



# **COVID-19 GTO PTP Employee Update**

TUESDAY, APRIL 22 | SESSION 2 VER. 2

# Welcome to a COVID-19 Update Intended for GTO Powertrain Production Employees Working in Hagerstown.

This meeting is being recorded and any questions  
& feedback from you shall remain anonymous.

Your microphones are muted.

# Please Ask Your Questions & Share Your Reflections During this Meeting.

We plan to address a number your questions live before we must conclude today's session at 2 PM.

**Go to Menti.com**

**Code: 19 81 79**

HELLO AGAIN!

# We're Working Together.



# Today's Key Messages.

- Following-up to last week's questions and feedback
- Sharing preparations for us to return to work
- Updating how we will be ready to return to work
- You will be hearing from your leader this week
- We will have another online session next week

# Following-Up to Last Week's Questions and Feedback.

**BELINDA VINSON**  
Communications

# 183 Questions & Reflections

- Attendance Policy
- **Breaks / Meal Times / Staggered Schedules**
- Chewing Tobacco / Spitting
- Child Care
- COVID-19 Cases / Readiness
- Enforcement
- Experts
- Federal Assistance
- Filtration / Air Quality / Fans
- **Food / Water / Coffee**
- High Risk Employees / Family Members
- Hiring Freeze
- If I'm Sick
- Layoffs
- Letter to return to work "essential worker" - not required, will be shared if it makes you feel better to have a letter on hand
- Maintenance Function
- Medications requiring refrigeration
- Meeting Rooms
- NBU / 4 Day Work Week / Work from Home
- Our Competition / Other Volvo Group Plants
- **PPE / Face Covers / Masks**
- **Production Schedule**
- Running Out of ETO
- Seniority / Home Spots / Original Job Rights
- **Social Distancing**
- Summer Shutdown / Additional Down Weeks
- **Temperature Checks / COVID-19 Tests**
- **Touchpoints**
- UAW Profit Sharing
- Unemployment
- Utility Position

# Preparations for Us to Return to Work

**MARCUS MINKKINEN & CRISIS MANAGEMENT TEAM**  
Powertrain Production



PROTECTING OURSELVES & EACH OTHER

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



## PROTECTING OURSELVES & EACH OTHER

# Using Face Covers, Masks, or Shields.

- Effective April 20, recommending employees bring and use face covers when interacting with others
- Ordered disposable and re-useable face masks to be available to employees





## PROTECTING OURSELVES & EACH OTHER

# Piloting Temperature Checks.

- Effective April 22 at GTT Lab 3rd floor entrance
- Administered by medical professionals
- Face cover must be worn; disposable masks are available
- Employees are 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.
- The plan is for the checks to become mandatory



## PROTECTING OURSELVES & EACH OTHER

# Staggering Shifts & Breaks.

- Your leader will call you to clarify your
  - Department
  - Shift
  - Start date
  - Start time
- The following is a guide.

	6:30 AM	7:00 AM	-	8:30 AM	9:00 AM	-	10:30 AM	11:00 AM	-	12:30 PM	1:00 PM	-	2:30 PM	3:00 PM	3:30 PM	4:00 PM	-	5:30 PM	6:00 PM	-	7:30 PM	8:00 PM	-	9:30 PM	10:00 PM	-	11:30 PM	12:00 AM	
<b>Group A</b>	1st Shift Start			15 min break			20 min meal			15 min break			1st Shift End		2nd Shift Start				15 min break			20 min meal			15 min break			2nd shift end	
<b>Group B</b>		1st Shift Start			15 min break			20 min meal			15 min break			1st Shift End		2nd Shift Start				15 min break			20 min meal			15 min break			2nd shift end

**Group A** Axle Assembly | AMT Assembly | 5% Logistics | Support Functions (Quality, Central ME, VPS, HR...)

**Group B** Engine Assembly | 95% Logistics, except for Receiving 2nd shift - start will be 3 PM

**Machining** 3rd shift | 5 days, start @ 10 PM, end at 6 AM w/breaks and meal scheduled every 2 hours  
 1st shift | 4 days at 10 hours, 1st shift start @ 5 AM, end at 3 PM | 2nd shift start @ 3:30 PM, end at 1:30 AM w/breaks and meal scheduled every 2 hours

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



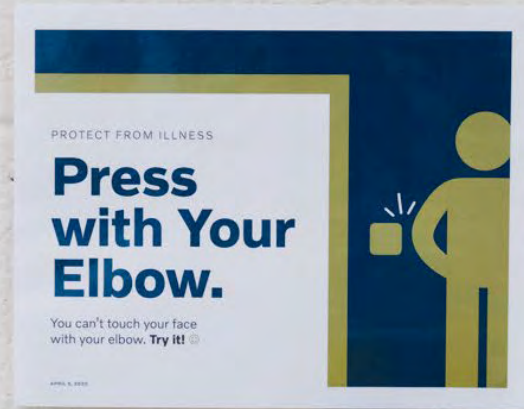
Volvo Group Trucks



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.

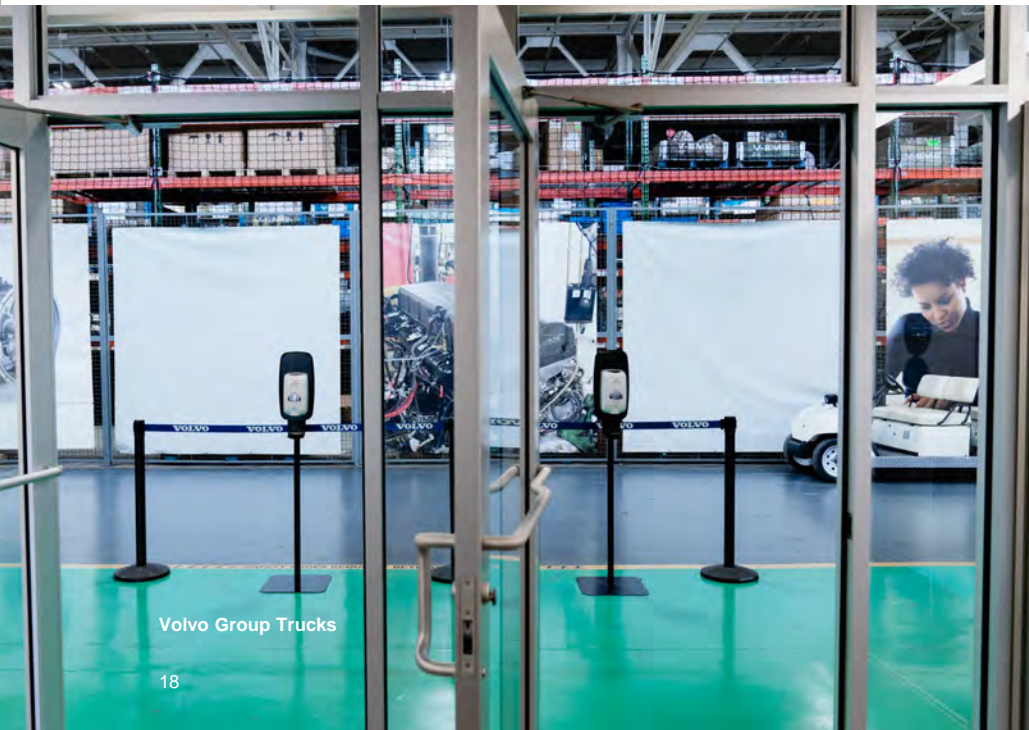
Doors are Propped Open



PROTECTING OURSELVES & EACH OTHER

# Enabling Social Distancing & Minimizing Touch Points.

Hand Sanitizer is Available at Every Main Entry Point

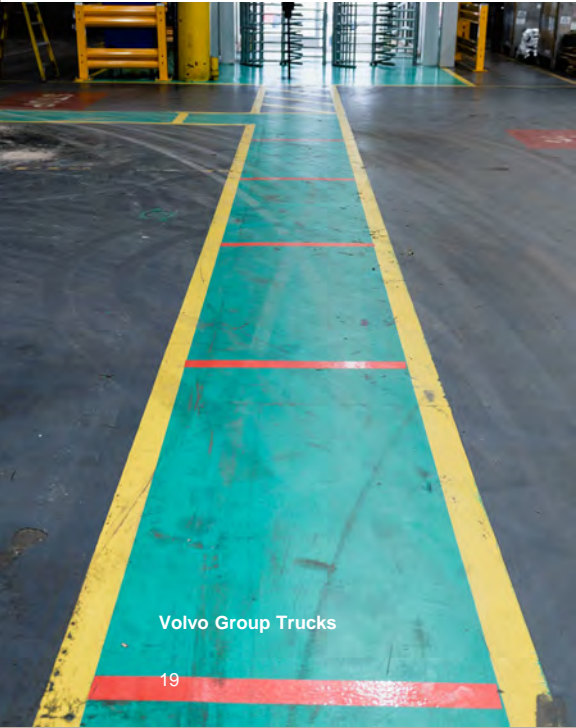




PROTECTING OURSELVES & EACH OTHER

# Enabling Social Distancing & Minimizing Touch Points.

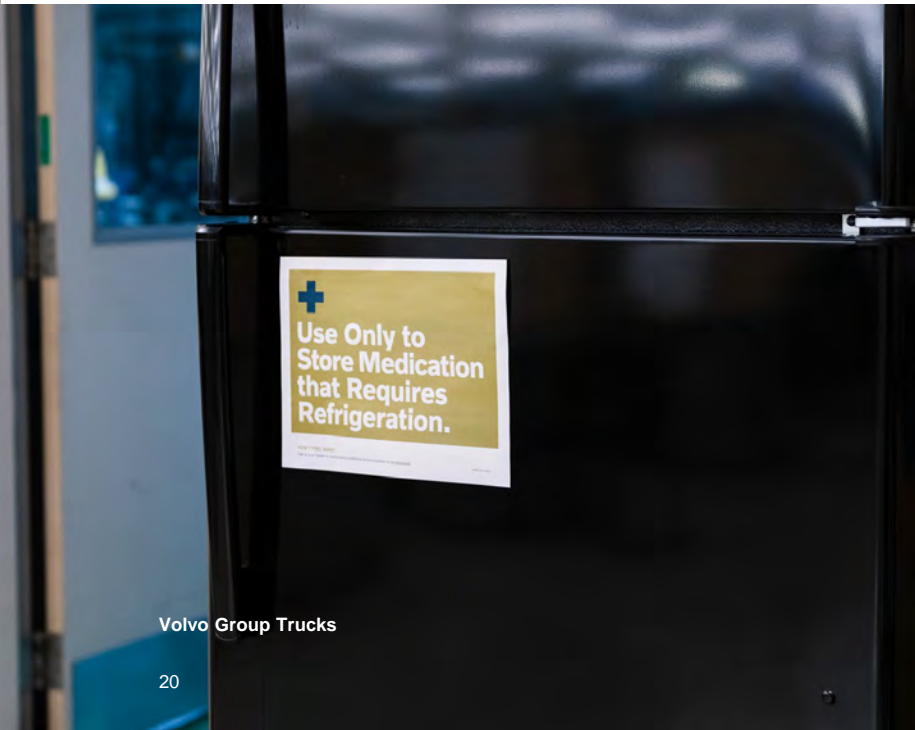
6-Foot is Visualized at Time Clocks



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.

Housekeeping Turns Chairs When They've Been Sanitized



PROTECTING OURSELVES & EACH OTHER

# Enabling Social Distancing & Minimizing Touch Points.

Changing Processes in Production to Enable Social Distancing

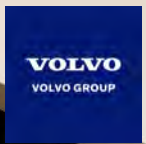




PROTECTING OURSELVES & EACH OTHER

# 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

**1**

It is very important to sanitize the common handle elements in your workstation, Scanner, monitors, keyboard, tools, zero torque gun, mouse, printer button etc...  
**Do not spray directly on electrical equipment**

**2**

Spray clean paper towel with uvex the material is available on the clean cart in each VT area  
**Sanitizer should not be dripping**

**3**

**4**



TOGETHER, WE ARE OR WILL BE:

# Packing Our Food.



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.

TOGETHER, WE ARE OR WILL BE:

# Talking, Listening, & Learning.

- Making sure you know what to expect
  - Through your leader
  - In Text Alerts & On Our COVID-19 Website
  - Sign-up to receive alerts and have access to our website by texting 'volvohag' to 313131
- Sharing what we've done
- Welcoming & assessing new ideas
- Using visuals reminders throughout our Plant.
- Encouraging you to share with your concerned family members

# Why?

- For everyone's safety, health & wellbeing.
- Because we know and feel it is necessary to safely begin production
- To be aligned with all CDC & WHO guidelines
- To be in accordance with the Orders of the Governor of the State of Maryland

# How Will We Be Ready to Return to Work?

**MARCUS MINKKINEN**



# We Will Be Ready By:

- Wk18: Preparing for Start of Production | contacting skilled trades, value team captains/coordinators, and others to return to work April 27.
- Wk19: Planning to resume production/return to work | contacting employees to advise department and shift assignment and start-time.
- Following CDC, WHO, Federal & State Legislation, Volvo Group directions
- Implementing our "New Normal" Way of Working plans
- Agreeing upon contract impact and exceptions needed
- Planning and conducting training on new ways of working
- Preparing leaders with Key Messages, Checklists and Q&A
- Accepting things won't be perfect
- Changing and adapting as we learn
- Continuing the dialogue
- Working together | Helping Ourselves and Each Other

# Questions, Feedback, & Reflections.

We are preparing a new Frequently Asked Questions (FAQs) on our website to address all questions that have been asked. We will send a text alert when it is posted.

We plan to hold another online meeting next week, and the date/time will be forthcoming.

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