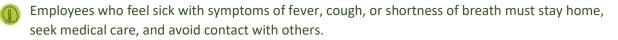
ADIENT 2-PLY FACE COVERING USAGE AND CARE

GENERAL REQUIREMENTS



Employees developing respiratory symptoms, such as a cough during working hours must notify their supervisor/ HR and leave the workplace as soon as possible.

Employees shall still follow all other guidance provided by the company and official sources about COVID-19.

PROPER USE OF FACE COVER

BEFORE touching the face cover, clean hands with alcohol-based hand rub or soap and water.

INSPECT face cover for tears and holes.

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VERIFY which side is the top (it is where the metal or stiff edge piece is). **IDENTIFY** the outside of face cover that has the blue BioSmart[®] fabric (see

picture to the right).



AVOID touching the face cover while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.

HOW TO PUT ON A FACE COVER

FIT face cover over your nose, mouth and chin with the metal nose slip on top and the blue BioSmart[®] fabric facing outwards.



TIE the straps securely behind your head and neck

PINCH the metal strip or stiff edge so it holds to the shape of your nose.

ADJUST the face cover over your mouth, nose, and chin and make sure there are no gaps between your face and the cover.

REMOVE THE FACE COVER

REMOVE your face cover by loosening the ties from the back of your head and pull the ties forward
— do not touch the front of the face cover. If you do, please remember to wash your hands with soap and water before and after you touch your face cover.

TREAT the front of the face cover as contaminated. **CLEAN** your hands with alcohol-based hand rub or soap and water after removal.

DISINFECTING YOUR 2-PLY FACE COVER

OPTION 1:

- 1. Launder in a washing machine with EPA registered bleach such as the following Clorox products: Germicidal Bleach₄, Regular Bleach₂ with CLOROMAX[®], Performance Bleach₂ with CLOROMAX[®], Disinfecting Bleach with CLOROMAX[®]. Launder in a washing machine according to the 'laundry cleaning & sanitizing' instructions on the bleach container.
- 2. **ALLOW** to dry thoroughly before use or storage. Dry by air or in clothes dryer on high/cotton temperature setting.
- **3. STORE** dried face cover in a clean, sealed plastic bag when not in use.
- 4. **ENSURE** hands are clean when handling disinfected face cover.

OPTION 2:

- 1. PREPARE a disinfecting solution by mixing sodium hypochlorite (5.25% bleach) and water:
 - 8 tablespoons (1/2 cup) bleach per gallon of water Or
 - 2 tablespoons bleach per quart of water.

NOTE: DO NOT use the bleach full strength and be careful not to splash bleach/water solution as this can damage clothing. Bleach degrades with age and exposure to heat and sunlight, so use fresh bleach and store away from heat and sunlight.

- 2. USE RUBBER GLOVES and avoid contact of disinfecting solution with skin and other items.
- **3. SOAK** face cover in disinfecting solution for minimum of **10** minutes, rinse thoroughly in water.
- **4. ALLOW** to dry thoroughly before use or storage. Dry by air or in clothes dryer on high/cotton temperature setting.
- 5. STORE dried face cover in a clean, sealed plastic bag when not in use.
- 6. ENSURE hands are clean when handling disinfected face cover.

OPTION 3*:

- 1. HEAT dry for at least 30 minutes.
- 2. USE hot/cotton temperature setting in clothes dryer.
- 3. STORE dried face cover in a clean, sealed plastic bag when not in use.

*If Options 1 and 2 are not available, then follow Option 3 to kill viral contamination. However, washing with a bleach/water solution is always preferred. This is to maintain anti-microbial properties.