



Jamar Precision Grinding Co. Inc.

March 23rd, 2020

To all employees: COVID-19 Rules and Guidelines

We are lucky to be considered an essential business and can continue to work. Many people are now unemployed and are trying to figure out how to make ends meet. We can remain open, providing we take steps to help protect everyone. Your cooperation is required for our success.

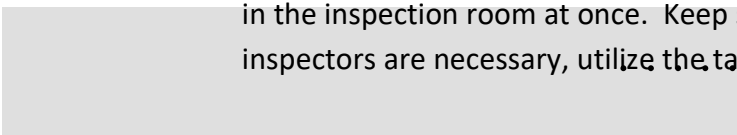
However, it would be irrational to think that Jamar Grinding will not feel the economic impact of COVID-19. Our goal is to keep as many people that want to work, working. We will likely have to eliminate or reduce overtime, and your Supervisor will communicate this as it becomes necessary.

If you are at a high risk of severe illness or you do not feel comfortable coming to work, it is recommended that you stay home.

We understand that uncertainty can cause fear. Some many hoaxes and rumors are making matters worse by spreading inaccurate information. Please visit <https://coronavirus.ohio.gov/> for useful information. If you do not want to work, we can suspend your employment until you think it is safe to return.

We are putting additional policies and procedures in place until the threat of the COVID-19 is over. Please follow the below until further notice. Failure to comply with these policies and procedures will result in swift disciplinary action. Please report any non-compliance immediately.

- All employees must take their temperature daily before coming to work. Stay home if your temperature is 100.4 or higher.
- All employees must follow social distancing practices whenever possible or practical. Therefore do not gather at a workstation to talk with one another. If you find it necessary to communicate with co-workers to complete your task, please stand at least 6 feet apart.
- Lunch time will be staggered to limit traffic in the lunchroom. If possible, it is recommended to take lunch in your car away from others.
- No more than four people in the lunchroom at once. One person at each table and one may enter to access the refrigerator.
- We must reduce the traffic in the inspection room. No more than two inspectors in the inspection room at once. Keep seated far apart as possible. If three final inspectors are necessary, utilize the table outside the inspection room.



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- No more than three people in the inspection room at one time. Please knock on the door and wait outside 6 feet away until the room is clear.
- Do not take First Articles into the inspection room. Place the part and paperwork on the cart outside the inspection room. Knock on the door and go back to your workstation.
- When finished with a First Article inspection, put the paperwork and part back on the cart. Let the setup personnel know by flagging them down at a safe distance.
- Hourly inspectors should quickly obtain parts from each workstation, and the operator can briefly walk away to maintain social distancing.
- We will designate one person per shift to clean shared surfaces like computer keyboards, computer mouse, door handles, etc. We may rotate this responsibility throughout the workforce.
- All employees should clean the common work surfaces before and after your shift.
- Please eliminate community rolls of toilet paper used as facial tissue at all workstations.
- It is recommended you do not share shop rags between workstations.
- Wash your hands frequently throughout the day if you do not wear gloves.
- Conserve products such as gloves, soap, and cleaners when possible. Do not be wasteful as these products are becoming harder to find.
- Do not gather around the timeclock computers. If you are waiting to use the computer, stand at safe distances from each other (6 feet).
- There will be no use of chewing tobacco. Our Employee Handbook clearly states tobacco products are prohibited.
- And above all, if your sick, stay home! We are suspending the points policy until further notice. Stay at home until you are free of fever (without the use of medication) for at least 72 hours (three full days), AND symptoms have improved for at least 72 hours, AND at least seven days have passed since symptoms first began. We will not require a healthcare provider to validate your illness or require a release.

It is necessary to follow these practices to kept everyone healthy and working. Please be respectful of each other. Following these rules will help keep people working and possibly save lives.

The Management

