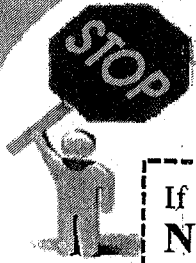


Weekly Recap

COVID-19—SPRINGFIELD ASSEMBLY PLANT EMPLOYEES

Tuesday, June 16, 2020



If you are experiencing (fever, coughing, shortness of breath) **DO NOT REPORT TO WORK. DO NOT GO THROUGH THE TURNSTILES.**

Immediately contact your Healthcare Provider. Contact the HR Department at (937) 390-2829 and leave your name and a return phone number so someone can contact you to provide additional instructions. If you have arrived at the facility 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.

COVID-19 Cases

Below are current numbers in the Springfield Assembly Plant: from March 2020 thru June 15, 2020.

27 Employees have tested Negative for COVID-19

6 Employees have tested Positive for COVID-19

11 Employees are awaiting on test results

If you are experiencing symptoms, been told by a Healthcare provider to take a COVID-19 test, or have taken a COVID-19 test and are awaiting the results, **DO NOT REPORT TO WORK UNTIL YOU HAVE BEEN CLEARED BY A MEDICAL PROFESSIONAL.** You will not receive discipline and may be eligible for pay if any of the above has occurred. Please help us keep everyone safe and healthy! It is your social responsibility to not place your co-workers lives in danger. **If you knowingly report to work with COVID-19 symptoms, or repeatedly wear your face protection incorrectly or not at all, this may be considered Gross Industrial Misconduct and be subject to discipline.**



Welcome back Line 2 employees!! It is nice to finally see both lines up and running at the same time and employees back working.

In order to reduce the risk of exposure to COVID-19 for employees, work schedules had to be adjusted. Line 2 employee's shift begins at 6:30 AM with lunch at 11:30 AM, and breaks at 9:00 AM and 1:30 PM.

Cleaning Schedule

Gate Entrances—7:45 AM, 12:00 PM, and 8:00 PM

Break Areas—7:30 AM, 9:45 AM, 12:45 PM, and 4:00 PM

High Use Restrooms (Gate B, C, and Column Q15) - 3 times per shift

Portable Sinks—Cleaned and restocked on a daily basis

2nd Shift—All restrooms, break areas, departmental walkways and gates are disinfected again using the fogging machine in addition to other high touch surfaces.

In addition to the schedule above, TOPS cleaning staff are busy performing daily disinfection and cleaning throughout the campus. Please let your Supervisor know if a particular area needs cleaned.

Coming Soon . . .

Employee Survey.....coming June 22nd.

EAP sessions with Henry Kaminski and Jeff Lynch are being scheduled. Watch for posters on how to participate.

Suggestions

If any of you have ideas on how we can help you stay safe and healthy, please reach out to your Safety Deputy, Steward, or any member of Management. Some of the best ideas come from our own employees.

