

# Ascend Performance Materials

## Facilities Access Request Procedure

Ascend Performance Materials (APM) is committed to keeping our employees safe and maintaining our business continuity by preventing COVID-19 exposure across all sites.

This procedure applies to all ***Non-resident Contractors, Carriers, and Visitors*** to the facility. Separate procedures apply to the monitoring of APM employees and site resident contractors. For purposes of this procedure, a “site resident contractor” is any non-APM person who has been issued a personal access control badge with their printed name and photo.

**1. Limit facility entry to only those individuals absolutely necessary to maintain continuity of business.**

- a. Access shall only be permitted to non-resident contractors, temporary employees, consultants, vendors, suppliers, carriers and other visitors who are deemed necessary to maintain facility operations.
- b. Non-business critical access to the facility is strongly discouraged.
- c. Government officials who present themselves in their official capacity will generally be granted permission to enter, following the screening process described below without the time restrictions.
- d. Permission to enter is either granted or denied *for each individual* by the Site Director or the ESSH Leader based on review of each completed **COVID-19 Screening Questionnaire**.
- e. Justification or rationale for each individual’s entry is required on the **COVID-19 Screening Questionnaire** as part of the entry assessment.
- f. Any person arriving at the facility without a completed and approved **COVID-19 Screening Questionnaire** will initially be denied entry. The Site Director or the ESSH Leader shall be contacted to seek permission for entry following the process described below, but may still be denied entry at that time due to arrival being outside the target window described in the next section.

**2. Screen individuals and prohibit or restrict those who have had potential COVID-19 exposure.**

- a. An Ascend Performance Materials employee is required to initiate a request for entry for every individual seeking permission to enter utilizing the **COVID-19 Screening Questionnaire**.
- b. The **COVID-19 Screening Questionnaire** for each non-resident contractor or visitor to the Ascend facility must be completed *no less than 24 hours and no more than 72 hours in advance* of planned arrival at the site. Failure to provide the information in advance WILL delay the facility entry process.
- c. The questionnaire is used to assess each individual’s potential exposure risk, including:
  - International travel within the last 14 days to restricted areas (i.e., United States travel ban or advisory)
  - Domestic travel within the last 14 days to U.S. cities, states or region that are considered high-risk (i.e., HHS/CDC alerts, federal or state declarations of State of Emergency, etc.)
  - Contact with or exposure to anyone with a presumptive or confirmed case of COVID-19
  - Individually experienced symptoms of COVID-19 (i.e., fever, sore throat, cough and new shortness of breath) within the past 14 days
- d. The screening process also includes an acknowledgement that the individual is aware of and is actively taking the following precautions:
  - Washing hands often (e.g., every two hours) with soap and water for at least 20 seconds, especially after blowing nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food. Or, if soap and water is unavailable, using an alcohol-based hand sanitizer.
  - Avoiding touching eyes, nose and mouth with unwashed hands.
  - Avoiding close contact with other people, including shaking hands, hugging or having close conversations.
  - Avoiding close contact with people who are sick.
  - Covering cough or sneeze with a tissue, then throwing the tissue in the trash.
  - Disinfecting work areas and equipment regularly with approved cleaner/disinfectant.
  - Staying home when sick or feeling ill.

# Ascend Performance Materials

## Facilities Access Request Procedure

- e. After reviewing each completed form, the Site Director or the ESSH Leader will either grant or deny permission to enter for each individual. They will document the status, sign and date each questionnaire.
- f. For each individual granted permission to enter, an Entry Approval Expiration Date will be provided. This date may be a date further into the future, so long as there is not more than a two (2) day break in facility entry by the individual.
- g. Both the Security Supervisor and the APM employee making the original request for entry by the individual will be provided the executed copy of the **COVID-19 Screening Questionnaire**.
- h. A new **COVID-19 Screening Questionnaire** is required following any break in facility entry by the individual of more than two (2) consecutive days. This is to confirm the potential for exposure has not changed in conjunction with the time away from the facility.
- i. Security personnel will require that all delivery and shipment truck drivers complete a **COVID-19 Screening Questionnaire** upon their arrival at the site. Security personnel are then authorized to review each form for each individual and follow the steps in this process to approve or deny entry into the site based upon the assessment for delivery and shipment truck drivers.
- j. **External Carriers (Specialized Equip. Operators)** - Once Questionnaire process is complete and approved, each driver/operator will be assigned to the cab of their vehicle for the duration of their time onsite to further reduce site exposure. If the driver/operator fails to comply with this directive, they will be asked to exit the site immediately.
  - o **If for any reason driver needs to leave their cab while onsite – we ask that they contact an “Ascend Employee” before doing so, unless it is an Emergency**

### 3. Permit entry into the facility by the approved individual.

- a. Site Security personnel maintain a file containing the following documents:
  - o Approved **COVID-19 Screening Questionnaires** awaiting arrival of the individual to the facility
  - o Approved **COVID-19 Screening Questionnaires** that are in process of facility entry
  - o Approved **COVID-19 Screening Questionnaires** that have completed facility entry
  - o Denied **COVID-19 Screening Questionnaires**
- b. Each individual seeking entry will present themselves to the Security office upon arrival at the facility.
- c. Security personnel will locate the completed **COVID-19 Screening Questionnaire** to confirm approval.
- d. Security personnel will confirm the arrival date to be **no less than 24 hours and no more than 72 hours in advance** of the completion and review of the **COVID-19 Screening Questionnaire**. If the date lies outside of this window, entry will be initially denied and the Site Director or the ESSH Leader shall be contacted to seek permission to continue the entry process.
- e. Security personnel will review the original responses on the **COVID-19 Screening Questionnaire** to confirm nothing has changed since completion and review. Entry will be delayed if there are any discrepancies identified until any concerns are addressed.
- f. Once Security personnel confirm that the approved **COVID-19 Screening Questionnaire** is valid, the individual is processed in accordance with all normal and routine facility entry procedures and then issued an access control badge.
- g. All individuals permitted entry into the facility will be required to either to wash or sanitize their hands immediately before facility entry. Hand washing or alcohol-based hand sanitizer stations will be provided at each of the entry points.

Any individual presenting themselves to Security personnel that have not followed these procedures will initially be denied access to the facility. Ascend Performance Materials personnel sponsoring or requesting access for each individual will need to present their justification and reasons for entry outside of the described procedure to the Site Director or the ESSH Leader.

# Ascend Performance Materials

## Facility Access Request

### COVID-19 Screening Questionnaire

All non-resident contractors and visitors to the Ascend facility must complete the following questionnaire ***IN ADVANCE*** of their planned arrival on-site. Carriers may complete it upon arrival. The information will be used by the Site Director and/or the ESSH Leader (or designee) to screen the individual before permission to enter is either granted or denied. Failure to provide the information in advance ***WILL*** delay the facility entry process. *A new approval form is required following any break in facility entry by the individual of more than two (2) days.*

Name of APM Employee Requesting Approval: \_\_\_\_\_

Justification/Purpose of Visit: \_\_\_\_\_

☐ Delivery/Shipment Driver

Name of Individual to Enter: \_\_\_\_\_

Individual's Organization: \_\_\_\_\_

Date(s) Requested for Entry: \_\_\_\_\_

The following questions must be answered by each individual seeking entry into the facility:

1. Have you traveled internationally within the past 14 days to any travel-restricted areas? If yes, what were the dates and what were the locations? ☐ Yes ☐ No \_\_\_\_\_

\_\_\_\_\_

2. Have you traveled domestically to any U.S. cities, states or regions that are considered high-risk? If yes, what were the dates and what were the locations? ☐ Yes ☐ No \_\_\_\_\_

\_\_\_\_\_

3. Are you aware of any potential contact you may have had with a person with a presumptive or confirmed case of COVID-19 within the past 14 days? If yes, what were the circumstances and dates? ☐ Yes ☐ No \_\_\_\_\_

\_\_\_\_\_

4. Have you personally experienced any of the symptoms of COVID-19 within the past 14 days (i.e., fever, sore throat, cough, new shortness of breath)? ☐ Yes ☐ No

5. What precautions are you taking to prevent exposure to COVID-19 (check all that apply)?

☐ Washing hands often (e.g., every two hours) with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food. If soap and water are not available, use an alcohol-based hand sanitizer.

☐ Avoiding touching your eyes, nose and mouth with unwashed hands.

☐ Avoiding close contact with other people, including shaking hands, hugging or having close conversations.

☐ Covering your cough or sneeze with a tissue, then throwing the tissue in the trash.

☐ Disinfecting work areas or equipment regularly with bleach, peroxide or alcohol.

☐ Staying home when you are sick or feeling ill.

Reviewed by: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

Permission to enter facility: ☐ Granted ☐ Denied Entry Approval Expiration Date: \_\_\_\_\_

Comments: \_\_\_\_\_