

LET'S KEEP EACH OTHER SAFE

RETURN TO WORK PACKET





Hello,

I hope this letter finds you and your loved ones safe and healthy. I wanted to start by thanking you for your support during this unprecedented time. It's been challenging and tough, but we're optimistic that we are through the worst of it and better times are ahead.

As a global FCA family, we have been impacted by the virus. A number of our colleagues have become ill, have been asked to self-quarantine or are now recovering. Unfortunately, it is with deep sadness that we also mourn the loss of some of our colleagues who lost their battle with this evil disease. Our thoughts are with their families, friends and loved ones in their time of grief.

As we look to the future, we are prepared to restart production and bring you back to work. We are eager to get back to doing what we do best – building high-quality cars, trucks and SUVs that people want to buy and are proud to own. You are a key part of the company successfully resuming operations. To ensure that you feel safe and secure returning to work, we've enclosed important information outlining what you need to know about how we will operate on your first day and beyond.

In addition to the enclosed materials, I'd encourage you to check out the COVID-19 section on Dashboard Anywhere, which includes updated information and Frequently Asked Questions that cover a variety of topics. You can find the section in the center of the Dashboard Anywhere homepage, just underneath The Scoop.

In the meantime, please read the enclosed information and know that your health and well-being continue to be our top priority.

We look forward to seeing you soon.

Sincerely,

A handwritten signature in black ink, which appears to read 'Scott Garberding', is positioned below the 'Sincerely,' text.

Scott Garberding
Global Chief Manufacturing Officer – FCA

LET'S RESTART

We have been working diligently with the UAW and listening to your concerns during this production pause to ensure each and every facility has been thoroughly cleaned and social distancing measures have been put in place.



Here are details on what's been done:

- Thoroughly cleaned and sanitized all areas
- Increased the number of hand sanitizer stations across all facilities
- Developed enhanced cleaning and sanitizing schedules for common and high traffic areas, including turnstiles, restrooms, cafeterias, locker rooms and conference rooms
- Created protocols and visual management guides for social distancing in break areas and cafeterias
- Redesigned job areas and work stations, where applicable, to allow for more social distancing
- Increased the availability of personal protective equipment (PPE) and supplies including gloves, masks and glasses
- Distributed cleaning supplies to all workstations so surfaces can be cleaned and sanitized
- Suspended meetings of more than eight employees at a time and transitioned to virtual meetings, wherever possible
- Put new approval protocols in place for facility visitors

As you can see, a lot has already been done, but maintaining this level of cleanliness and preparedness will be critical to keeping us all safe and healthy. It will require all of us to do our part as we move forward.

What WE will do:

- New start-of-shift sanitation processes for each workstation will be implemented at the beginning of each shift
- Implement a thorough daily cleaning schedule for each facility aligned with CDC and WHO guidelines, which includes:
 - Twice-per-shift cleaning of high traffic, high use areas as well as common touchpoints including: turnstiles, interior doors, breakroom doors, conference tables, common area tables, break room counters and breakroom chairs, conference room chairs, locker room surfaces, stair rails, elevator buttons, microwave buttons, refrigerator doors, ice machine exterior and drinking fountains
 - Four-times-per-shift cleaning of restrooms, including toilets, sinks, counters, horizontal surfaces and partitions
 - Three-times-per-day cleaning of horizontal surfaces and medical contact points in the medical areas

- Once-per-day cleaning of outbuilding doors and eyewash stations
- Once-per-week cleaning of guard rails
- Phone numbers will be posted in all restrooms so employees can report an issue with sanitary standards or supplies.

What we are asking YOU to do:

- Complete the Daily Health Risk Assessment at home before reporting to work each day. The mandatory self-screen procedure includes taking your temperature with the enclosed temperature strips (or your own thermometer) and completing a self-screening questionnaire required for entry into the building
- Each employee will be given masks daily that you will be required to wear when you are at work not only to protect yourself, but those around you
- Company-provided face masks are to be worn by all employees at all times while in the plant. **Personal masks will not be allowed**
- Safety glasses and appropriate gloves – such as nitrile, neoprene, polypropylene or vinyl – should be worn while applying or cleaning with disinfectant spray
- Safety glasses also are required if you work within the 6-foot social distance

Enclosed with this packet is the **information you will need to return to work**. This information includes:

- Daily Health Risk Assessment (temperature strip and self-screening questionnaire)
- Plant Safety Activities and Instructions
- Frequently Asked Questions

Through all of these actions and with your continued cooperation, we will restart with a safe, secure and sanitized workplace. The Company is taking every precaution necessary to ensure the safety of our most valuable asset – **YOU**.



DAILY HEALTH RISK ASSESSMENT

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors, we are requiring everyone to complete a Daily Health Risk Assessment. You are required to complete the assessment prior to reporting to your shift **each day**.

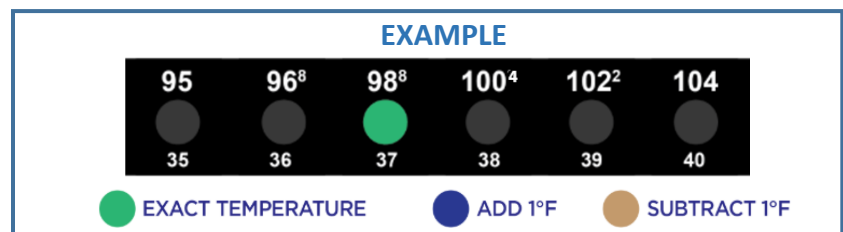
Based on current clinical information, older adults and people of any age who have serious underlying medical conditions (e.g. high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised by chemotherapy for cancer and other conditions requiring such therapy, etc.) might be at higher risk for severe illness from COVID-19. **If you are concerned about underlying medical conditions, please consult with your personal medical health care provider before returning to work.**

Self-Screening Procedure

1. Employee must take temperature using the reusable temperature strip provided or a personal thermometer less than 2 hours prior to scheduled shift start. (Temperature strip instructions below.)
2. Employee must fill out the self-screening questionnaire at home prior to scheduled shift start each day. (Questionnaire document enclosed). Additional paper questionnaires will be available at your facility each day.
 - **If the employee answers "YES" to any of the questions outlined in the self-screening questionnaire, the employee is not authorized to report to work and must call in using the call in procedure (1-800-810-2271)**
 - If the employee answers "No" to all questions outlined in the self-screening questionnaire, the employee must bring the completed questionnaire to work to be reviewed prior to the start of shift

Temperature Strip Instructions

1. Hold the temperature strip at both ends, press firmly on dry forehead hold until colors stop changing (about 15 seconds).
2. Read temperature strip as follows:
 - a. Green = exact temperature
 - b. Blue = add 1°F
 - c. Tan = subtract 1°F
3. Temperature strip should be used indoors at room temperature approximately 68°-86°F. Avoid direct sunlight or strong lamps when taking temperature.
4. Do not take temperature if an individual has been eating, drinking or exercising within the last 30 minutes or is just coming in from the outdoors.
5. Always consult your physician if a fever persists.
6. **Temperature strip is reusable for up to 30 days.** It may be cleaned with a soft cloth and should be stored inside the instruction sheet.



KEEP OUT OF REACH OF CHILDREN. TO BE ADMINISTERED BY ADULTS ONLY.



COVID-19 SELF-SCREENING QUESTIONNAIRE

EMPLOYEE BADGE



Date of Screening: 5/4/20

Employee Name: Jane Doe CID: 123456 Dept.: 910

LEGAL FIRST AND LAST NAME

IDENTIFIED AS "EMPLOYEE
NUMBER" ON THE FRONT OF
YOUR EMPLOYEE ID BADGE

Please complete the following questions selecting an answer for each line

1. Have you experienced a fever, cough, sore throat, diarrhea and/or had difficulty breathing in the past 14 days?
No X Yes _____
2. When you took your temperature within the past 2 hours, was your temperature 100.4F/38C or greater?
No X Yes _____
3. a) Have you traveled by airplane internationally or domestically within the past 14 days?
No X Yes _____

b) Have you traveled outside of your state within the past 14 days (other than to and from work, during work or to provide necessary services for yourself or your family such as groceries, medical supplies, gas etc.)?
No X Yes _____
4. Have you been in close contact (within 6 feet for 15 minutes at a time) with a person who has been a confirmed or waiting on COVID-19 test results?
No X Yes _____
5. Have you been instructed to self-quarantine within the past 14 days by a health care provider?
No X Yes _____

If you answer "Yes" to any questions, **DO NOT** report to work and call in your absence.
If you answer "No" to all questions, bring this questionnaire when you report to work.

Reference:

Center for Disease Control and Prevention; Interim Guidance for Business and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19). Retrieved March 25, 2020 from <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Center for Disease Control and Prevention, Coronavirus Disease 2019 (COVID-19) Symptoms. Retrieved on March 25, 2020 from <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>

PLANT SAFETY ACTIVITIES AND INSTRUCTIONS

People, Policies, PPE

Masks: Company provided face masks are required to be worn by all employees entering our facilities and for the duration of work while at our manufacturing facilities not only to protect yourself, but those around you.

HOW TO PROPERLY PUT ON A MASK



1

With the nose wire at the top, put fingers through ear loops, position the mask over nose and mouth. Place ear loops around ears.

2

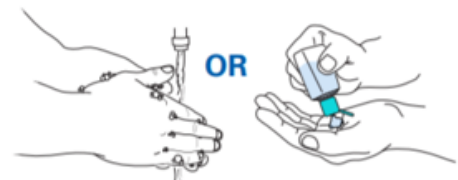
Pull the mask from the top and bottom to fully open the folds of the mask, and adjust the mask around the face.

3

Gently form (do not pinch) the nose wire over the bridge of the nose, and make any final adjustment.

*** Wash Hands or Use Hand Sanitizer Immediately before putting on PPE ***

HOW TO PROPERLY REMOVE A MASK



DO NOT TOUCH the front of the mask
Grasp mask by ear loops to pull off.

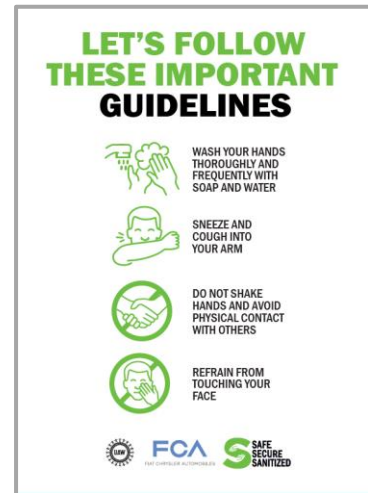
Wash hands or use sanitizer
Immediately after removing PPE

Masks should be disposed of in any general trash receptacle. Please do not place masks in recycling bin.

PLANT SAFETY ACTIVITIES & INSTRUCTIONS

People, Policies, PPE, *continued*

- ✓ **STAY HOME IF YOU ARE SICK** and follow the call-in procedure
- ✓ **WASH YOUR HANDS** frequently and thoroughly
- ✓ **REPORT ANY ISSUES** with safety standards, soap/sanitizer dispensers or other supplies immediately
- ✓ **WEAR THE PROPER PPE** at all times



EMPLOYEE ENTRANCE INSTRUCTIONS

1. Maintain proper social distance from parking lot to turnstiles (see next page for details) and present daily self-screening questionnaire to gain approval to enter the facility.
2. Upon entry, sanitize hands using provided hand sanitizer.
3. Receive daily face mask allotment.
4. Maintain proper social distancing en route to your job station.



PROPER SOCIAL DISTANCING WHILE ENTERING WORK

- **Social Distancing at Turnstiles:** In front of each turnstile, you will see a marked social distancing line, similar to what you may have experienced while in your community at the grocery store, for example. From your parked car, proceed to the start of the designated line. Be sure to follow all instructions provided by FCA personnel while processing through the line
- **Maintain 6 Feet Apart at All Times:** 6-foot markings have been placed throughout each entry point when proceeding through the turnstile. Please be sure to flow through the entryway respecting these markings
- **Present your Self-Screening Results:** An FCA employee will be at each turnstile, behind plexiglass screen, ready to inspect your self-screening questionnaire. Be sure you have your completed document readily available when you approach the turnstile. Please refrain from engaging in “small talk” or asking questions so as to keep the flow of employees moving. If your self-screening paperwork contains any “yes” responses, do not come to work, but call the absence call-in number to report your absence: (1-800-810-2271)
- **Use Your Forearm to Push Through Turnstile:** Avoid touching the turnstiles themselves by using your forearm to push the rotating bars
- **Use Hand Sanitizer:** Once through the turnstile, be sure to apply hand sanitizer at the provided sanitizer stations
- **Pick Up Your PPE:** Proceed to the PPE pick-up point where you will receive your daily mask allotment. Be sure to follow all instructions from FCA employees guiding you through the process
- **Proceed into the Facility:** With your PPE on, proceed to your workstation while maintaining 6-feet of social distance throughout the facility



FREQUENTLY ASKED QUESTIONS

You are encouraged to visit the COVID-19 section on Dashboard Anywhere, which includes updated information and Frequently Asked Questions that cover a variety of topics. You can find the section on the center of the Dashboard Anywhere homepage, just underneath The Scoop. Below are just a few of the most frequently asked questions.

Q: When do I report back to work?

A: You will be informed about your specific recall from layoff by your plant Human Resources office using the “Call-Em-All” system. Please ensure you update your contact information in the Dashboard Anywhere system.

Q: At the time I am scheduled to return to work, if I have been diagnosed with COVID-19, am experiencing symptoms of COVID-19, have been exposed to COVID-19 or am in self quarantine due to travel, what should I do?

A: Stay at home, call the Absence Call-in number to report your absence (1-800-810-2271).

Q: If I was sent home from work due to any COVID-19 related issues and/or was identified as an employee who may have been exposed to COVID-19 at the plant, how do I reinstate for work?

A: Employees will be contacted by Plant Medical with further instructions.

Q: Who should I contact if I have questions regarding my employment status?

A: If you have questions regarding your employment status or reinstatement, please call your local Employment Office.

Q: What if I have a serious underlying medical condition and do not feel comfortable returning to work?

A: If you are concerned about underlying medical conditions, please consult with your personal medical health care provider before returning to work.

Q: Will food services be available when I return to work?

A: Although food services may be available at some locations, it is recommended that employees bring their own lunch and drinks. In the interest of safety, pot luck lunches will be prohibited at this time.

URL to Dashboard Anywhere: <https://dashboard.chrysler.com>



COVID-19 SELF-SCREENING QUESTIONNAIRE

Date of Screening: _____

Employee Name: _____ CID: _____ Dept.: _____ Shift: _____

Please complete the following questions selecting an answer for each line

1. Have you experienced a fever, cough, sore throat, diarrhea and/or had difficulty breathing in the past 14 days?

No _____ Yes _____

2. When you took your temperature within the past 2 hours, was your temperature 100.4F/38C or greater?

No _____ Yes _____

3. a) Have you traveled by airplane internationally or domestically within the past 14 days?

No _____ Yes _____

- b) Have you traveled outside of your state within the past 14 days (other than to and from work, during work or to provide necessary services for yourself or your family such as groceries, medical supplies, gas etc.)?

No _____ Yes _____

4. Have you been in close contact (within 6 feet for 15 minutes at a time) with a person who has been a confirmed or waiting on COVID-19 test results?

No _____ Yes _____

5. Have you been instructed to self-quarantine within the past 14 days by a health care provider?

No _____ Yes _____

**If you answer “Yes” to any questions, DO NOT report to work and call in your absence.
If you answer “No” to all questions, bring this questionnaire when you report to work.**

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