

COMMUNICATION UPDATE

March 23, 2020

Springfield Assembly Plant Employees

As part of our commitment to provide updates regarding the COVID-19 virus as we have them, below is additional information we want to share with you.

- Cleaning personnel will be cleaning in your areas throughout the day. They will be wiping down rails, bathrooms, tables, and common areas that employees are touching.
- Bottles of diluted bleach disinfecting solution for your work areas have been distributed along with JSA's. Please reach out to your Safety Deputy, Group Leader, Supervisor, or Health & Safety if you need the bottles refilled. You are not required to clean your work area with the items given to you. However, the Company would like to encourage you to clean your area.
- Portable sinks have been placed in Offline Repair at columns E55, H57, and G60 as well as PDI along the East Wall.
- Cleaning personnel will be decontaminating the facility this week. They have identified the departments and day of week to be decontaminated. If you have questions, please either get with your Supervisor or Safety Deputy on when your Department will be decontaminated. This will ensure that you can remove any personal items in your work area (i.e. pictures, food, cups, paper, etc.). The cleaning personnel will be applying spray liberally and / or using fogging machines. This spray may ruin personal items that it comes in contact with. Please either take all personal items home or place in your lockers for protection. The Company will not be responsible for any personal items that may be damaged from this disinfectant.
- Please remove all paperwork from your workstations prior to decontamination. Please work with either your Group Leader or Supervisor if you have questions on where best to place paperwork so it is not out in the open and susceptible to damage from the disinfectant.
- Please remember to practice "Social Distancing" while in the facility. Please keep at least 6 feet between you and your co-workers. If your job requires you to work closer than the 6 ft. recommended, please contact your Supervisor, Safety Deputy, or Health & Safety member so they can review identify if there are any alternatives.
- ***We will not be running production on Lines 1 and 2 for the week of March 30th. Employees calling in on the call-in number are being told to call in after 3:30 pm on Friday, April 3rd and listen to the recorded message to verify the return to work date.***
- If you think you have been exposed or are experiencing symptoms of the COVID-19 virus **DO NOT REPORT TO WORK.** Instead, contact Carol Lipp, Human Resources at (937) 390-2831. Leave your name and a return phone number that we can call you back and back and provide additional instructions.
- If you are at work and start to develop symptoms of COVID-19 (fever, cough, shortness of breath) – Immediately notify a member of management in the area and they will direct you to report to medical for evaluation.

Protect yourself and others from COVID-19 by taking these precautions.

- Practice Social Distancing
- Get adequate sleep and eat well-balanced meals
- Wash hands often with water and soap (20 seconds or longer)
- Dry hands with a clean towel or air dry your hands
- Cover your mouth with a tissue or sleeve when coughing or sneezing
- Avoid touching your eyes, nose, mouth with unwashed hands or after touching surfaces
- Clean and disinfect "High-Touch" surfaces often
- Call before visiting your doctor
- Practice good hygiene habits

Further recommendations to prevent and protect yourself can be found on the CDC link listed at <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html> or by visiting Ohio Department of Health link at <http://coronavirus.ohio.gov/>

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Diane Street, Assistant Plant Manager

Terri Cason, UAW Local 402 Safety Chairman

Chris Oelker, Health and Safety Manager

Carol Lipp, Human Resources

Marcia Flax, Local 658 Safety Chairman

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