

Marlboro Manufacturing COVID-19 Safety Policy

Revised Effective Date: 4/22/2020

Marlboro Manufacturing Inc. herein referred to as the “Company” is committed to providing a safe working environment for all employees. This temporary policy shall remain in effect until such time as the Company determines it prudent to end the policy. This policy is in effect whether the Company is operating with limited staffing or full staffing.

The coronavirus pandemic requires extra effort in our personal lives, as well as when we are in the workplace. The guidelines contained in this policy cover many different topics. It is required for all employees to read and understand this entire document.

Each of us has a duty and responsibility to follow this policy. This is a highly contagious and deadly pandemic. Our actions can affect other co-workers, families, and communities.

With a few lifestyle changes and workplace procedure changes, we will get through this difficult time together. Thank you all for helping keep each other safe, for keeping our families safe, and for keeping our communities safe.

SECTION 1 - GENERAL GUIDELINES

State of Ohio Information

The Ohio Department of Health has created a website for obtaining additional information about this COVID-19 pandemic. Please visit <https://coronavirus.ohio.gov> . They also have a call center for people wishing to speak with someone. The call center number is 1-833-427-5634.

Self examination

All employees should self-examine before reporting to work. This includes monitoring your body temperature, including using your home thermometer if available. If there is the slightest hint that you are not feeling up to par, you **MUST** stay home and not report to work. The standard absentee and tardy policies are on hold and will not be applied during this pandemic crisis. We will still be requiring a call-off notice per your employee handbook.

Social Distancing

The State of Ohio guidelines suggest a distance of at least 6 feet between people. All employees will maintain a “minimum” distance of six feet apart, and preferably more than that if the circumstance allows.

Personal Protective Equipment

It is mandatory to use the company supplied personal protective equipment. This includes blue nitrile or vinyl gloves, face masks, sanitary wipes and sanitary disinfectant sprays. Homemade

cloth masks are also acceptable. All of you are aware of the cloth gloves that are used on a regular basis for normal operations. These are NOT a substitute for the blue gloves. If you normally wear the cloth gloves and still wish to do so, you must have blue gloves underneath them.

A new pair of gloves and mask will be issued to each employee upon their arrival. These must be immediately put on, even before clocking in. An employee will be selected to distribute this equipment as needed.

Visitors

Visitors are not permitted in the building during this COVID-19 pandemic. All department managers must notify their outside contacts that communications are to be done electronically. All non-essential family visits (even in the parking lot on lunch or break) are prohibited at this time.

Parking Lot

As warmer weather nears, it is commonplace for some employees to sit in their vehicles or on a truck tailgate for example; with other employees, enjoying a break time or lunch period. While this has always been a great way to catch up with a friend or enjoy the company of others we must not do this. Only the owner of the vehicle can sit in or on their vehicle during this temporary policy. This restriction helps all of us to maintain social distancing. When walking in the parking lot social distancing also applies. Do NOT walk in groups. Please be aware and respectful of each other's space and be patient with each other while getting in and out of the building.

Clocking IN/OUT

Recently as you all know, a second time clock was added to facilitate the 6 minute rule in your employee handbook. This allowed for all shifts to meet the six minute rule and have no problems getting everyone through the clock in/out procedure within that time period.

The clock in/out procedure has to include social distancing concerns. The six minute rule is temporarily suspended during this policy. There will now only be one person at a time permitted at the time clocks even though there are two available. The line at the time clock will be single file. The floor is marked off with the recommended social distancing. Each person in line should move from mark to mark as the line moves along. You MUST continue to wear gloves and face mask while in line.

Because these are touch screen devices there will be "one" employee assigned to operate the time clock for ALL other employees. This "one" employee will use the touch screen for each employee in line. Please be patient and allow this person to complete the task properly. This "one" person will signal to each person in line when their clock in/out is completed and the line can advance. This is for everyone's safety.

Cafeteria

The cafeteria tables and vending machines will remain available during this time. The tables in the cafeteria have been arranged and marked with an X where an individual can sit. Please sit only where the marked X's exist. This will ensure social distancing is taking place. The cafeteria will be sanitized 3 times daily by a selected employee. The sanitation times will be just prior to both break periods and just prior to the lunch period.

All shared reading materials have been removed from the cafeteria and none are permitted. You are permitted to have your own personal reading material with you so long as it is not left behind and remains in your possession.

There will be a supply of disinfectant in the cafeteria if anyone happens to be in there during a non-scheduled period. Please use the supplies to clean anything you use prior to using it, and after you have used it. This includes tables, chairs, refrigerators, microwaves and vending machines. Dispose of the cleaning supplies immediately in the proper containers. Do NOT leave anything behind in the cafeteria.

We have vending machine companies and also water delivery companies who make deliveries. We will no longer be accepting unannounced deliveries. These companies will be contacted and notified that any deliveries will be by appointment only. These companies will be made aware of our COVID-19 policy. They will be notified that their employees will not be permitted to make the delivery unless they are wearing blue gloves and face masks.

Throughout the plant are several water coolers. These coolers are a common source for repeated contact and will temporarily be removed from service. We recommend bringing your own beverages with you as personal hydration is important.

Leaving The Property For Lunch

You are still permitted to leave the property at lunch time. You MUST continue to practice social distancing while you are out. It has been commonplace for multiple people to ride in one vehicle when leaving for lunch. This is no longer permitted. Only one person per vehicle. Everyone must drive separately.

Desk Phones & Computer Equipment

Each employee with an office or cubicle is responsible for disinfecting their desk, chair, phone and computer equipment. It is mandatory that you do NOT allow anyone else to use your phone, desk or computer.

Smoking

Smoking is permitted in the designated areas during your break or lunch period. Social distancing is paramount when in the designated areas. There are benches in those areas but no longer are two or three people allowed on a bench. If you can't maintain the minimum six foot distance and do not follow this rule, smoking WILL be temporarily banned on the property.

In addition to the social distancing issue you MUST make sure your “butts” are placed in the provided containers. A maintenance person should not be subjected to picking up your butts when they “could” be contaminated with the COVID-19 virus.

Restrooms

All restrooms will be disinfected and cleaned twice daily by a maintenance staff member. Extra care should be taken to sanitize all contact surfaces. Anti-bacterial soaps are available in each restroom. Sanitary wipes will be available if anyone wants to re-clean the flush handle etc. before using the toilets or urinals. All waste products MUST be placed in the proper trash containers. Do NOT leave paper towels, wipes, or any other potentially contaminated products on the sinks, toilets or floors.

Where possible, restroom doors have been removed so that there is not a common door knob that can be touched by everyone. Temporary privacy screens have been put up in their place. Some restroom doors will simply be chocked in an open position due to the layout of the restroom is private even with the door open.

Disposal Of Gloves / Masks / Rags / Disinfectant Wipes

It is critical for everyone to be diligent with regards to discarding used cleaning supplies and PPE (personal protective equipment). All of these items must be discarded in the proper containers located throughout the plant.

An additional container is being supplied by the employee entrance / time clock area. After you have clocked out you can dispose of your face mask and gloves before exiting. The container will be placed in the short hallway by the exit door. You are welcome to continue wearing the mask and gloves when leaving the property however they MUST not be worn when returning to work the next day. A new pair of gloves and face mask will be issued each workday upon your arrival.

Towmotors And Towmotor Charging Stations

Towmotors are departmentally assigned within the facility and charging stations exist throughout the plant. It will be the responsibility of each department manager to sanitize the charging stations, if one exists in their department, on a daily basis. It will be the responsibility of any individual using a towmotor to disinfect the steering wheel, control levers, keys, seat, and ALL other contact surfaces prior to using the towmotor.

Air Compressor / Room

The door to the compressor room is to remain in the open position. It will be secured this way and MUST be left open. At the beginning of the day before operating the compressor and venting switches, they must be disinfected. At the end of the day these controls MUST again be wiped down with the supplied disinfectant. These supplies will be located in the compressor room and are to remain there. Only authorized personnel are permitted to enter this area.

BARCODE Labor Stations

All barcode stations are to be sanitized at the beginning of the shift and again immediately following the lunch period. This will be the responsibility of a selected employee within each department. It will be the department manager's responsibility to monitor this is done.

These stations are not workbenches. NO tools or any other object other than the work order traveler is to be placed on them. They must remain free and clear with only the monitor, keyboard, and barcode wand sitting there.

Work Order Travelers

These are a required part of the business and will continue to be used. Currently in many cases the travelers are placed in the job folders. This will be discontinued. ALL travelers will be placed in a separate protective sleeve. The travelers will remain with the physical parts as they move from machine to machine. The operator running the machine will disinfect and wipe down the traveler sleeve before and after completing the given operation. Department lead people and department managers are responsible for enforcing this procedure.

Front Office Restrictions

The front offices and plant, although now directly connected, will be instituting staff separation measures. All plant personnel, with the exception of the Plant Manager are NOT to enter the front offices. All office personnel are NOT to enter the production areas. Many, if not all needed communications can occur by telephone or email. Special circumstances will arise (for instance HR issues) that will require special arrangements. These arrangements require the approval of BOTH the plant manager and Vice President / Engineering. In ALL cases where there MUST be physical interaction taking place, all parties MUST have blue gloves on and be wearing a face mask. The normal PPE equipment (safety glasses and hearing protection) MUST also be worn by any office person entering the plant.

There are bins now provided on the toolroom side of the double gray doors that paperwork coming from the plant to the offices is to be placed. All daily paperwork whether going to Accounting, HR, Engineering or Sales must be placed in the appropriate bins by the end of the workday. It is the responsibility of each front office department to retrieve their own paperwork and it is recommended that this takes place only once per day first thing in the morning.

Physical items arrive such as sample parts etc. These are to be left on the provided table outside of the gray doors on the toolroom side of the doors. It is the responsibility of the appropriate front office department to retrieve their own objects. It is MANDATORY that all products be sanitized before it enters the front office. The initial sanitation will occur at the receiving dock by receiving personnel. Disinfectant will be available at the staging tables for anyone who wants to re-sanitize their items.

SECTION 2 – DEPARTMENT SPECIFIC GUIDELINES

Front Offices

Social distancing will be enforced at all times. Masks must be worn at all times. The department area doors will remain propped open to eliminate a common contact surface. NO sharing of personal office items (staplers, pens/pencils ...) unless they are wiped down and sanitized first.

When entering the building, employees must immediately wash and sanitize their hands and put on their masks. Before touching any commonly used items in the office area, you must wash and/or sanitize your hands. Also, you must wash and/or sanitize your hands immediately before touching any items in the kitchenette area including, but not limited to, the refrigerator and microwave.

All parts, mail and paperwork moving between front office personnel is to be placed in the individual's incoming bin. NO direct person to person exchange is to take place.

All parts, mail and paperwork going to the plant will be left in the appropriate bins outside the double gray doors. There are bins for most plant areas (shipping, quality, production offices/personnel ...). The double gray doors between the front office and the plant are to remain closed and locked at all times.

Shipping Department

Social distancing will be enforced at all times. Blue gloves and masks will be worn at all times. The office area door has been removed to eliminate a common contact surface. Only the two individuals with desks are permitted in the office. It is their responsibility to disinfect their work desks and equipment on a daily basis.

No truck drivers are permitted to wander around in the shipping area or enter the shipping office. The bins for the trucking company drivers have been relocated to the wall right at the outside entry door. All paperwork to and from drivers is to be placed in those bins where drivers can retrieve it. Just adjacent to this area is a sliding window on the office that is now to be used every time for signing paperwork between drivers and shipping office personnel. ONLY the individual in the office is to be in contact with a driver and will do so using the sliding window.

A sign is placed just inside the entry/exit door notifying drivers of the bin location beside them and the sliding window that they must use. The floor is also marked where drivers must not pass.

Most drivers now have their own cell phone with them for communications with their logistics people. It is NOT permitted for drivers to use our phone equipment at this time. Should the situation arise that this is needed; the office person will make this call on the driver's behalf.

Some drivers are required to mark their packages before having their trucks loaded. These drivers have to be further in the dock area to accomplish this. When this situation arises, the drivers MUST NOT enter our facility to do this task without a face mask and blue gloves. Beginning immediately, all trucking companies who have this procedure will be contacted by the shipping department manager and advised of our COVID-19 related policy. We will not refuse to ship if a driver arrives without PPE. A supply of blue gloves and disposable masks will be kept

in the shipping office and will be provided to the driver for this person to use while they are marking their packages.

Paperwork moving to and from the main production office, department 3, and shipping is to be placed in the provided bins in each area. NO direct person to person exchange of paperwork is to take place.

Receiving Department

Social distancing will be enforced at all times. Blue gloves and masks will be worn at all times. No truck drivers making deliveries are permitted to wander around in the receiving area. They are to remain outside while their truck is being unloaded. All trucking companies will be contacted by the manager responsible for this area, and notified of our COVID-19 policy. They must also be notified that their drivers are not permitted in the building at this time.

Signage is placed outside of the receiving door indicating this. Paperwork that requires signatures is to be handled outside of the receiving door with NO person to person contact. A hook & clipboard is located in the "lean-to" area outside this door. The driver shall place their paperwork on this clipboard and return to their truck. The receiving clerk will then exit the building, sign the paperwork, and return to the building. The driver can then retrieve their paperwork from the clipboard.

We have internal paperwork that we require some drivers to sign. In this case the receiving clerk will place the paperwork on the clipboard and return to the building. The driver will then go to the clipboard, sign our paperwork, and return to their truck. The receiving clerk will then retrieve the paperwork from the clipboard.

This clipboard MUST be sanitized after each use by the receiving clerk. There are restrooms in this area that drivers sometimes use. This is no longer permitted. Under NO circumstances are drivers permitted in our facility in this area. The receiving clerk MUST remain in this area as much as possible. Use other towmotor operators when possible to move product from the raw material warehouse to the lines. The receiving door WILL remain locked at all times so that drivers do not wander around in our plant.

All product and paperwork that normally would go to the front office will be left outside the double gray doors in the appropriate bins.

Specialty Department

Social distancing will be enforced at all times. Blue gloves and masks will be worn at all times. The assembly area in this department has benches that are used. These benches have been marked at each end with an X where a staff member will be located to perform assembly functions. These workstations are to be sanitized on a daily basis by the department manager.

The office area houses both the Quality manager and the Specialty manager. Only these individuals are permitted in those two office areas. The third room in this office area will still be accessible for the normal uses, but only ONE person at a time is permitted in this area. The area just inside the walk-in door has been removed. This small area with chairs, microwave etc. is not large enough to accommodate proper social distancing.

All production line controls and stand alone presses and machines will be wiped down with cleaner AND disinfectant on a daily basis by the operator of each line or piece of equipment. DO NOT use spray disinfectant by spraying it on the controls. Spray it into a clean rag and use the rag to wipe the control panels, switches, cabinets, etc.

Bins are strategically placed within the department for placing paperwork in. NO direct person to person exchange of paperwork is permitted.

Continuous Department

Social distancing will be enforced at all times. Blue gloves and masks will be worn at all times. The production office current houses three people. Only these three people are permitted in the office area. The continuous department manager will enter/exit using the door by that desk area. The Plant manager and Scheduling/Processing manager will both use the second door in that area. Bins will be placed at the sliding window for paperwork exchange going to the scheduling/processing manager. All job folders will remain in the production office. It will be the continuous department manager's responsibility, to retrieve the correct job folders for line leaders and line operators. Bins are to be used for placing this paperwork in. NO direct person to person exchange of paperwork is permitted.

Any paperwork generated from these offices that normally goes to the front office will be placed in the appropriate bins located just outside the double gray doors leading to the front office. It will be a joint responsibility between the three office members to sanitize their desks and equipment on a daily basis.

Circumstances arise where more than one person is required to safely load a die into a press. When this case arises, please work as efficiently as possible, without sharing tools, to accomplish the task in the shortest amount of time.

All production line controls will be wiped down with cleaner AND disinfectant on a daily basis by the operator of each line. DO NOT use spray disinfectant by spraying it on the controls. Spray it into a clean rag and use the rag to wipe the control panels, cabinets, switches, etc.

Secondary Department

Social distancing will be enforced at all times. Blue gloves and masks will be worn at all times. The office area door has been removed to eliminate a common point of contact. The only people allowed in this office are the department manager, and a member of Quality using the CMM machine. However, this is not permitted at the same time. Only one individual is allowed in the office area at any given time. All others MUST remain out of this office including lead people and set-up people.

All production line controls and stand alone presses and machines will be wiped down with cleaner AND disinfectant on a daily basis by the operator of each line or piece of equipment. DO NOT use spray disinfectant by spraying it on the controls. Spray it into a clean rag and use the rag to wipe the control panels, switches, cabinets, etc.

Bins are strategically placed within the department for placing paperwork in. NO direct person to person exchange of paperwork is permitted. Only one individual is permitted to leave the department to “pull parts” from shipping for secondary processing. This person will be selected by the department manager.

Tooling & Toolcrib Department

Social distancing will be enforced at all times. Blue gloves and masks will be worn at all times. All machine tool handles, switches, control panels etc. will be disinfected each time a machine is used. It is the responsibility of the machine tool operator to do this prior to running the machine. The door to the toolroom office has been removed to eliminate a common touch point of contact. Only one authorized individual at a time is permitted in this office. It is the toolroom supervisor’s responsibility to sanitize the desk area and phone. This is a shared space with maintenance records. It will be the responsibility of the head of maintenance to sanitize on a daily basis the machine tool file cabinets and desk used for maintenance purposes.

NO sharing of personal tools unless they are wiped down and sanitized first. All templates, punches, dies, units etc. are to be wiped with sanitizer before being issued to a job. Anyone needing bolts or springs is to make that request to the tool crib attendant. This person and ONLY this person will retrieve the items from the toolroom bins. Only the tool crib attendant is permitted in the tool crib.

Purchase requests will still use the same paperwork but will now be placed in the bins for purchasing just outside of the double gray doors leading to the front office.

Maintenance Department

Social distancing will be enforced at all times. Blue gloves and masks will be worn at all times. No sharing of tools unless they have been sanitized first. Maintenance requires these staff members to be in contact with many different items in all areas of the plant. It is required to sanitize all objects prior to performing any work on them.

At times there are situations that require individuals to be closer than six feet when two or more people are needed to accomplish a specific task. Decide first whether or not the work in question can be rescheduled for a later time. If not, reevaluate the number of people required and try to accomplish the task with as few people as possible and spend as little time as possible when you can’t meet the recommended social distance of six feet.

Purchase requests will still use the same paperwork but will now be placed in the bins for purchasing just outside of the double gray doors leading to the front office.

SECTION 3 – MONITORING & ENFORCEMENT

During this COVID-19 crisis, it is the responsibility of each and every one of us to be in compliance with this policy. The safety of everyone depends on that. We each have the duty to notify another co-worker if they are not following social distance requirements, PPE requirements and the procedures in this policy. Department managers are expected to, and are

authorized to send someone home who is in violation. There is not a need to seek permission from the Plant manager.

It will be the responsibility of each department manager to closely monitor the events in their respective departments and take the appropriate actions as needed.

Overall monitoring of plant operations and compliance with this policy will be performed by the Vice President of Engineering and the Plant manager. This will be accomplished with a mixture of phone and email communications and physical observation and inspections.

As we all navigate this pandemic crisis we must do so with care and concern for our fellow employees. This crisis will eventually pass and hopefully all of us will remain safe and healthy.

As employees you have proven that by working together we achieve our greatest successes. We are so very proud of each and every one of you who have chosen Marlboro Mfg. as your employer. Your efforts have helped to build the Company into a strong, resilient one. We will get through this together. We will come back stronger than ever. We will have learned new ways to function under stress and crisis. Thank you for your patience and understanding.

Patrick A. Whitaker
Vice President / Engineering

Patrick A. Whitaker
(electronic signature)

Ralph N. Farmer
Plant Manager

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