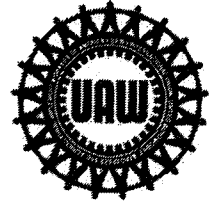


November 19, 2020



Dear Members:

The Coronavirus pandemic continues to be forefront in our daily lives. The number of positive cases is at an all-time high within Clark and surrounding Counties and Ohio as a whole. We would like to clarify and ease the stress of the COVID testing process. First, please know and understand what the symptoms of Coronavirus are. You can find the up-to-date symptoms and additional information at www.cdc.gov.

If you develop any symptoms outside of work /or/ receive a quarantine notice –

***** Do not come to work if you are experiencing symptoms prior to your shift *****

1. Call the COVID hotline at **937-390-2829**; leave your name and return phone number. It is important to do this immediately to get on the COVID list for correct absence reporting.
 - a. You will receive a call from a Corporate associate for background information such as symptoms, when they began and who you have been in contact with.
 - b. You will also receive a phone call from Springfield HR to gather information and to advise when and how to return to work. You should receive this call within 24 hours but may be slightly delayed due to the amount of call backs required.
2. Call your healthcare provider or go to Urgent Care for a medical assessment to determine if you require a COVID test which may be administered by them.
 - a. You can request a Company provided, self-administered test when SAP HR contacts you. It would then be sent overnight (from Corporate), and you would be responsible to return it via overnight courier.

If you develop symptoms while at work

1. Notify your supervisor and go to Medical immediately for an evaluation; you may be offered to take a self-administered COVID test at that time and sent home to await results.
 - a. You may decline the test offered by Medical and go to your physician of choice.
 - b. If sent home, SAP HR will receive notification from Medical. You will need to call the COVID hotline at **937-390-2829**, leave your name, return number and advise that you have been tested for COVID. You will receive a call back within 24 hours but may be slightly delayed due to the amount of call backs required.
 - c. You will receive a call from a Corporate associate for background information such as symptoms, when they began and who you have been in contact with.

You will not be penalized for absences due to COVID testing but must call in to the COVID line (**937-390-2829**) for proper absence coding and return proper documentation for excused absences and eligibility for COVID pay (Documentation from physician/Urgent Care and test results, documentation of quarantine orders if applicable). The Company will only pay a cumulative total of 10 days for COVID pay; any time out beyond that for COVID you will need to apply for EBA/STD benefits by calling 937-390-2816

Please contact your Steward, Committeeman or Chairman with any questions.

A handwritten signature in black ink that reads "Shawn Reed".

Shawn Reed
Bargaining Chairman
UAW Local 402

A handwritten signature in black ink that reads "Kendra Stollings".

Kendra Stollings
Bargaining Chairman
UAW Local 658