

MIDDLETOWN REMAN

**A SAFE RETURN TO WORK
DURING THE COVID-19 CRISIS**

The management at Middletown Remanufacturing cares about you. We have taken many steps to help create a safe work environment for you as we start up Production again.

**WE ARE ALL
IN THIS TOGETHER**



CHANGES

You will notice some changes to how we are working upon your return to the facility. Please understand that all changes are to ensure a safe work environment for all employees.

Changes you will see upon your return to work...

- ◆ Marked 6 ft. intervals at entrance, exits and time clocks
- ◆ Isle ways with specific walking areas and one way paths in some areas
- ◆ Re-arranged desks in office areas
- ◆ Mandatory face masks/shields for all employees
- ◆ Limit on sharing equipment where possible
- ◆ Mandatory temperature checks before entry
- ◆ Closed down refrigerators and microwaves
- ◆ No smoking areas provided on campus, no use of smokeless tobacco
- ◆ Non-essential employees working from home if possible
- ◆ Screening of all visitors to ensure no COVID-19 symptoms
- ◆ Limited number of people in break rooms and cafeteria
- ◆ Strict adherence to social distancing required
- ◆ Staggered shifts when we return to a 2nd shift.

First shift will remain the same the week of April 20th. At the point when we add in a 2nd shift, the shifts will be staggered. First shift will be 6:00am—2:30pm and 2nd shift will be 3:30pm—12:00am to allow for proper cleaning between shifts. Exact date of start of new shift pattern is to be determined.



CHANGES YOU WILL NEED MAKE

We will all have to compromise and do things differently in order to maintain a safe work environment.

- ◆ **Bring a packed lunch that does not require a microwave or refrigerator**
 - ◆ We are requesting that employees only leave and return when absolutely necessary to minimize exposure, including during lunch time.
- ◆ **Select a new location for smoking**
 - ◆ Smoking huts will be closed to maintain social distancing. Employees will have to walk to the edge of the property to smoke.
 - ◆ Smokeless tobacco should not be used. This will prohibit employees having to touch your mask/face multiple times, possibly contaminating yourself.
- ◆ **Respect the mandatory 6ft social distancing at all times**
 - ◆ Wait for others to enter and exit or pass by before doing so yourself
 - ◆ Do not line up at time clocks or any other area
- ◆ **Wear a face mask and/or face shield at all times** except when you are eating your lunch or eating on break
- ◆ **Stay home if you are sick!**
- ◆ **Disinfect any shared equipment that you use in your area**
- ◆ **Follow the plant rules**
- ◆ **Communicate to management if you have an issue or concern**
- ◆ **Respect your colleagues and understand that everyone reacts differently in stressful situations**

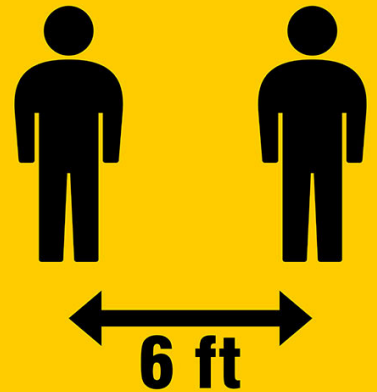
SOCIAL DISTANCING

We will adhere to strict social distancing rules when returning to work.

What is social distancing?

Social distancing means limiting contact with people outside of your home unless absolutely essential. While you are at work or out in public you should maintain at least a 6ft distance between you and other people. If you are approaching someone in an aisle way, step aside and allow them to pass so you can maintain social dis-

tancing. Do not form lines where you are standing closer than 6 feet from someone else. When waiting to enter or exit, to use restrooms, use vending machines, etc., please be patient and wait your turn in order to maintain social distancing.



Social distancing is one of the most effective ways to reduce the rate of infection, the impact of the virus and demand on our health services.

EVERYONE HAS A PART TO PLAY.

TEMPERATURE CHECKS

All employees will be asked to have their temperature taken before entering the building. This will be done by a contracted medical professional.

In the event that an employee has a temperature of 100.4 degrees or higher, the employee will not be permitted to work. The medical professional may also check to see if the employee is exhibiting any other symptoms. Employees who are sent home with a fever and/or other symptoms should consider seeking medical attention and/or self-quarantining until they are symptom free. Employees should provide medical documentation to show that he/she is cleared to return to work. If you are sent home from work, please stay in touch with your HR representative. If you are diagnosed with COVID-19 you may be eligible for A&S and/or FMLA coverage. It is important that you contact your HR representative when you are sent home and to stay in constant communication with HR throughout the process.

In the event that you have a fever or symptoms, you will be asked to exit the building and the property immediately.



Temperature checks are being completed on the shipping dock. Employees must enter the building through rocker arm door entrance ONLY. Employees will follow the signs and go directly to the temperature check station.

LIMITED ACCESS

Limiting access will help to ensure social distancing to keep all of us safe!

Limiting access to certain amenities and limiting the number of people in certain areas is required in order to maintain social distancing and keep all employees safe.

We will be limiting the number of employees in the cafeteria to eight (8) at one time. Only one employee will be able to sit at each table in the cafeteria. No disposable cups will be available and employees must bring their own re-usable cups for coffee, water, etc. Vending machines will be in operation but the cafeteria refrigerator and microwaves will be off-limits. The upstairs break room will be closed.

Employees can eat lunch and take breaks in their stations, in the cafeteria (if room is available) or outside. Social distancing should be maintained at the picnic tables outside as well.

The smoking huts on campus will be closed to ensure social distancing. Employees will need to walk to the edge of the property if they wish to smoke. We are asking employees not to use smokeless tobacco during the period where face masks are mandatory because it will prevent employees having to constantly remove their masks and contaminating themselves and others. Employees should also avoid chewing gum or using other mints or candies that will force them to constantly touch or remove their mask.

Employees who wish to meet with a manager in the office areas, including HR and Maintenance, must make an appt. to do so. Employees should see their supervisor to set up an appt. This is to maintain social distancing since there is not a lot of space in the office areas.

GOOD HYGIENE

It's important that we all practice good hygiene to keep ourselves and others healthy!



WASH YOUR HANDS OFTEN

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

Avoid touching your eyes, nose, and mouth with unwashed hands.

COVER COUGHS AND SNEEZES

If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

Throw used tissues in the trash.

Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



CLEAN AND DISENFECT

Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

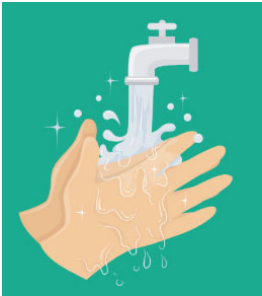
If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.

Then, use a household disinfectant or bleach or alcohol based cleaner.

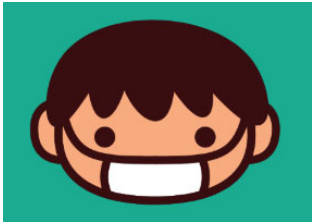


HOW TO WEAR A MASK

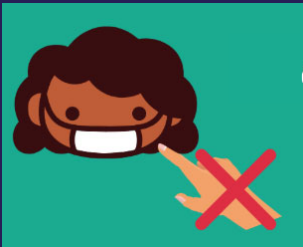
The company will provide different mask options and face shield options for you. All employees are required to wear a mask. In areas where social distancing isn't 100% possible, employees will be asked to wear face shields as well. Employees are permitted to bring/wear their own masks if they prefer. If a cloth mask is worn, it should be 100% cotton for the best protection.



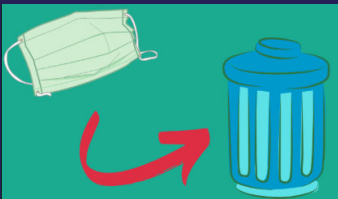
BEFORE PUTTING ON YOUR MASK, WASH YOUR HANDS WITH SOAP AND WATER OR AN ALCOHOL BASED HAND SANITIZER



COVER YOUR NOSE AND MOUTH WITH THE MASK AND MAKE SURE THERE ARE NOT GAPS BETWEEN YOUR FACE AND THE MASK.



AVOID TOUCHING THE MASK WHILE USING IT. IF YOU DO, WASH YOUR HANDS IMMEDIATELY. WHEN REMOVING YOUR MASK, REMOVE IT BY THE BANDS ON THE SIDE AND DO NOT TOUCH THE FRONT OF THE MASK.



IF YOUR MASK IS DISPOSABLE, THROW IT AWAY IN A TRASH CAN. IF YOUR MASK IS REUSABLE, BE SURE TO WASH OR STERILIZE THE MASK BEFORE REUSING.

STAY HOME WHEN SICK

Bottom line is, if you are sick, don't come to work!

IF YOU ARE SICK PLEASE DO NOT COME TO WORK. Please call off work using the required call off process. If you are exhibiting any COVID-19 symptoms (fever, shortness of breath, cough, etc.) please do not come to work and also notify your HR representative of your situation.

If you have been exposed to someone who has tested positive for COVID-19 or is exhibiting symptoms, do not come to work and notify your HR representative.



You may be asked to bring medical documentation clearing you to work in either situation.

If you are diagnosed with COVID-19 you may be eligible for A&S and/or FMLA. If someone in your family is diagnosed with COVID-19 you may be eligible for FMLA. Please see your HR representative for FMLA and/or A&S paperwork.

Communication with HR is critical! If you work with us we will work with you to get through any situation.

QUESTIONS OR CONCERNS

We are here to help!

If you have questions or concerns please contact your HR department.

Phone: 301-573-7914

Email: MiddletownHR@volvo.com

Once you are back in the facility you can also raise questions and concerns to your supervisor or any member of the management team.

If you have already done so, please sign up for our site text messaging service. Text VolvoMDT to 313131

**STAY SAFE
STAY HEALTHY
AND REMEMBER**

**WE ARE ALL
IN THIS TOGETHER**



**WE WILL SEE YOU IN
THE PLANT SOON!**