

**LVO Bargaining Unit (BU) Employees on
Temporary & Voluntary Layoff (except Herbie Cell VLO)
Important Return to Work Information for
Week 2027 (June 29, 2020)**

All employees returning to work from Temporary or Voluntary Layoff on June 29, 2020 will receive a letter from LVO Human Resources providing you with instructions for your return to work. Social distancing and Health and Safety hygiene protocols are in place and will continue in the Green Phase.

We have established designated Entrances and Exits to LVO

- Enter through Gehman Road and exit via Orchard Road

Temperature Checks will be conducted at LVO, LVLC and MCC

***If you have your own mask we ask that you please have the mask on before the Temperature Check tent.**

- LVO:** Employees enter through Gehman Road entrance
Parking Lot access begins at 5:30 a.m.
- LVLC:** Employees use the parking lot on the East end of the building (facing LVO Final yard)
Enter through door “Q” (double glass doors on the inbound side of the building)
Parking lot access begins at 5:00 a.m.
- MCC:** Employees enter through main gate. Temperature checks will be completed at the guard station
Parking lot access begins at 5:45 a.m.

Face Masks

- As you have your temperature scanned, you will receive a packet of face masks – please advise Security that this is your first day returning to work

Where to enter the LVO facility

- Conventional Line, Materials and Maintenance team members use **Gate 2** to enter the facility
- COE and EOL team members use **Gate 3** to enter the facility

Reporting to your work Area

- Upon entering the facility, please report directly to your workstation. Your Supervisor will welcome you and review return to work information.

Cafeteria

- Cafeteria is currently open on First Shift (6:00 a.m. – 9:00 a.m. & 11:00 a.m. – 1:00 p.m.) with limited menu of pre-made, pre-packaged selections and social distancing protocols in place
- Vending machines are available with social distancing protocols in place
- No outside food delivery is permitted

Start and Stop Times

<p><u>Group 1</u> CONV (Cab 1, ENG 1, Rough Side, Finish Side), Offline, LVO Material Conventional, LVO Material Flex(CONV), LVO Material VTL(CONV), LVO Material EOL/IMC, LVO Material-Rec-Suma, Paint (Offline, CONV, STA, SMF), Jockey Drivers, Quality-Material Inspectors</p>	<p><u>Group 2</u> COE (Cab 2, ENG 2, Rough, Finish Side), Paint – COE, Flex (COE), VTL (COE), LVO Material COE, LVO Material VTL (COE), LVO Material Flex (COE), CKD</p>	<p><u>LVLC</u> LVLC Materials – Inbound, LVLC Materials – MT Coordinators, LVLC Materials – Flex, LVLC Material Sequencing, LVLC Material – Outbound</p>
<p><u>First Shift: Start 6:30 a.m. Stop 2:30 p.m.</u></p> <p><u>Second Shift: Start 3:30 p.m. Stop 11:30 p.m.</u></p>	<p><u>First Shift: Start 7:00 a.m. Stop 3:00 p.m.</u></p>	<p><u>First Shift: Start 5:45 a.m. Stop 1:45 p.m.</u></p> <p><u>Second Shift: Start 2:15 p.m. Stop 10:15 p.m.</u></p>