

CASCADE DIE CASTING GROUP, INC.
RETURN TO WORK COVID-19 SAFETY PRACTICES

As our employees return to work, we need to continue to protect them and others from a second wave of the Covid-19 virus. In our efforts to protect our employees, we will be continuing or implementing the following practices:

Punch In Practices

- A Human Resources representative or Supervisor will be present at the time clock during punch-in to administer a “no touch” thermometer to all employees to confirm that no employees have a temperature when coming into work. If any employee has a temperature above 100, they will be sent to a “cooling” area to wait for 15 – 30 minutes to make sure that the reading was not environmentally caused. After the appropriate wait period, a second temperature reading will be taken with an in-ear thermometer, and if the reading is below 100 degrees, then the employee is safe to join the plant floor. If the second reading continues to be above 100 degrees, the employee is sent home and requested to see a doctor for a safe to return to work notice.
- During the punch-in / temperature taking process, the HR representative or the Supervisor should be asking the employees the following questions:
 - How are you feeling? Any headaches or causes for concern?
 - Any member of your house or anyone you have been in contact with been diagnosed or exposed to the virus?

If any response from the employee raises concerns that the employee may be an asymptomatic carrier, appropriate steps should be taken to confirm that the employee is safe to work.

- Lastly, while punching-in, we will confirm that the employee has a face mask to wear during their work shift. Each employee will be given two re-usable masks If the employee does not have a face mask, a disposable mask will be given to them to wear during their shift

Work Shift Safe Distancing

- Whenever the work process allows, employees are to maintain a safe distance of six feet apart to prevent the spread of the virus from an asymptomatic person.
- When possible, employees are to try to eat their lunches in the vehicles to help reduce the number of employees in the break room at lunch.
- The plants will set up alternative lunch / break areas throughout the property to give employees alternatives for eating their lunches or taking breaks.
- Employees will be reminded to keep safe social distancing while eating lunches, and they are not share food or drinks.

- No group food events, and unwrapped or bulk food are not to be made available to any of the employees. Any food trucks that would frequent the plants are to be barred from visiting.

Clean Work Environments

- Common areas, such as break rooms, will be cleaned and sanitized before and after each break and each lunchtime.
- Regular cleaning schedules will be set for all work cells at the end of each shift to ensure a clean pass-off to the next shift. This pass-off is to include sanitizing any common touch areas.
- Emphasis on hand washing and proper PPE, including masks will continue. Sanitizer will be made available when possible.

Punching Out Procedures

- All employees are to wait at their work station until they are excused to leave by their supervisor. They do not need to punch out (this will be handled through the Paycom system). This will prevent the typical line up at the time clock and additional interaction between shifts.

Use of Face Masks

- Whenever two employees are working in the same work space, and they are less than 6 feet apart, they MUST wear a mask to prevent the spread of any viruses.
- Any time employees are gathered in designated common areas (clearly marked breakrooms, bathrooms and locker rooms), employees MUST wear a mask to prevent the spread of any viruses.
- If an employee is working in a work space, and no other employees are within six (6) feet of their work area, they are encouraged but not required to wear a face mask.
- Employees who are required to wear a face mask will be given 2 reusable masks for their use. The employee is responsible for cleaning the mask, and if both masks are lost, the employee will be responsible for replacing that mask.

Other Considerations

- No unapproved visitors to the plant. Any approved visitors are to follow the same protocols as any employee (temperature, questions, face mask).
- Minimal sized meetings are to continue, and virtual meetings should be in place where possible.
- Meetings are to be limited to 6 people, unless absolutely necessary and approved by the GM.
- Travel is to be minimized, and should only be done when necessary.

- High levels of communication are to be maintained with all employees. They need to know steps we are taking to protect them, how the business is being impacted and if any changes are anticipated.
- If an employee contracts the Covid-19 virus, plant management will follow the steps listed in the “If an Employee Tests Positive For The Virus” memo.

By following the above steps and procedures, we should be able to move forward with our business and continue to protect our employees and their families.