

## Metric Covid 19 Response

- 1) Prior to entering a Metric, all employees and vendors, suppliers, contractors, and visitors:
  - a) MUST follow all applicable national and local COVID-19 isolation/quarantine protocols. Note that these protocols may differ in timing and terms and conditions (e.g., protocols may not apply if you are deemed an essential and critical infrastructure worker).
  - b) MUST observe a 14-day work-remote isolation period prior to entering Metric if they meet any of following criteria:
    - i) Traveled internationally or returned from a cruise. The 14-day isolation period starts the day after returning from travel.
    - ii) Had close contact with or cared for someone diagnosed with COVID-19. The 14-day isolation period starts the day after last contact with the diagnosed individual.
  - c) MAY be asked to complete a questionnaire and **undergo temperature screening.**
  - d) To protect the health of everyone at our site, employees and visitors should not enter a Metric Manufacturing if they have symptoms consistent with COVID-19:
    - i) Fever or chills
    - ii) Cough
    - iii) Difficulty breathing
    - iv) Headache
    - v) Sore throat
    - vi) Muscle/joint aches
    - vii) Diarrhea, abdominal cramps or nausea
    - viii) Conjunctivitis (pink eye)
    - ix) Loss of taste or smell
  - e) If you answer “yes” to any of these questions, please notify your supervisor **prior to coming to work.** You will then be contacted by HR with further information (make sure your contact info is up to date!).

- 2) To care for our employees, we have also:
  - a) Increased cleaning and sanitizing throughout all of our operations that remain open for employees performing critical services.
  - b) Provided a variety of channels for employees to stay well-connected to their work teams.
- 3) When returning to work, please follow the following guidelines:
  - a) Maintain social distancing. Minimum 6 feet between other employees.
  - b) Wear a mask when leaving your work area and entering common areas (bathrooms, break room, aisle ways, etc.) Metric will have masks available, please see your supervisor if you need one. We do encourage our employees to use their own masks for convenience and hygiene purposes.
    - i) Certain work areas that are separated by the physical barriers are not required to wear masks while in that area only. You must still wear safety glasses and all other OSHA required personal protection items. Your supervisor can clarify where these areas are.
  - c) When possible, use the computer in your work area to punch in and out and using the entry nearest your work area when possible.
  - d) Please organize and clean the area and gage tables around your work station. We will be sanitizing the areas between shifts and we want this to be fast and efficient to allow the disinfectants to work.
  - e) Shift start times will be flexed to allow for staged entry and exit minimizing contact between employees on your shift and between shifts. Shift start times are currently TBD and your supervisor will let you know when to start when we start to call employees back to work.
- 4) The start up of production is limited and demand is low for parts as our customer's plants restart. **Not everyone will be called back to work once the stay at home order is lifted.** Your supervisor or HR will contact you for the call back. Do not show up without the approval to. You will be asked to leave in order to minimize contact. If you are called back, and have any of the conditions listed above do not come into work, you will still be paid and health insurance will be maintained while you are under the self imposed quarantined.
- 5) The above rules and guidelines are not negotiable or optional. These steps are taken from best practices from across the industry and must be followed in order to restart operations for not just Metric but for all businesses.