



DATE: July 29, 2020

TO: All Employees

Whether everyone agrees or disagrees with how to handle COVID-19 we are all in this together. We must work as a team to reduce exposure risks for each other by wearing the face coverings and shields properly, maintaining the 6 ft. social distancing, and **staying at home when showing signs or symptoms versus coming to work.**

Anyone coming into the facility; whether it is an employee, contractor or visitor must follow all of our requirements to protect each other from COVID-19. When entering the facility, every person must go through the temperature screening process and are required to wear a face covering at all times. If individuals do not want to follow our procedures in place, they are turned away from the facility and are not allowed to enter.

The wearing of a protective face covering as well as the use of barriers for employees who are unable to maintain 6 ft. social distancing was a mandate from the Governor of Ohio for businesses to reopen. As of July 9th, the order was extended with no end date in sight.

As you are taking breaks, smoking and eating, remember to continue to practice social distancing. We continue to see employees less than 6 feet apart without facial coverings or face shields in place during these times. Regardless if you are on the plant floor, in an office setting, or taking your break at your work station, you must maintain 6 feet from your nearest co-worker in order to remove your face covering. This is also required even when actively eating or drinking. If you are eating or drinking at times other than break periods on the plant floor or in an office setting, your face covering may be moved aside temporarily to take a drink or take a bite, but must be immediately put back on properly (covering your mouth and nose). Take extra caution and help to reduce the exposure for you and your co-worker by maintaining the recommended 6 feet at work as much as possible and while out in public.

If you are experiencing symptoms (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 further instructions. If you have arrived at the facility and start to develop symptoms of COVID-19, immediately notify a member of management in the area and they will direct you to report to medical for evaluation. If you have 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.

The Company and Local UAW leaders would like to thank you for how you have handled yourselves to weather this crisis and support our company to cope with this unprecedented situation. Your commitment, resiliency, and your discipline are critical during this time to maintain business continuity. It is our priority to support you and keep you safe during this time. We will overcome this unique challenge and we request all of you to stay focused on the safety of you and your co-workers. We are with you every step of the way. We all have families to worry about just like you. Let's work together across all departments to keep it going and make SAP a safe and healthy environment!

Sincerely,

Jeff Webb
Doree Street
Jim Johnson

Edward J. Zuker
Kendra Stally
