



MEMO: COVID-19 update – 5/28/20

TO: All Richland Associates

FROM: Ken Grayburn

DATE: 5/28/20

The Richland plant continues to come alive with the recall of approximately 150 associates on May 26th. We will continue to recall associates over the next few weeks and will be contacting more associates today and tomorrow to return on Monday, June 1st. As with any start up, things are slow and everyone is getting re-acclimated to the work environment. It is extremely important for everyone to be focusing on Safety and Quality as we ramp up. Those who are recalled should **report to the main cafeteria at 7 am on Monday for first shift and 4pm for second shift after they clock in.** Employees will be recalled back to the job/line they were previously working prior to the shutdown. Please be sure to **keep HR up to date with your contact information and be sure your voicemail is setup and accepting voicemails.** (HR contact numbers are; 803-747-2024, 803-365-9817 or 803-365-9864).

A couple new announcements

- Bobby Rowel has taped a **short video addressing what has been happening** at the plant and what has been done to help keep everyone safe. Please go to *JTEKT-na/coronavirus updates/facility & function updates* then click on Richland. The password to access the video is Password44.
- Memorial Day Holiday – All associates (active and those on furlough) will be paid the 8-hour holiday pay for 5/25. These earnings will be reported to DEW for employees on furlough for the week ending 5/30.

For those of you returning on Monday, 6/1 please be aware of the following;

- There will be a have a short meeting in the Main Cafeteria on your first day back to work to update everyone as to what has been going on from the companies' perspective and how this will impact you. (7am for first shift and 4pm for second shift)
- All Associates will be asked to certify they do not have symptoms of the flu, have a fever, or have been in close contact with someone positive for the Covid-19 virus.
 - **Employees should not report to work if they have these symptoms and contact HR immediately**
- Associates will be required to park in the North parking lot.
- Employees will need to stop by the guard station as they come in to have their temperature taken. This will be done every day so employees should plan a little extra time to avoid a long line at the Guard station.
- Social distancing will be an expectation for all visitors and employees every day/all day.
- Employees are permitted to wear a facemask if they choose, however you need to be careful that it does not create an additional hazard. If you are unsure, ask your supervisor or HR.
- Shifts will be 7am-3pm for first and 4pm-12 midnight for second shift employees.
- Breaks have been changed so there is a 10 minute paid first break and 20 minute paid lunch/dinner break. The cafeteria service is currently not available and employees will not be permitted to leave the parking lot during their breaks so Associates should plan accordingly.

Reminders –

- **Employees who contract the COVID-19 virus, develops symptoms of the virus, or are exposed to someone positive for the virus must not come to work and contact HR at 803-747-2024 or 365-9817.**

So far there has only been two confirmed Richland employee who have contracted the Covid virus (13 throughout out JTEKT North America) and 4 employees have had family members test positive. We ask that you keep them in your prayers for a quick recovery. To keep these cases to a minimum we continue to urge everyone to:

- wash your hands frequently,
- avoid touching your face and
- maintain safe distance from others.

The safest bet is to treat everyone as though they are infected or that you are infected to prevent the spread of this illness.

We will continue to evaluate production needs and will communicate any changes as soon as possible. Keep checking the COVID-19 hotline (803) 365-9797 or this web site for further updates.

Thank you for your patience and support as we all work to get thru this difficult time.

Feel free to contact me if you have any questions.

Ken
803-365-9817
803-747-2024

“The safety of our associates is our number one priority”