protection, especially against new variants such as Omicron.

Risk for Unvaccinated Associates

The risk for severe illness from COVID-19 virus remains very high for unvaccinated associates.

Risk for Unvaccinated Associates who have had COVID-19

Although there have been some studies showing the effectiveness of natural immunity acquired through a past infection with COVID-19, the CDC guidance remains that there is insufficient evidence to reduce restrictions for natural immunity.

Therefore, Yaskawa's protocols consider associates who are unvaccinated and have a documented history of COVID-19 the same as all other unvaccinated associates.

Risk Assessment

Activity	Vaccinated Associates	Unvaccinated Associates
Working Remotely	Low	Moderate
Working in facility while maintaining Social Distancing	Low	Moderate
Working in facility while not maintaining Social Distancing	Low	Very High
Conducting in-person meeting while maintaining Social Distancing	Low	High
Conducting in-person meeting while not maintaining Social Distancing	Low	Very High
Sharing tools and equipment	Low	Moderate
Eating and Drinking without Mask	Low	Very High
Conducting in-person job interview	Low	Very High
Conducting Hands-on Training	Low	Very High
Touching Surfaces	Low	Moderate
Using Elevator with more than one person	Low	Very High

Rationale

- CDC guidance states vaccinated people have low risk of severe illness from COVID-19
- CDC guidance states the primary mode of transmission is through aerosol droplets. Surface contact transmission is not thought to be a frequent method of transmission

Associates & Visitors Exposed to COVID-19

[Overview](#)

[Risk Assessment](#)

PROTOCOLS

[Associates & Visitors Exposed to COVID-19](#)

[Business Travel](#)

[Cleaning, Disinfecting, Food, & Beverages](#)

[Daily Affirmations](#)

[Field Service](#)

[Hiring & Orientation](#)

[Interior Spacing](#)

[Protective Masks](#)

[Protocol Audits](#)

[Temperature Monitoring](#)

[Vaccinations](#)

[Visitors](#)

[Revision History](#)

COVID-19 Symptoms

The CDC has identified the following symptoms that are indicative of COVID-19:

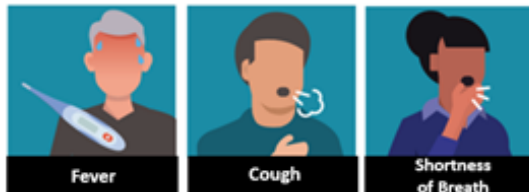
- Fever,
- Dry cough (not related to seasonal allergies),
- Shortness of breath,
- New loss of taste or smell,
- Chills,
- Sore throat,
- Muscle pain (not related to physical exertion)

Early Warning



New Loss of Taste or Smell

Most Common Symptoms

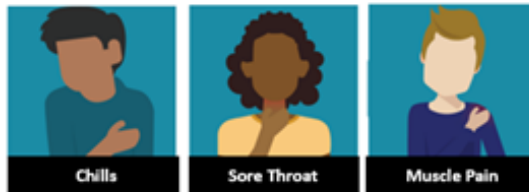


Fever

Cough

Shortness of Breath

Common Secondary Symptoms



Chills

Sore Throat

Muscle Pain

What To Do if You Experience COVID-19 Symptoms

For Fully Vaccinated Associates (With Booster if Eligible) Who Have Reported Their Vaccination Status to HR

Fully vaccinated people can still get infected with the COVID-19 virus. These are called breakthrough cases.

Fully vaccinated associates are encouraged to get a COVID-19 test.

Associates with a fever of 100.4° or greater should not enter a Yaskawa facility. This is true during non-pandemic periods.

Fully vaccinated associates who experience COVID-19 symptoms other than a fever should get a COVID-19 test. Associates who are experiencing symptoms may not enter a Yaskawa facility until:

- They have taken a COVID-19 test, AND
- The test is negative, AND,
- They have talked with an HR representative.

For Unvaccinated Associates

Unvaccinated associates who experience any of the COVID-19 symptoms, or have tested positive for COVID-10, should take the following actions:

1. Stay home or go home,
2. Call HR to report the illness,
3. Call personal health care providers,
4. DO NOT use public transportation,
5. Isolate yourself within your home,
6. Wear a mask,
7. Wash or discard mask when soiled,
8. Monitor your symptoms as instructed by Dr.,
9. Take care of your emotional health, and
10. Follow doctor and health department guidelines.

What To Do if You Are Exposed to Someone With COVID-19 or Has a Positive COVID-19 Test

Yaskawa follows CDC quarantine and isolation guidelines. These guidelines are posted at:

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

Post COVID-19 Illness or Test

Associates who have been ill with COVID-19, or who have tested positive for COVID-19, must contact Human Resources prior to entering a Yaskawa facility.

Human Resources will provide you with requirements for returning to the facility.

Business Travel

[Overview](#)

[Risk Assessment](#)

PROTOCOLS

[Associates & Visitors Exposed to COVID-19](#)

[Business Travel](#)

[Cleaning, Disinfecting, Food, & Beverages](#)

[Daily Affirmations](#)

[Field Service](#)

[Hiring & Orientation](#)

[Interior Spacing](#)

[Protective Masks](#)

[Protocol Audits](#)

[Temperature Monitoring](#)

[Vaccinations](#)

[Visitors](#)

[Revision History](#)

Business Travel Approval

Associates traveling for business must follow the most restrictive of the following:

1. Yaskawa protocols,
2. Local regulations in the region of travel,
3. Customer requirements.

Travel Guidance for Approved Travel of Unvaccinated Associates

- **Public transportation**, including bus, subway, and train travel shall be avoided when possible. Avoid touching surfaces as much as possible, avoid touching face, and use hand sanitizer after disembarking.
- **Car travel** is preferred.
 - o Rental cars – only use those companies that sanitize vehicles prior to pick-up
 - o Personal cars – sanitize car touch-points after the visit has concluded. If you are going to use the car to shuttle customers (try to refrain from this activity if possible), then the car touch-points (seat, handles, buttons, steering wheel seat-belt clasps) should be sanitized before and after. If using wipes, the area must remain wet for 4 minutes, if using a spray, read bottle for length of wetness time to kill COVID-19 virus.
- **Air travel** - Because of how air circulates and is filtered on airplanes, most viruses and other germs do not spread easily on flights. However, there may be a risk of contracting COVID-19 on crowded flights if there are other travelers on board with COVID-19.

NOTE: The TSA is permitting up to 12-ounces of hand sanitizer to be carried on a plane.

Lodging Guidance for Unvaccinated Associates

- Prior to booking, review the hotels COVID-19 protocols. If you have any question about the effectiveness of their protocols, contact Yaskawa's Environmental, Health, and Safety department at EHS@yaskawa.com or call 262-391-1697.
- Immediately after entering the room, disinfect all high-touch surfaces:
 - o Doorknobs,
 - o Light switches,
 - o Countertops,
 - o Desks, phones, remote controls,
 - o Toilets and sink faucets.
- Wash any plates, cups, or silverware (other than pre-wrapped plastic) prior to using
- It is recommended to not use the hotel fitness rooms.
- If you use the hotel business center take the same disinfection precautions of high-touch surfaces as noted for the hotel room.

Cleaning, Disinfecting, Food, & Beverages

[Overview](#)

[Risk Assessment](#)

PROTOCOLS

[Associates & Visitors Exposed to COVID-19](#)

[Business Travel](#)

[Cleaning, Disinfecting, Food, & Beverages](#)

[Daily Affirmations](#)

[Field Service](#)

[Hiring & Orientation](#)

[Interior Spacing](#)

[Protective Masks](#)

[Protocol Audits](#)

[Temperature Monitoring](#)

[Vaccinations](#)

[Visitors](#)

[Revision History](#)

Transmission of COVID-19 Through Surface Contact

Per a CDC Science Brief published April 5, 2021, *The principal mode by which people are infected with SARS-CoV-2 (the virus that causes COVID-19) is through exposure to respiratory droplets carrying infectious virus. It is possible to be infected through contact with contaminated surfaces or objects (fomites), but the risk is generally considered to be low.*

Cleaning Agents

Yaskawa provides cleaning and disinfecting agents at work stations and public use areas. The provided agents have been determined by the EPA to be effective in combating the coronavirus.

When using a disinfecting agent, make sure you allow the surface to remain wet for the time identified on the product packaging.

Standard Precautions

Microorganisms that can cause disease, including the SARS-CoV-2 and flu viruses, reside on all surfaces. To reduce the chance of infection, associates are encouraged to consider all surfaces as contaminated.



As such, Yaskawa encourages associates follow the following standard precautions:

- Clean and disinfect your work station at the start and end of each day,
- In public areas, such as the cafeteria and conference rooms, use the provided cleaning and disinfecting agents to wipe down the tables, chairs, and other community shared items,
- Wash your hands frequently, at least every two hours, with soap and water.

Food & Beverages

- Community food that is not individually packaged, such as pizza, buffets, and donuts are suspended,
- Individually packaged meals are permitted,
- Candy dishes for community use are not permitted, even if the candy is individually wrapped,
- Coffee stations are permitted. Associates should refrain from congregating around the coffee stations,
- Disposable cutlery must be individually packaged or individually dispensed from a dispenser,

Daily Affirmations

[Overview](#)

[Risk Assessment](#)

PROTOCOLS

[Associates & Visitors Exposed to COVID-19](#)

[Business Travel](#)

[Cleaning, Disinfecting, Food, & Beverages](#)

[Daily Affirmations](#)

[Field Service](#)

[Hiring & Orientation](#)

[Interior Spacing](#)

[Protective Masks](#)

[Protocol Audits](#)

[Temperature Monitoring](#)

[Vaccinations](#)

[Visitors](#)

[Revision History](#)

Daily Affirmations

Daily affirmation questions are suspended effective April 4, 2022.

Field Service

[Overview](#)

[Risk Assessment](#)

PROTOCOLS

[Associates & Visitors Exposed to COVID-19](#)

[Business Travel](#)

[Cleaning, Disinfecting, Food, & Beverages](#)

[Daily Affirmations](#)

[Field Service](#)

[Hiring & Orientation](#)

[Interior Spacing](#)

[Protective Masks](#)

[Protocol Audits](#)

[Temperature Monitoring](#)

[Vaccinations](#)

[Visitors](#)

[Revision History](#)

While At Customer Site

1. Yaskawa associates shall follow the most restrictive health and safety protocols between Yaskawa and site requirements.
2. Associates are required to follow local and customer health and safety protocols at all time while on company business, including travel to and from the site.

Hiring & Orientation

[Overview](#)

[Risk Assessment](#)

PROTOCOLS

[Associates & Visitors Exposed to COVID-19](#)

[Business Travel](#)

[Cleaning, Disinfecting, Food, & Beverages](#)

[Daily Affirmations](#)

[Field Service](#)

[Hiring & Orientation](#)

[Interior Spacing](#)

[Protective Masks](#)

[Protocol Audits](#)

[Temperature Monitoring](#)

[Vaccinations](#)

[Visitors](#)

[Revision History](#)

Hiring Process

1. Contract workers shall only be hired from approved temporary worker providers. The providers shall agree to notify Yaskawa immediately if any of their candidates who have been within a Yaskawa facility report symptoms of COVID-19, a positive COVID-19 test, been in close contact with anyone who has symptoms of COVID-9, or been in close contact with anyone who has tested positive for COVID-19.
2. Due to the readily available COVID-19 vaccines, Yaskawa's preference is to hire candidates who have been fully vaccinated unless a valid medical or religious reason necessitates a reasonable accommodation.
3. Approved temporary workers shall be provided with a link to Yaskawa's COVID-19 Health & Safety Protocols.

In-Person Interviews

The interviewer will ascertain the candidates vaccination status. For temporary workers, the interviewer will ask the candidate for their vaccination card. For candidates for Yaskawa permanent positions, Human Resources will ascertain the candidates vaccination status and notify the interviewing associate.

Social distancing shall be maintained throughout the interview, regardless of vaccination status.

New Hire Orientation

1. Human Resources shall ascertain the vaccination status of permanent new associates. The hiring supervisor shall obtain the vaccination status of temporary workers and provide this information to Human Resources. The hiring supervisor shall not maintain a record of this status.
2. The associate's supervisor shall take the new associate's temperature on the first day, and ask them the relevant daily affirmation questions. If the associate has a temperature of 100.4° F or greater, or if they do not pass all of the relevant daily affirmation questions, they shall be sent home and asked to contact Human Resources.
3. On the first day of employment/contract work, the new associate shall complete Yaskawa COVID-19 Health & Safety training. On subsequent days of employment, the associate shall follow the Temperature Monitoring and Daily Affirmation protocols, and all other Yaskawa policies.
4. The hiring supervisor or assigned trainer shall monitor the new associates adherence to Yaskawa's COVID-19 Health & Safety Protocols during the first week of employment. Disciplinary action shall be taken for any non-compliance following Yaskawa's Disciplinary Action Policy.

Hands-On/Close Proximity Training

Whenever possible, tools should not be shared during the hands-on training. Where this is not possible, the trainer shall disinfect the tools between handling's.

Interior Spacing

[Overview](#)

[Risk Assessment](#)

PROTOCOLS

[Associates & Visitors Exposed to COVID-19](#)

[Business Travel](#)

[Cleaning, Disinfecting, Food, & Beverages](#)

[Daily Affirmations](#)

[Field Service](#)

[Hiring & Orientation](#)

[Interior Spacing](#)

[Protective Masks](#)

[Protocol Audits](#)

[Temperature Monitoring](#)

[Vaccinations](#)

[Visitors](#)

[Revision History](#)

Definition of Social Distancing

Social distancing is maintaining at least six-feet of separation between people except where a barrier exists between the parties. Where barriers exist, they should extend above both parties heads and below both parties chests.

Wherever possible, the working and common areas within Yaskawa facilities are arranged to maintain social distancing. Where social distancing cannot be maintained, associates should take action to limit the amount of time they need to work within six feet of another associate.

Protective Mask

[Overview](#)

[Risk Assessment](#)

PROTOCOLS

[Associates & Visitors Exposed to COVID-19](#)

[Business Travel](#)

[Cleaning, Disinfecting, Food, & Beverages](#)

[Daily Affirmations](#)

[Field Service](#)

[Hiring & Orientation](#)

[Interior Spacing](#)

[Protective Masks](#)

[Protocol Audits](#)

[Temperature Monitoring](#)

[Vaccinations](#)

[Visitors](#)

[Revision History](#)

All Yaskawa Associates and Visitors to Yaskawa Facilities

Effective August 1, 2022, masks in all Yaskawa facility are optional. Associates are strongly encouraged to wear a mask if they are not fully vaccinated or if they are at a high risk of severe illness from COVID-19.

Where and when masks are required, they shall be a 3-ply disposable surgical type mask that is replaced daily, or an N95 or KN95 mask. Yaskawa will provide associates with a 3-ply disposable type mask. Yaskawa does not provide N95 or KN95 masks.

All associates have received the OSHA 1910.134 Appendix D Mandatory Information for Employees Using Respirators When Not Required document.

Protocol Audits

[Overview](#)

[Risk Assessment](#)

PROTOCOLS

[Associates & Visitors Exposed to COVID-19](#)

[Business Travel](#)

[Cleaning, Disinfecting, Food, & Beverages](#)

[Daily Affirmations](#)

[Field Service](#)

[Hiring & Orientation](#)

[Interior Spacing](#)

[Protective Masks](#)

[Protocol Audits](#)

[Temperature Monitoring](#)

[Vaccinations](#)

[Visitors](#)

[Revision History](#)

Requirement for Protocol Audits

Effective 3/1/2022, weekly protocol audits are no longer required. In lieu of audits, supervisors and managers are responsible for ensuring all protocols are being followed.

Temperature Monitoring

[Overview](#)

[Risk Assessment](#)

PROTOCOLS

[Associates & Visitors Exposed to COVID-19](#)

[Business Travel](#)

[Cleaning, Disinfecting, Food, & Beverages](#)

[Daily Affirmations](#)

[Field Service](#)

[Hiring & Orientation](#)

[Interior Spacing](#)

[Protective Masks](#)

[Protocol Audits](#)

[Temperature Monitoring](#)

[Vaccinations](#)

[Visitors](#)

[Revision History](#)

Suspension of On-Site, All Associate Temperature Screening

Yaskawa performed on-site temperature monitoring at manufacturing, repair, and warehouse facilities from November 23, 2020 through June 18, 2021. During this time period, no associates were detected to have a temperature greater than 100.0°F.

Yaskawa suspended the on-site temperature monitoring of all associates for the following reasons:

- The effectiveness of Yaskawa associates taking their temperature before they leave home and not leaving for a Yaskawa facility if they had a fever,
- The reduction in COVID-19 cases,
- The effectiveness of vaccines

Self-Monitoring

Yaskawa associates who will enter a Yaskawa facility are required to take their own temperature each day they plan on entering a Yaskawa facility. Yaskawa has provided forehead thermometers to associates who do not have a home thermometer.

Associates who have a body temperature of 100.4° F or greater should not enter a Yaskawa facility.

Associates Who Start To Feel Ill During the Day

Yaskawa will take the temperature of associates who report that they started to feel ill after arriving at the Yaskawa facility. Associates who have a body temperature of 100.4° F or greater will be required to leave the facility and contact Human Resources.

Vaccinations

[Overview](#)

[Risk Assessment](#)

PROTOCOLS

[Associates & Visitors Exposed to COVID-19](#)

[Business Travel](#)

[Cleaning, Disinfecting, Food, & Beverages](#)

[Daily Affirmations](#)

[Field Service](#)

[Hiring & Orientation](#)

[Interior Spacing](#)

[Protective Masks](#)

[Protocol Audits](#)

[Temperature Monitoring](#)

[Vaccinations](#)

[Visitors](#)

[Revision History](#)

Yaskawa Position on Vaccinations

Yaskawa America, Inc. encourages all associates to receive a COVID-19 vaccine and boosters when they are eligible. We realize that some associates may not be able to receive the vaccine due to medical conditions or religious convictions.

Reporting Vaccination Status

All associates are required to report their vaccination status to Human Resources. Associates who have not, or decline to, report their vaccination status shall follow all Health & Safety protocols the same as an associate who is not fully vaccinated.

Visitors

[Overview](#)

[Risk Assessment](#)

PROTOCOLS

[Associates & Visitors Exposed to COVID-19](#)

[Business Travel](#)

[Cleaning, Disinfecting, Food, & Beverages](#)

[Daily Affirmations](#)

[Field Service](#)

[Hiring & Orientation](#)

[Interior Spacing](#)

[Protective Masks](#)

[Protocol Audits](#)

[Temperature Monitoring](#)

[Vaccinations](#)

[Visitors](#)

[Revision History](#)

Effective August 1, 2022, all Yaskawa facilities are open to visitors. Visitors shall follow the protocols of the facility.

Revision History

[Overview](#)

[Risk Assessment](#)

PROTOCOLS

[Associates & Visitors Exposed to COVID-19](#)

[Business Travel](#)

[Cleaning, Disinfecting, Food, & Beverages](#)

[Daily Affirmations](#)

[Field Service](#)

[Hiring & Orientation](#)

[Interior Spacing](#)

[Protective Masks](#)

[Protocol Audits](#)

[Temperature Monitoring](#)

[Vaccinations](#)

[Visitors](#)

[Revision History](#)

Rev	Changes	Date
1.0 - 1.18	Previous revision, with revision history, can be located at this link	Initial Release 3/24/2020
2.0	Major Revision to account for COVID-19 vaccines, reduction of COVID-19 Incident Rates, and format change	6/18/2021
2.1	Updated Mask Protocol to comply with CDC Mask Guidelines issued on July 27, 2021, requiring vaccinated people to wear masks in areas that have substantial or high COVID-19 rates	7/30/2021
2.2	Updated Mask Protocol to require masks for all associates and guests regardless of vaccination status	8/3/2021
2.3	Updated risk assessment to state the risk of severe illness from COVID-19 is low, rather than risk of acquiring and transmitting is low. Updated Associates & Visitors Exposed to COVID-19 protocol to meet December 2021 CDC guidelines. Principally, fully vaccinated includes booster shot if eligible and fully vaccinated associates with non-fever related symptoms must obtain negative COVID-19 test and contact HR before entering a Yaskawa facility or performing business outside of their homes.	12/29/2021
2.4	Updated Mask Protocol to require 3-ply surgical mask (provided by Yaskawa) or voluntary use of N95/KN95. Cloth masks prohibited.	1/26/2022
2.5	Associates Exposed Protocols: Changed quarantine and isolation guidelines to a link to the CDC guidelines. Field Service: Removed the requirement for Field Service Manager to research locations prior each service call. Removed mask requirement. Hiring & Orientation: Removed vaccination requirement for all parties involved in a factory tour Interior Spacing: Removed mask requirements for unvaccinated associates working within close contact. Protective Mask Protocol: Updated Mask Protocol to comply with CDC guidance issued February 25, 2022. Face masks optional except in counties that the CDC identifies as a high risk or where local health departments/regulations require masks. Face masks strongly encouraged for associates at a high risk of severe illness from COVID-19. Protocol Audits: Eliminated requirement for weekly protocol audits. In lieu of audits, supervisors and managers are responsible for ensuring all protocols are being followed. Temperature Monitoring: Eliminated requirement to verify body temperature of guests. Visitor Protocol: Eliminated requirement for visitor to complete COVID training. Eliminated requirement to take visitors body temperature.	3/1/2022
2.6	Revised mask protocol to be optional effective 8/1/2022. Visitor protocol changed to Yaskawa facilities open to visitors.	8/1/2022