

Frequently Asked Questions (FAQs)

Categorized/summarized from 478 questions/comments from GTO PTP Skype sessions & tinyurl.com/HagAsk2020. Many are addressed in the COVID-19 Leadership and Employee Handbooks.

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Have a question, idea, or concern?

Talk to your leader or share anonymously at www.tinyurl.com/HagAsk2020.

COVID-19 CASE / RESPONSE

- 1) If we start having COVID-19 cases in the plant how are you prepared to respond?
We have a process and response team to cover all shifts. We will assess every individual and unique case, take necessary actions, and follow protocol aligned with the latest CDC guidelines.
- 2) In the future, after we get past this virus. What will be the company's policies for people with any contagious illness? Will they be allowed in the plant?
Today we have a specific policy related to the COVID-19 pandemic. Pre-COVID, our expectation has and continues to be that employees stay home when they are sick with fever to avoid infecting others.

SOCIAL DISTANCING

- 3) If it is not a requirement to be inside the plant to perform our job, are you recommending we continue working from home even after production restarts?
The majority of GTO PTP employees are on-site while those who can perform their roles and responsibilities from home may be doing so at the discretion of their leaders.
- 4) If you carpool with a family member, do you need to stay 6 feet away from them once in the plant?
Yes, social distancing is expected when working in our facility.
- 5) Maintenance workers cannot always maintain social distancing; how will we handle that?
In cases when 6ft distancing is not possible when performing assigned tasks, additional PPE will be required and made available.

TOUCHPOINTS

- 6) What accommodations will be made in regards to turnstile cleanliness when all return to work?
We plan to continue to require badge access through turnstiles, ABM is sanitizing turnstiles between shifts, and hand sanitizer is available inside all badge access entry points.
- 7) How can we protect ourselves when we are sharing tools or from the engine in the previous work stations?
Avoid touching your nose, mouth, and eyes when sharing tools and handling items from other work stations. Always wash or sanitize your hands before eating and touching your face.
- 8) Can "RMA-like" system be turned off to minimize touches to the keyboard at stations? RMA is no longer used in the assembly stations.
AAS is the system that replaced RMA. AAS is tracking all our assembly results, torque, controls and operators in the work stations. We need this data for potential quality investigations. The keyboard is identified in the station cleaning SOP as one touchpoint to be cleaned at the beginning of each shift, and we ensure that cleaning supplies will always be available to prevent contamination.

ENFORCEMENT

- 9) Will there be conduct violations for those that don't respect the new way of working, including social distancing and face cover guidelines?

It is our responsibility as individuals to follow these guidelines wherever we are. Together we must take care of ourselves, take care of each other, and let others take care of us. The best way to slow the spread of COVID-19 is to follow guidelines laid out by the CDC to yourself and others during this COVID-19 pandemic. We will address blatant disregard for others as we've done pre-COVID.

FOOD / EXERCISE

- 10) Are we allowed to go outside to eat on company property or get takeout outside company property?

Yes, aligned with scheduled break times.

- 11) Are we allowed to take walks outside, around the campus during breaks?

Yes, and apply social distancing and/or wear face covers when 6ft between you and another person is not possible.

SMOKING AREAS & CHEWING TOBACCO/BODILY FLUIDS

- 12) My concern is that many people in the plant chew tobacco and spit into empty bottles that may contaminate work areas with saliva. This shouldn't be allowed because of potential exposure to COVID-19.

Individual hygiene and personal measures to avoid exposure of bodily fluids to others are a baseline expectation now and before COVID-19.

- 13) Are we going to close the smoking areas to avoid gathering of employees without face covers?

The expectation is for everyone to practice social distancing and make sure 6ft or more is between them and another when face covers are not being worn.

- 14) How will you keep people from going outside every half hour to smoke cigarettes and standing shoulder to shoulder while doing it?

Smoking is permitted during break times, and making sure 6ft of space is between individuals is required because face covers cannot be worn when smoking, and droplets may be in the exhale.

PRODUCTION SCHEDULE

- 15) Can we work 4-10s during this COVID-19 pandemic?

Assembly has not been considering working 4-10s for now. Ergonomic experts recommend to limit the working time to 8 hours when employees perform repetitive, cycle-timed tasks.

SUMMER SHUTDOWN / ADDITIONAL DOWN WEEKS

- 16) What are the plans for summer shutdown this year?

We plan to have our scheduled 2-week shutdown Weeks 31 & 32 (July 27 – August 7). The engine line is scheduled to be down Week 33 (August 10-14) to complete industrial projects. Decisions for a third week in other areas is still pending. Vehicle plant schedules and backlog will contribute to our final decisions.

- 17) Will there be any additional shutdown weeks in the future?

We have no additional down weeks scheduled at this time. The upcoming program conferences and ways of working will factor into any decisions for planned down time.

NBU PAY CUT / 4 OR 5 DAY WORK WEEK

- 18) There are many questions related to the white collar delayed merit increase, 12% pay cut, and 4 or 5 day work week.

Employees are encourage to talk to their leaders, and reference the [Salary Change announcement](#) for details, including “If business continuity requires more than four days of work, managers have the right to require the additional work at the reduced salary, without additional compensation.”

SENIORITY / HOME SPOTS / ORIGINAL JOB RIGHTS

- 19) If forced to move from a 1st shift job to a 2nd shift job temporarily, does the employee maintain their original job rights when they return back?

This is not covered in the contract language; follow-up with your committeeman.

- 20) Will home spots be protected for temporarily displaced individuals? As in, when 1st shift returns to full production, will whoever had to go to 2nd shift go back to their jobs?

This is not covered in the contract language; follow-up with your committeeman.

LAYOFFS

- 21) Will there be more general layoffs at the plant and the weeks we are off due to the virus, does it go against our sub pay weeks?

It is too soon to say if/when there will be more general layoffs. Regarding sub pay, yes, all weeks that employees are on TLO as well as the down weeks just before the COVID-19 pandemic will count against their total weeks available. Employees do regenerate sub pay on a one-for-one basis.

Example: An employee who is eligible for 13 weeks of sub pay and used 6 weeks as of his/her return to work date of May 4, was eligible for 9 weeks of sub pay. If the employee worked the week of May 4, then on May 11, the employee regenerated 1 additional week for a total of 10 weeks of sub pay.

- 22) When does Volvo expect to call back the 100 that been recently laid off since 4-10-2020?

The decision to reduce our rate and lay-off employees was made because of the truck industry downturn throughout North America and was not related to COVID-19.

HIRING FREEZE

- 23) When do you expect to lift the hiring freeze?

Too soon to know at this time.

TEMPERATURES / TESTING

- 24) Can we have random tests to find asymptomatic carriers of COVID-19 to ensure uninterrupted production in the plant?

We do not plan to perform COVID-19 testing.

- 25) Will Volvo offer COVID-19 antibody testing?

We do not plan to perform COVID-19 testing.

FILTRATION / AIR QUALITY / FANS

- 26) Is there a concern with the ventilation systems in the plant and the filters in relation to the air quality; will filters be changed more often?

Our filters are being changed in units where air is recirculated along with deep cleaning of the air handling units. We are also evaluating these systems in an attempt to eliminate the recirculation feature, ensuring 100% outside air for most of our facility. We are also reviewing increased air circulation and alternate methods for sterilization of air systems.

EVENTS

27) Is there a change in Power Day due to COVID-19?

Yes, we have cancelled Power Day 2020, and plan to hold Power Day 2021 on Saturday, June 26.

Change Record:

May 7, 2020, initial release for leadership review

May 13, 2020, edited and posted on website