

Union Sorters COVID-19 Safety Instructions

In an effort to keep everyone safe as we return to work, the following guidelines are effective:

1. All USA Employees are expected to enter through Gate _____. No back gate entry is permitted.
2. All employees will go through a temperature scanner at the gate and give a verbal certification for exposure to COVID19.
3. Face Masks must always be worn while at work.
4. Face shields/safety glasses must be worn while working within 6 feet from another person.
5. All employees are expected to clock in and wipe the time clock off after each use.
6. All employees are responsible for keeping track of their PPE. A bag will be provided to each employee for transportation.
7. All employees are responsible for sanitizing their work area and PPE before and after their shift. Proper disposal of sanitization waste is required.
8. If any employee, who is scheduled for work, does not feel well, they are required to alert their manager immediately and stay home. A shift substitution will be provided.
9. All employees are expected to submit a COVID-19 exposure questionnaire daily.

I have read and acknowledge USA's safety guidelines. I understand I will be held accountable for following all the guidelines to ensure myself and my fellow co-workers remain safe and healthy. I understand this form must be returned to my manager before I can return to work.

Employee Signature/ date

Face Mask Q & A

If an employee has a medical condition and reports to work stating they are medically unable to wear a mask, what actions should be taken to address this?

The employee should be coached about the need to wear a face mask within the facility. If necessary, the individual is advised to provide medical documentation of the personal restriction to management and sent home.

If an employee refuses to wear a mask during work, what actions should be taken?

The employee should be coached on the reasons why it is required—for their personal safety and for the safety of their fellow workers and as a workplace requirement. If there is continued observation of noncompliance, the individual will be held accountable for their actions.

Why can't employee's wear their own personal mask?

We want to be consistent in the protection of our employees by providing face masks, either manufactured or supplied by the company

If an employee chooses to wear a mask of higher quality and protection, should they be allowed to wear it?

The employee should not be permitted to wear a non-company approved face mask. In general, higher quality masks (e.g. N-95) are needed to be reserved for front line medical workers treating and caring for patients. Again, we want to be consistent in the protection of our employees

Do I need to contact contractors and suppliers that work in the building daily to provide their employees masks?

Yes. They are to be contacted and are required to supply their personnel face masks.

As a salaried employee, am I allowed to work at my desk without a mask if there is safe social distancing from anyone working around me?

Face mask usage is a requirement within all Ford facilities by all employees at all times. Covid-19 can be spread through individuals who are asymptomatic and therefore face mask usage is critical

Employee Initials:

As a Manager, am I able to remove my masks while working alone in my office?

Face mask usage is a requirement within all Ford facilities, at all times. Covid-19 can be spread through individuals who are asymptomatic and therefore face mask usage is critical

If I am unable to remove my mask at my desk, can I utilize a conference room to work with my mask removed?

No. Face mask usage is a requirement within all Ford Facilities at all times. Covid-19 can be spread through individuals who are asymptomatic and therefore face mask usage is critical in locations especially where multiple individuals may congregate.

Why are we wearing a face masks at work?

Your health and safety continues to be our top priority and it is more important than ever that we all take responsibility to protect ourselves and those around us. As a temporary measure to reduce the spread of the COVID-19 virus, the company will make all attempts to provide face masks to all management employees as an additional method to slow the spread of the virus and help people who may not know they have the virus, from transmitting it to others. A face mask is one of the tools to protect people working at any Ford facility and helps us to be safe as we return to work. A Single Point Lesson on Personal Face Masks from Occupational Health Services is available.

How does the face mask protect us?

A person may be infected with the virus but may not have or display any symptoms of illness but can still infect other people. These people are called asymptomatic. A face mask reduces the possibility that asymptomatic people will transmit the virus to other people since the face mask protects the wearer by filtering the air they breathe. Similarly, if all employees wear a face mask, we can protect each other and help prevent the spread of the virus in our workplace.

What exactly is the company requiring me to do when I come to work?

Wear the face mask at all times while you are working. Replace the face mask if it gets dirty, soaked with perspiration or hard to breathe through. Avoid touching your face all together, especially the inside of your mask. If you do, wash your hands with soap for at least 20 seconds or use hand sanitizer. Dispose of your used face masks properly in the dedicated waste receptacle.

Employee Initials:

Where do I dispose of my face mask when I need to replace it?

Dedicated waste bins or containers will be identified for mask disposal purposes and will be lined with plastic garbage bags and located in designated locations within the plant. Washing of hands after you discard your mask into the designated bins is required. Use hand sanitizer on your hands if you discard face masks in the Department where sinks may not be close by.

What if my workstation is within 6 feet of my coworkers' workstation?

The company has identified workstations with less than 6 feet of separation and has installed barriers and shields between these workstations. In addition, work content has been rebalanced, where possible, to create the 6 feet of social distancing. Face shields manufactured or supplied by Union Sorters have been determined as an acceptable alternative method to meet the requirement of the 6 feet separation for Social Distancing. Proper use and care of face shields have been captured in a Single Point Lesson from Occupational Health Services.

Do I still need to wear a face mask if I am required to wear a face shield as well?

Yes. Face shields are required to be worn where we cannot achieve or maintain a Social Distancing separation of 6 feet while working. Face masks will be provided and must be worn by everyone entering a Ford Motor Company location as a safeguarding measure to reduce the spread of the COVID-19 virus.

When will we not be required to wear face masks in the workplace?

Our Corporate Face Mask Policy will remain in effect until COVID-19 is no longer a critical risk to our employees. Each Region be notified when the COVID-19 pandemic has subsided. As a company we will continue to work through this crisis together, utilizing guidelines from well-respected global and regional health organizations.

Employee Initials:



SINGLE POINT LESSON PERSONAL FACE MASKS

OCCUPATIONAL
HEALTH SERVICES

ALL FORD EMPLOYEES, CONTRACTORS, AND AUTHORIZED VISITORS MUST WEAR A FACE MASK

A face mask is available at the entrance to this facility and other locations near your work area.



WHY ARE WE WEARING A FACE MASK AT WORK?

As a temporary measure to reduce the spread of the COVID-19 virus, Ford will provide face masks to help each of us better protect our personal space and supplement social distancing efforts while we are working.

The Center for Disease Control (CDC) recently recommended the use of a face covering as a method to slow the spread of the virus and help people who may already have the virus and do not know it from transmitting it to others.

A face mask is one of the tools to protect people working at Ford facilities and help us be safe as we return to work.

HOW DOES THE FACE MASK PROTECT US?

If you are infected and don't know it, the face mask reduces the possibility that you will infect people around you.

The face mask also protects the wearer by filtering the air before you breathe it.

By all of us wearing a face mask, we can protect each other and help prevent the spread of the virus in our work place.

WHAT DO I NEED TO DO?

- Until the COVID-19 pandemic has subsided, a face mask shall be worn at all times while you are working at a Ford Facility
- Use the face mask that Ford provides – if you have your own mask, save it for your personal use
- Replace the face mask daily or as needed throughout the shift and discard it properly after use
- During the shift, replace the face mask if it gets dirty, soaked with perspiration, or hard to breathe through
- Avoid touching the inside of your face mask - wash your hands or use hand sanitizer if you do
- Continue to practice social distancing, even when wearing the face mask
- Continue to wash your hands frequently for at least 20 seconds

THREE EASY STEPS FOR PUTTING ON A FACE MASK PROPERLY

Wash your hands with soap and water or use hand sanitizer before putting on a face mask

Hold the mask with the inside towards your face and the nose wire at the top. Put the mask on your face by hooking the loops over your ears.



Pull the mask from top to bottom, to fully open the folds of the mask and adjust the mask to fit your face



Gently push the nose wire to fit around your nose.



To remove the face mask, grasp it by the ear loops. Do not touch the mask itself.

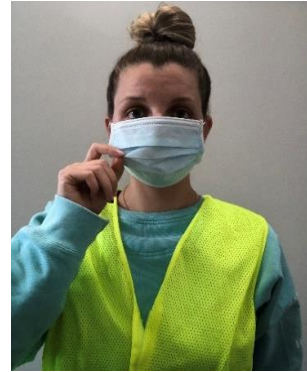
Discard the face mask in a designated container

Wash your hands or use hand sanitizer after handling a used face mask.

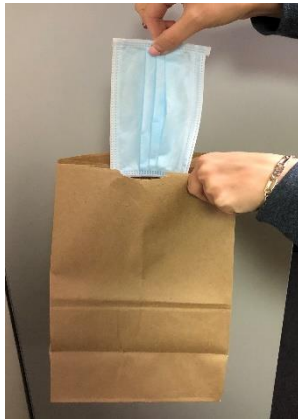
How to properly remove and reuse your face mask

PPE equipment is currently very scarce. Until every Union Sorters employee has received at least one set of PPE, we ask you reuse your face mask. While the masks are disposable, they can be reused by following these important steps.

Step 1: Using the ear loops, gently lift and remove the mask. Avoid touching the front of the mask.



Step 2: Place mask in brown paper bag (provided to all employees)



Step 3: Wash your hands with soap and water



Smoking Area Safety



Practice social distancing when smoking



Avoid touching your face



Sanitize hands after smoking before entering the building

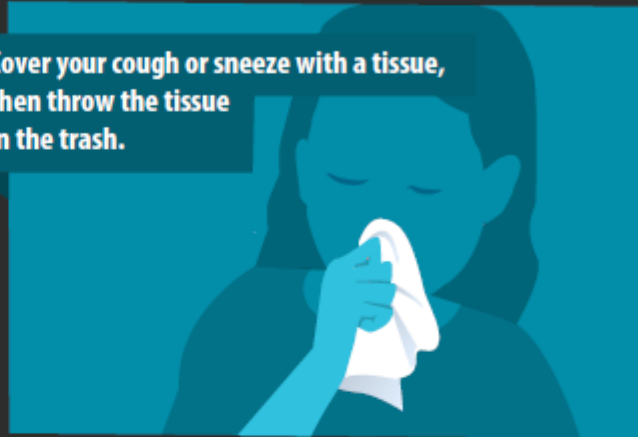
Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.

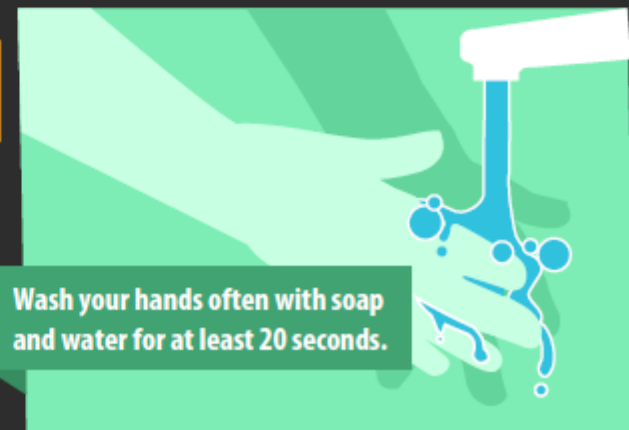


When in public, wear a cloth face covering over your nose and mouth.

Clean and disinfect frequently touched objects and surfaces.



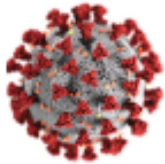
Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.

COVID 19 Guidelines

Summary

Union Sorters is committed to the health and well-being of all employees.
Together we can keep all employees safe at work.

Employees are asked to stay 6 feet **away** from each other

Wipe down your work station **before** and **after** your shift

Employees should **always** wear gloves

If you are sick, please stay home

If you have been near someone who is sick, please stay home

Wipe the time clock down after every use (wipes have been provided for you)

Employees are asked to keep their masks on while at work