

## LPC Attendee Requirements

To ensure the LPC adheres to the highest health and safety standards during your time at our facility and to remain in compliance with CDC guidelines, the following requirements must be followed by all attendees:

1. Pre-arrival and daily wellness check – Attendees need to disclose if they have or had symptoms/exposure to positive/suspected COVID-19 in the past 48 hours. This will be a daily check procedure when you arrive at the LPC each day.  
**ATTENTION: If prior to arriving at the LPC you knowingly have or had symptoms/exposure to positive/suspected COVID-19 within 14 days of cohort start date, we ask that you proactively cancel your travel to the LPC and immediately inform your recruiter and techcareers@mbusa.com of your situation. We will work with you to slot you into a later MB DRIVE cohort.**
2. Attendees will arrive and leave the LPC through the lobby doors only, so that all established screenings and PPE distribution may take place.
3. All MBUSA staff and attendees will be required to have their temperature checked before entering the building. Temperature must be under 100F degrees (99.9F maximum) in order to enter the LPC facility. If a 2<sup>nd</sup> attempt is needed, attendee will be moved to an isolated area until final determination of entry is made.
4. If attendee fails temp recheck:
  - The Technical Training Manager at the LPC will notify MB DRIVE that the attendee is unable to attend the course.
  - If this occurs on day 2+, the LPC will follow EHS process for “contact tracing” all class attendees and instructors that have been in possible contact.
  - Additionally if attendee is staying at a hotel or an apartment with other attendees, the attendee needs to inform the hotel front desk, housing coordinator, and/or roommates of the situation, so they can also enact their own protocols and/or take necessary next steps.
5. The use of a mask or face covering is mandatory for everyone in the LPC. The mask/covering must be worn by attendees for the entire duration of being inside the building. In addition to masks being available at the building entrance, MB DRIVE attendees will receive 5 reusable masks on day one of class. Attendees may bring their own mask if it complies with the CDC guidelines on mask use, available here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>.
6. You will be required to follow all safety measures in place while at the LPC, included but not limited to: only use equipment that you have been trained on, do not wear loose clothing/hair/accessories, report any unsafe condition, and report incidents/ injuries. Additional guidelines related to COVID-19 safety measures include, but are not limited to:
  - Avoid any physical contact (handshakes, hugs)
  - Wash hands often using soap and water; also use hand sanitizer where available
  - Use gloves when touching any vehicle, tools, and equipment
  - Cough into your elbow
  - When coughing turn away from others
  - Avoid touching your own face (Eyes, nose, mouth)
  - Keep a distance of at least 6' to other people
  - Avoid unnecessary passing (keep to right) through highly frequented areas (e.g. offices, halls)
7. COVID-19 Enhanced Operating Procedures:  
if attendee that have been in LPC:
  - Fails temp check test on day 2+ of class
  - Tests positive from medical COVID test on day 2+ of class or is suspected of being positive by a physician
  - Tests positive from medical COVID test within 14-days of attending class at LPC (as per signed consent form)

Then:

- The LPC must follow guidance of EHS on "contact rings" for anyone that could have been in contact with attendee using roster sheets as guide for those in the building during same time period
- The LPC may need to institute a deep cleaning of some or all of LPC
- The LPC may need to temporarily halt current training and planned training until deep cleaning is completed and building is designated safe to return by EHS

8. Class sizes have been reduced to maintain social distancing, based on the classroom or workshop square footage available.

9. Workstations are set up to maintain separation of at least six feet when possible.

10. Attendees will work on vehicles and training aids at individual workstations, and will not share equipment and tools when possible.

11. Every attendee will be responsible for cleaning his/her personal workstation, keyboards, tools, etc. with cleaning supplies at the beginning or end of each class. Additionally, cleaning staff will regularly clean and disinfect common areas within the LPC facility.

If working on a car, attendees will be required to follow the vehicle sanitization process below while wearing gloves, by using disinfecting wipes:

- Wipe down driver's door handle thoroughly. Including the driver's door handle, switches, and arm rest.
- Wipe down the steering wheel, center console, climate control, console screens, switches, console lid, and gear shift selector.
- Use DISINFECTING PROTECTANT on seating surfaces.
- Wipe down driver's side rear exterior handle, interior handle, switches, and arm rest.
- FOR SUV ONLY: Wipe down rear tailgate exterior release handle.
- Wipe down passenger's side REAR door exterior handle, interior handle, switches, and arm rest.
- Wipe down passenger's side FRONT door exterior handle, interior handle, switches, and arm rest.
- Mark driver's front window with a CHECK MARK to indicate sanitization process is complete.
- Keys to be wiped prior transferring to others.

12. Attendee breaks and lunch will be taken on a coordinated scheduled basis to comply with social distancing requirements.

13. Meals may be reheated, but not assembled or cooked at the LPC. We recommend that you bring a lunch to minimize the need to leave the facility and encountering long lines at food establishments. The LPC will have the information for local food delivery services (i.e. Door Dash) when you arrive.

14. Vending is available and will have tissue dispensers to minimize any potential touch points. Using hand sanitizer is required after collecting items from vending machine.

15. Due to the risk COVID-19 presents to all participants and staff members, especially given the nature of the MB DRIVE program (multi-month duration and relative close proximity to each other), it is important that each attendee follow CDC guidelines, even while away from the LPC. Participants who fail to observe CDC social distancing and/or mask and PPE suggestions while away from the LPC will be viewed as unnecessarily putting other program participants/staff at risk and will be removed from the program. Those removed because of this will not be required to compensate MBUSA for any fees related to tuition and may have the opportunity to return to MB DRIVE once the risk of spreading COVID-19 has subsided.

If you have any questions or concerns about this requirement, please contact **MB DRIVE Team at [techcareers@mbusa.com](mailto:techcareers@mbusa.com), subject line: "LPC Entry Requirement"**.

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization and a national emergency by the President of the United States. MBUSA has put in place preventative measures to reduce the

risk of the spread of COVID-19, including enhanced hygiene practices and use of masks. However, MBUSA cannot guarantee that those entering the premises will not become infected with COVID-19. There is no liability for an injury or death of an individual entering these premises if such injury or death results from the inherent risks of contracting COVID-19. You are assuming this risk by entering these premises and participating in this program.