



COVID-19 GTO PTP Employee Update

THURSDAY, APRIL 30 | SESSION 3 **UPDATED 1 MAY 2020**

WE MISS YOU!

We look forward to seeing you.



Key Messages

- Active Care
- Expert Advice: CDC and WHO
- Our COVID-19 Ways of Working
- COVID-19 Symptoms
- Face Covers
- 4 Entrances Open
- Staggered Shifts
- Temperature Checks are Mandatory
- Attendance Addendum
- Extreme Caution Passing Through Propped-Open Doors
- Count on Site Housekeeping (ABM)
- Individual Responsibilities
- Employee Assistance Program
- Follow-up

The Perfect Time for "Active Care"



Take care of yourself.



Take care of others.



Let others take care of you.

The best way to slow the spread of COVID-19 is to follow guidelines laid out by the CDC to **protect yourself and others** during this pandemic. It is our responsibility as individuals to follow these guidelines wherever we are.

**Protect Yourself &
Show You Respect
Others.**

PROTECTING OURSELVES & EACH OTHER

Following the Latest Guidelines Provided by the CDC & the WHO.



Our COVID-19 Ways of Working

- Please protect yourself and show that you care about and respect others by following our COVID-19 way of working.
 - Increasing personal hygiene: wash your hands & avoid touching your face between hand washing
 - Using a face cover
 - Keeping social distancing
 - Staying home when you're sick
- When you have questions, ideas, or concerns, initiate the conversation with your leader. If you're more comfortable with anonymity, go to tinyurl.com/HagASK2020 and post your thoughts.



COVID-19 Symptoms

- People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.
- Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
- Or at least two of these symptoms:
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New Loss of taste or smell

Our Active Care

- Mandatory temperature checks for all employees and guests.
- Awareness & understanding of the symptoms, so individuals:
 - Monitor themselves
 - Stay at home when ill
 - Consult with medical providers

Source: CDC COVID-19 Site <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
(as of 1 May 2020)

PROTECTING OURSELVES & EACH OTHER

Face Covers are Mandatory When:

- 6-feet distancing is not possible
 - Arriving/departing the facility
 - Using the restrooms
 - Moving throughout the campus
 - Working on a task that requires 2 or more people
 - Spending time in common areas (except when eating/drinking)
 - Having face-to-face conversations
 - Meeting in conference rooms



PROTECTING OURSELVES & EACH OTHER

4 Entrances Open & Temperature Times for Facility Access

1. North/Medical Center/Security
5:30AM-4PM & 9:30-10PM
 2. West Turnstile/Administration
6:30-8AM & 3-4PM
 3. Southeast (by Core Processing)
6-7:30AM & 2:30-4PM
 4. Engine Development Lab 3rd Floor
6:30-8AM
- NBU employees are requested to arrive at/after 7 AM, to enable efficient flow of production employees through the checks.
 - Anyone entering the facility outside of the scheduled times will be checked at the Maugans Avenue gate or at the North/Security Office entrance.
 - Checks are administered by trained Concentra and Security representatives.
 - All guests and visitors must be business critical and will require temperature checks.
 - Resources are limited, so East and Southwest entrances will remain closed at this time.



PROTECTING OURSELVES & EACH OTHER

Staggering Shifts & Breaks.

OUR STAGGERED SHIFT SCHEDULE

GROUP 1

Axle Assembly, AMT Assembly,
5% of Logistics, Support Functions

6:30 am 1 st Shift Start	3:30 pm 2 nd Shift Start
8:30 am 15 Min. Break	5:30 pm 15 Min. Break
10:30 am 20 Min. Meal	7:30 pm 20 Min. Meal
12:30 pm 15 Min. Break	9:30 pm 15 Min. Break
2:30 pm 1 st Shift End	11:30 pm 2 nd Shift End

GROUP 2

Engine Assembly, 95% of Logistics

7:00 am 1 st Shift Start	4:00 pm 2 nd Shift Start
9:00 am 15 Min. Break	6:00 pm 15 Min. Break
11:00 am 20 Min. Meal	8:00 pm 20 Min. Meal
1:00 pm 15 Min. Break	10:00 pm 15 Min. Break
3:00 pm 1 st Shift End	12:00 am 2 nd Shift End

CRANKSHAFT MACHINING

5:00 am – 3:00 pm
1st Shift

3:30 pm – 1:30 am
2nd Shift

AXLE & CAMSHAFT MACHINING

10:00 pm – 6:00 am
3rd Shift

6:30 am – 2:30 pm
1st Shift

PROTECTING OURSELVES & EACH OTHER

Temperature Checks are Mandatory

- Face cover must be worn, and disposable masks are available
- You will be asked 3 questions:
 - 1) Have you or anyone with whom you have close contact traveled internationally in the last 14 days?
 - 2) To the best of your knowledge have you been in close proximity with someone suspected to have or diagnosed with COVID-19 in the last 14 days (lived in the same home, been within 6 feet in the same room, vehicle, plane, cruise ship)?
 - 3) Are you feeling ill at this time or experiencing flu-like symptoms (cough, fever, sore throat, shortness of breath, chills/muscle aches)?
- Employees will not be permitted to work in our facility if any answers are 'yes' or when their temperature is 100.4F or higher.



PTP Attendance Addendum for COVID-19

- Duration: May 4 – June 30, 2020
- Eligible: GTO PTP HAG employees who have exhausted all available paid / contractual leave and considered to be high risk or who have family members living in the same household who are high risk.
- Summary: Eligible employees shall self-disclose to their Human Resources Business Partner. Consideration for additional leaves of absence will be given based upon the severity of their or their family member's medical condition and the supporting documentation from a medical provider. If approved, the time-off will be coded accordingly in the timekeeping system.
- If contractual casual time is used for emergency reasons related to COVID-19, employees will not receive any occurrences connected to the absence.
- To receive pre-approved, non-urgent contractual casual time, it must be requested at least three (3) business days in advance.

PROTECTING OURSELVES & EACH OTHER

When Walking Through Propped Doors

- Stop at all intersections and cross-walks.
- Watch for industrial vehicles.
- Avoid walking into the path of an industrial vehicle.
- Make eye contact with drivers before crossing.



PROTECTING OURSELVES & EACH OTHER

Enabling Social Distancing & Minimizing Touch Points.

Courtyard Skylight Room



PROTECTING OURSELVES & EACH OTHER

Enabling Social Distancing & Minimizing Touch Points.

Additional Seating Available in the Operational Excellence Hall



PROTECTING OURSELVES & EACH OTHER

Enabling Social Distancing & Minimizing Touch Points.

Automatic Door Openers



PROTECTING OURSELVES & EACH OTHER

Enabling Social Distancing & Minimizing Touch Points.

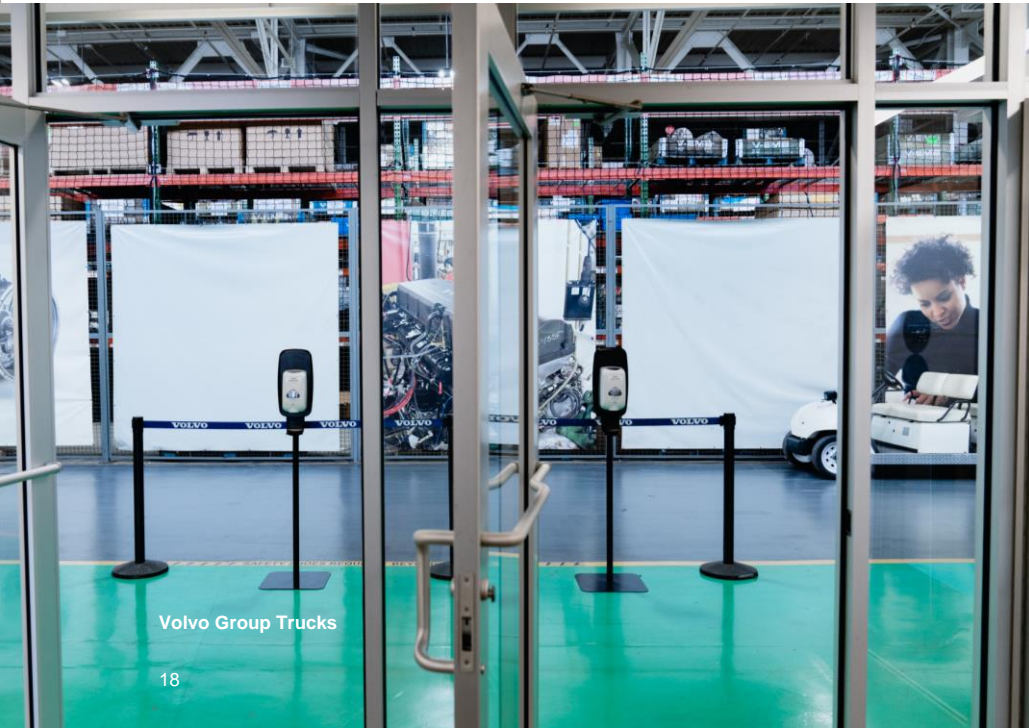
Microwaves, Water Stations, and Coffee Service



PROTECTING OURSELVES & EACH OTHER

Enabling Social Distancing & Minimizing Touch Points.

Hand Sanitizer is Available at Every Main Entry Point



PROTECTING OURSELVES & EACH OTHER

Enabling Social Distancing & Minimizing Touch Points.

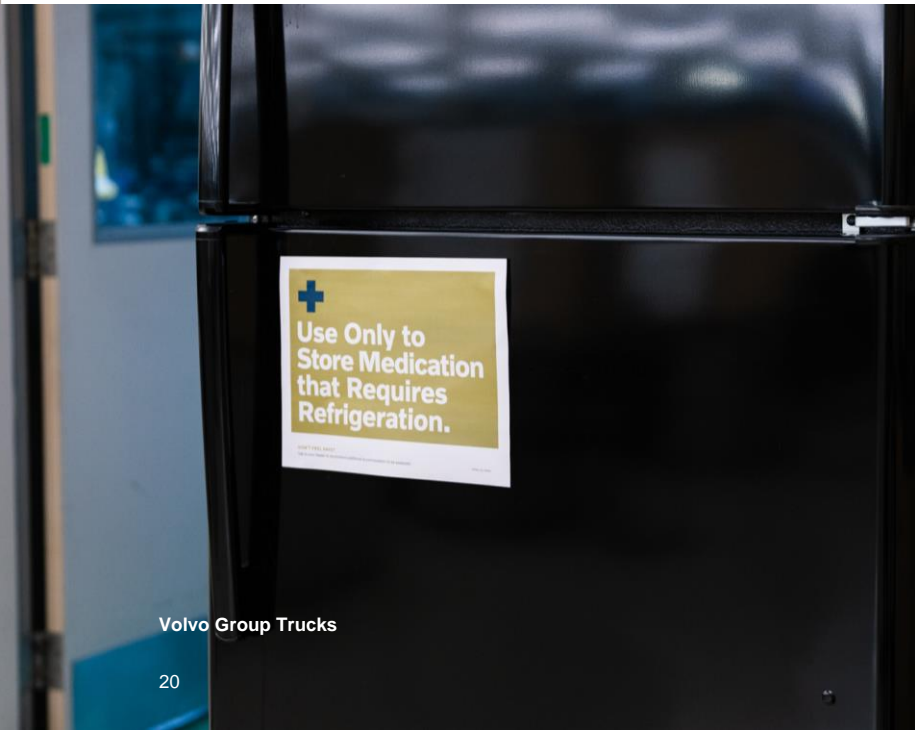
6-Foot is Visualized at Time Clocks



PROTECTING OURSELVES & EACH OTHER

Enabling Social Distancing & Minimizing Touch Points.

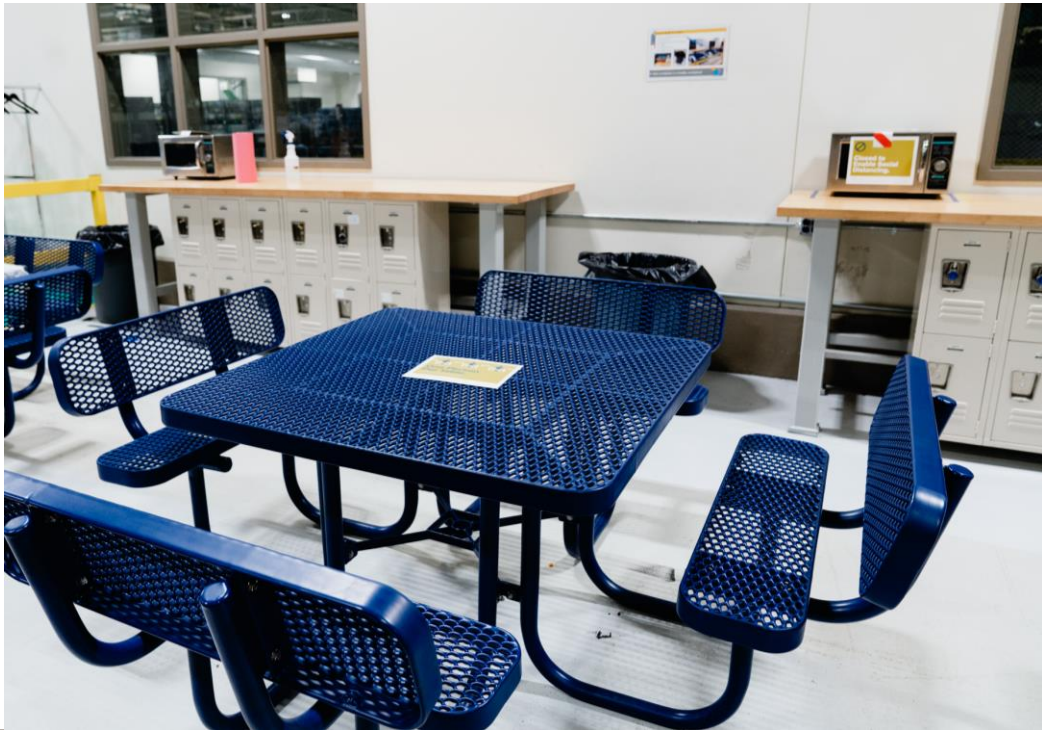
Refrigerators Closed | Available to Store Medication that Requires Refrigeration



PROTECTING OURSELVES & EACH OTHER

Enabling Social Distancing & Minimizing Touch Points.

Limited Capacity in Break Areas | Additional Seating in OEH



PROTECTING OURSELVES & EACH OTHER

Enabling Social Distancing & Minimizing Touch Points.

Lockers



PROTECTING OURSELVES & EACH OTHER

Enabling Social Distancing & Minimizing Touch Points.

Changing Processes in Production to Enable Social Distancing



Volvo Group Trucks

23



VOLVO
VOLVO GROUP

PROTECTING OURSELVES & EACH OTHER

Enabling Social Distancing & Minimizing Touch Points.

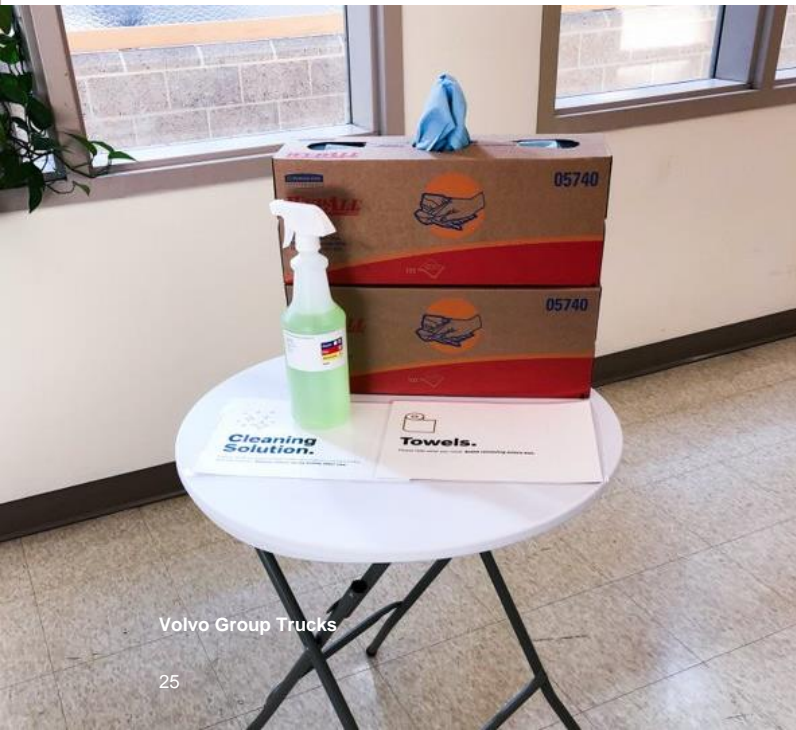
Finding Solutions for Office Spaces Where We Lack 6ft. Distances



PROTECTING OURSELVES & EACH OTHER

Enabling Social Distancing & Minimizing Touch Points.

Implementing Cleaning Stations & SOPs



VOLVO SOP - EVENFLOW- Engine Final Assembly Line			
Operation:	Clean / Disinfect Workstation	Station:	All
		Page:	1 of 1
		Edition:	1
Responsible:	VTC	Process Owner:	M.E.
		Date:	04/20/20
Safety Personal Protection Equipment SAFETY GLASSES SAFETY FOOTWEAR GLOVES		Safety / Ergo / Quality / Critical Reason: Part diversity Verification Torque Pattern Possible missing part Alignment	
It is very important to sanitize the common handle elements in your workstation, Scanner, monitors, keyboard, tools, zero torque gun, mouse, printer button etc. <u>Do not spray directly on electrical equipment</u>		Spray clean paper towel with uvex the material is available on the clean cart in each VT area <u>Sanitizer should not be dripping</u>	

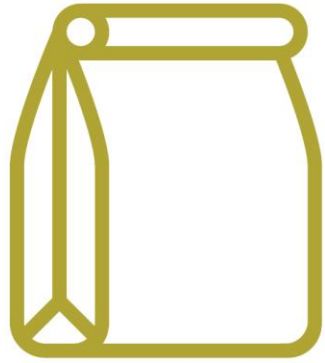


Count on our Site Housing Keeping Team (ABM)

- Consistently cleaning tables and seats in *common areas with 10+ capacity (sometimes only 10-15 minute gap between staggered breaks) on weekdays, throughout 1st and 2nd shifts. *Cleaning stations are available to employees on 3rd shift and weekends or when there are fewer than 50 team members on site.*
- Turning chairs around to indicate seat and table surfaces have been cleaned.
- Flipping a sign (showing 'CLEAN') on break tables that do not have moveable chairs to indicate cleaning.
- Cleaning turnstiles and entry doors between shifts, and more frequently clean entry doors into the Medical Center entrance.
- Replenishing hand sanitizing stations, soap dispensers, and paper towels at all sinks.
- Continuing pre-COVID-19 tasks in office areas and cubicles, and employees have access to cleaning stations to care for their work space.
- Halting trash pick-up from offices/cubicles, so employees must empty their own trash cans in the available 44 gallon bins in the office areas and avoid leaving food items in their personal cans overnight. New can liners will be provided.

Individual Responsibilities

- Protect yourself and show you care about and respect others by following our COVID-19 way of working.
- If you are sick, contact your leader and stay at home.
- If you have COVID-19 symptoms or are a confirmed case from positive testing, immediately contact your leader for next steps.
- Expect direction from your leader and follow your team's new processes and ways of working during the COVID-19 pandemic.
- Know and understand why we have a COVID-19 way of working.
- Follow mandatory face cover guidelines.
- Maintained 6 ft distancing when possible.
- Sanitize hands when entering the facility.
- Increase personal hygiene, wash hands often
- Avoid touching eyes, nose, mouth between hand washing
- Utilize cleaning stations as necessary, follow SOP, and return products to the stations after use.
- Avoid leaving lunch boxes and personal items in the common areas.
- Adhere to start and end of staggered break times (see appendix) as ABM will be cleaning before another team member uses the space
- Talk to your leader or share anonymously at tinyurl.com/HagASK2020 if you have a question, idea or concern.
- Be open to changes, adapt as we learn, and accept that things will not be perfect.
- Use COVID-19 Site Employee Handbook (distributed 4 May 2020) as a resource.



AVOID PEOPLE GATHERING & LIMIT TOUCH POINTS

Bring Your Own Meals.

Our café is closed until further notice. Refrigerators and microwaves not available at this time.

The Perfect Time for "Active Care"



Take care of yourself.



Take care of others.



Let others take care of you.

The best way to slow the spread of COVID-19 is to follow guidelines laid out by the CDC to **protect yourself and others** during this pandemic. It is our responsibility as individuals to follow these guidelines wherever we are.

Feeling Stressed, Anxious?

Talk to Your Leader or HRBP.

HealthAdvocate is Our Employee Assistance Program.

- Bargaining Unit Employees
 - Available 24/7
 - Call: 877-240-6863
 - Email: answers@HealthAdvocate.com
 - Go to: HealthAdvocate.com/members
- Non-Bargaining Unit Employees
 - Available 24/7
 - Call: 866-799-2728
 - Email: answers@HealthAdvocate.com
 - Go to: HealthAdvocate.com/members