

COVID-19: WORK ZONES
Maximize Social Distancing



OMG is committed to the health and safety of our employees. An important way to reduce the transmission of COVID-19 (Coronavirus) is to limit personal contact, also known as “Social Distancing”. Temporarily, we are implementing work “Zones” at all OMG facilities to help minimize the spread of the COVID-19 virus in the event of a potential outbreak. We are requiring that you stay within your assigned Zone unless specifically authorized.

HOW DID WE DEFINE THE ZONES?

We created each Zone to enable employees to accomplish their primary job responsibilities and have access to break rooms and restrooms. While you may not have access to the breakroom or restroom you normally use, we are asking you to use “Zone” assigned breakrooms and restrooms until further notice.

ZONE DETAILS	
<p>AGAWAM ZONES:</p> <ul style="list-style-type: none"> • Zone 1: 153 Front Office (Admin, RP Sales & Marketing, IT, Service Delivery, Purchasing, EHS, and Lean) • Zone 2: 153 Manufacturing, Engineering, Quality, Maintenance, Tool Room • Zone 3: 153 Expansion (E-Coat, Stamping, RP Packing, HR, Dip Spin, OlyFlow) • Zone 4: 153 Heat Treat • Zone 5: 95 Bowles (Engineering, NPDI) • Zone 6: 604 Silver Street (Finance) • Zone 7: 57 Almgren (FM Sales & Marketing) • Zone 8: 57 Almgren (FM Warehouse, Packing and Cortex Area) • Zone 9: 87 Almgren (RP Warehouse) 	<p>ADDISON ZONES:</p> <ul style="list-style-type: none"> • Zone 1: Manufacturing, Offices Area • Zone 2: Warehouse Area <p>ASHEVILLE ZONES:</p> <ul style="list-style-type: none"> • Zone 1: Office • Zone 2: Manufacturing Area <p>CHARLOTTE: One Zone</p> <p>ROCKFORD: One Zone</p>

1. Please remain in your assigned Zone at all times.
2. Alert your supervisor if you see someone in your Zone who you believe shouldn't be there.
3. Use ONLY the designated breakrooms and restrooms in your Zone.
4. Use ONLY the designated entry/exit points and assigned time clock that supports your zone.
5. A **limited** number of **specific employees** from the following teams are authorized to travel between zones:

Human Resources EHS Maintenance Lean	Quality Manufacturing Engineering Forklift Drivers HM & his direct reports	Service Delivery Teams IT OMG Truck Drivers Cleaning Services
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- These employees will be identified by unique badges that will be visible at all times.
- These employees will not use restrooms or breakrooms outside of their ‘home’ Zone.
- These employees will maintain a minimum 6-foot distance from employees outside of their ‘home’ Zone.
- These employees will wash their hands before entering or exiting a Zone.

We appreciate your cooperation and understanding with our continued commitment to your health and safety as we do everything we can to help prevent the spread of the COVID-19 virus.