



# North America COVID-19 Face Covering

**March 31, 2020**

Adient Face Covering / 31MAR20 / Confidential



Improving the experience of a world in motion

## Face Cover with nose-brace – 1-ply Polyester

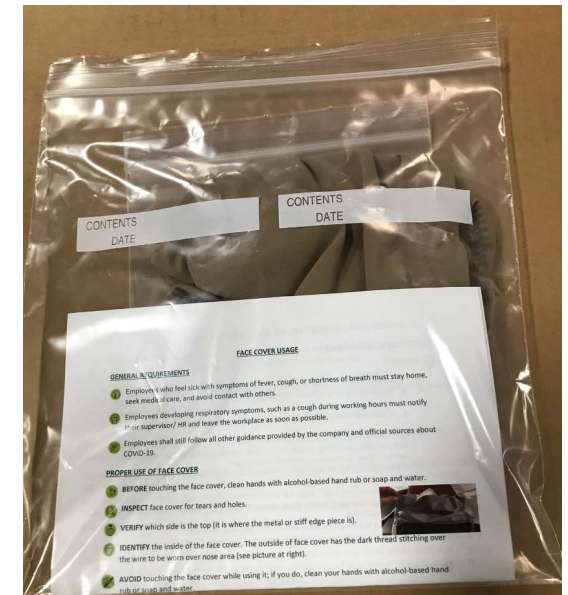
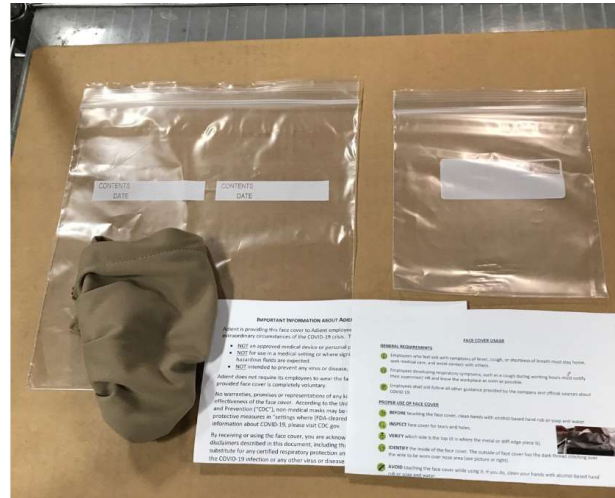


# Face Cover Employee Package



## Contents:

1. Face Cover
2. “Quart Size” **CLEAN BAG**
3. Wear and Care Instructions
4. Disclaimer/Employee Waiver
5. “Gallon Size” **DIRTY BAG**








# Wear and Care Instructions – Phase 1








## FACE COVER USAGE

### GENERAL REQUIREMENTS

-  Employees who feel sick with symptoms of fever, cough, or shortness of breath must stay home, seek medical care, and avoid contact with others.
-  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.
-  **VERIFY** which side is the top (it is where the metal or stiff edge piece is).
-  **IDENTIFY** the inside of the face cover. The outside of face cover has the dark thread stitching over the wire to be worn over nose area (see picture at 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.



Microsoft Word  
Document

## Face Covering Phase 2



# Wear and Care Instructions – Phase 2



## ADIENT 2-PLY FACE COVERING USAGE AND CARE

### GENERAL REQUIREMENTS

- Employees who feel sick with symptoms of fever, cough, or shortness of breath must stay home, seek medical care, and avoid contact with others.
- 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.
- 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.



Microsoft Word  
Document

# Disclaimer



## IMPORTANT INFORMATION ABOUT ADIENT-PROVIDED FACE COVERS

Adient is providing this face cover to Adient employees at no cost during the current extraordinary circumstances of the COVID-19 crisis. The face cover is:

- NOT an approved medical device or personal protective equipment.
- NOT for use in a medical setting or where significant exposure to liquid bodily or other hazardous fluids are expected.
- NOT intended to prevent any virus or disease, including COVID-19.

Adient does not require its employees to wear the face cover. An employee's use of the provided face cover is completely voluntary.

No warranties, promises or representations of any kind, express or implied, are given as to the effectiveness of the face cover. According to the United States Centers for Disease Control and Prevention ("CDC"), non-medical masks may be used "as a last resort" with other protective measures in "settings where [FDA-cleared] face masks are not available." For more information about COVID-19, please visit [CDC.gov](https://www.cdc.gov).

By receiving or using the face cover, you are acknowledging and accepting the information and disclaimers described in this document, including that wearing such face cover does not substitute for any certified respiratory protection and does not guarantee protection against the COVID-19 infection or any other virus or diseases.

You agree that you will not share the face cover with or provide it to any other person. You also acknowledge and agree that Adient is not responsible for any health concerns that arise out of use of the face cover, or despite use of the face cover, and that use of the face cover is at your own risk.

## Employee Acknowledgement:

I acknowledge that I have received an Adient provided face cover, as well as a copy of the Face Cover Usage document and this Important Information document, both in my primary language, and will retain these documents with my face cover.

By signing below, I acknowledge that I have read, understood, and agree to the terms and conditions set forth in this Important Information document and the Face Coverage Usage document.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date Signed



Microsoft Word  
Document