



COVID-19 Safety Initiatives

CAPT has been strategically preparing the entire facility for the safe return of our associates, the result of which is covered in the following presentation.

May 6, 2020 Update

Item	Detail	Frequency	Who
Governor's Orders	Watch Governor DeWine Press Conferences	Daily	Executive Management
Pre-shift meetings	Production Associates do not attend	Daily	Team Leaders and Staff
Outside guests	No outside vendors and sales visitors. Emergency Repairs only permitted. Guards will Q&A any visitors regarding exposure and past travel.	Daily	CAPT Security Guard
Additional Sanitary Cleaning	Cafeteria/Breakrooms are cleaned and sanitized three times per day. Additional cleaning supplies will be available for associates.	Daily	Administration associates and MAS Janitorial
Cafeteria / Breakrooms	Opened all upstairs meeting rooms to expand cafeteria area. Available seating will be identified with a green dot. New break area added on the plant floor.	Daily	Administration
Business Travel	Only essential business travel can be considered	As Needed	Plant Manager
Associate Temperatures	All associates should take their temperature before coming to work. If higher than 100.4F, please stay home. If you do not have a thermometer you can check your temperature with the Security Guard as you enter the plant. When you clock in daily, you are acknowledging that you have taken your temperature and it is below 100.4.	Daily	All Associates, Security Guard
Associates with temperatures over 100.4	Associate must stay home and no attendance points will be assessed	As needed	Administration



Safety Initiatives



Item	Detail	Frequency	Who
Working from Home	All Departments to investigate job tasks that can be accomplished at home	Weekly	Department Heads
Frequent Cleaning of Work Stations	Provide cleaning wipes / sanitizers for at the Work Stations for frequent cleaning	Daily	All Associates
Associate Good Hygiene	Communicate all CDC recommendations for COVID-19 prevention. Handwashing, cover cough or sneezing, keep 6 foot distancing.	Daily	Administration
Time Clock	Ensure 6 foot distancing when clocking in and out. You will only swipe the time clock in and out. OT coding will be manually entered by supervisor.	Daily	All Associates
Desk Layout	New Desk Layout to ensure 6 foot distancing as required by the Governor's Order	As Needed	Department Heads
Locker Room	Encourage as many associates as possible to take uniforms and boots home to minimize locker room congestion	Daily	Department Heads
Department Meetings	All meetings must be limited to 10 associates while maintaining 6 foot social distancing requirements	Daily	Department Heads
Cafeteria Lunch Line	Ensure 6 foot social distancing is maintained by taping floors off in 6 foot increments	As Needed	Facilities
Required PPE (Face Covering)	All associates must wear a mask when working. You do not have to wear your mask at break or during lunch. You may use your own personal mask or CAPT will provide a disposable mask for you daily.	Daily	All Associates

Item	Detail	Frequency	Who
Non-paid leave	In the event CAPT is working as an essential business an associate who is concerned with working may request a non-paid leave in increments of one to two weeks. Maximum leave is 14 days. No attendance points will be assessed.	As needed	Administration
Shift Time Changes	All maintenance, die service and facility associates shift times will change to minimize congestion in the locker rooms and cafeteria. 3 rd (9:30pm to 6:00am) 1 st (5:30am to 2:00pm) 2 nd (1:30pm to 10:00pm) DC and GDC shift times are now 3rd (10:45PM to 7:15AM) 1st (6:45AM to 3:15PM) 2nd (2:45PM to 11:15PM)	Daily	All maintenance, die service and facility associates
Smoke Area	Additional areas have been provided to allow for 6' social distancing.	As needed	Facilities
Communication	CAPT will utilize One Call Now System, Website, CCTV, Bulletin Boards, & Visual Management at workstations, cafeterias and break areas.	As needed	Management
Associate Questions & Concerns	Management, admin, the suggestion box or the compliance hotline (844-502-7950) are available for any associate questions.	As needed	All Associates
Workstation Modifications	Workstations are being modified to provide 6' social distancing.	As needed	Department Heads
Off shift Management	Will utilize the SRA plus additional resources as needed to assist with COVID-19 recommendations.	As needed	Management



Department
of Health

Mike DeWine, Governor
Jon Husted, Lt. Governor

Amy Acton, M.D., MPH, Director

New order issued April 30, 2020

DIRECTOR'S STAY SAFE OHIO ORDER

Re: Director's Order that Reopens Businesses, with Exceptions, and Continues a Stay Healthy and Safe at Home Order

I, Amy Acton, MD, MPH, Director of the Ohio Department of Health (ODH), pursuant to the authority granted to me in R.C. 3701.13 to "make special orders...for preventing the spread of contagious or infectious diseases" **Order** the following to prevent the spread of COVID-19 into the State of Ohio:

- 1. Preamble:** The sacrifices and incredible efforts that Ohioans have undertaken, make it possible to begin to lift the mandatory requirements and restrictions that were needed during the initial phase of the COVID-19 Pandemic. The adjustment of these orders is able to proceed based upon the facts and the science existing at this time in Ohio, however if the situation continues to improve, then more restrictions will be lifted, and if the situation deteriorates additional targeted restrictions will need to be made. While government can set the baseline, it should be understood that these orders set forth the minimum acts that must be taken and if people do more than the minimum to act safely, it will benefit everyone.

CAPT has implemented the Amended Director's Stay Safe Ohio Order



Memo

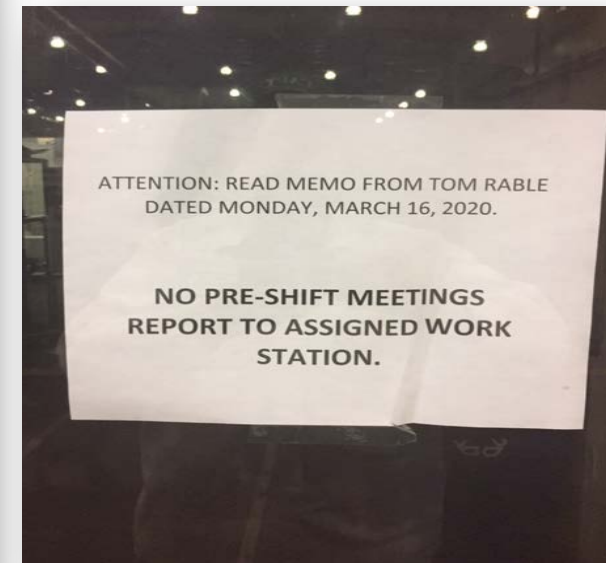
To: CAPT Associates
From: Tom Rable
Date: Monday, March 16, 2020
Re: Corona Virus Update

The following is an update on the coronavirus (COVID-19) and its impact on Honda operations in North America. CAPT has been in close contact with Honda this past weekend. We will continue to monitor closely Honda's production situation.

- Honda announced on Sunday that currently there are no impacts to their production plans. As a result, CAPT will continue to operate normally.

In addition, CAPT is taking the following actions effective immediately until this situation improves:

- **Pre-shift meetings will only be attended by staff associates. General associates please report to your work area at the start of your shift.**
- No outside vendor or outside sale visits. Contractors will be approved on a case by case basis.
- We will add additional sanitary cleaning of cafeterias, break rooms, etc.
- We will open up the entire 2nd floor meeting rooms to use as cafeteria space to support social distancing recommendations to limit congestion during lunches and breaks. We will also stagger lunch times as much as possible.
- All business travel must be reconsidered. Essential business travel must be approved by the Plant Manager, Keith Brown.



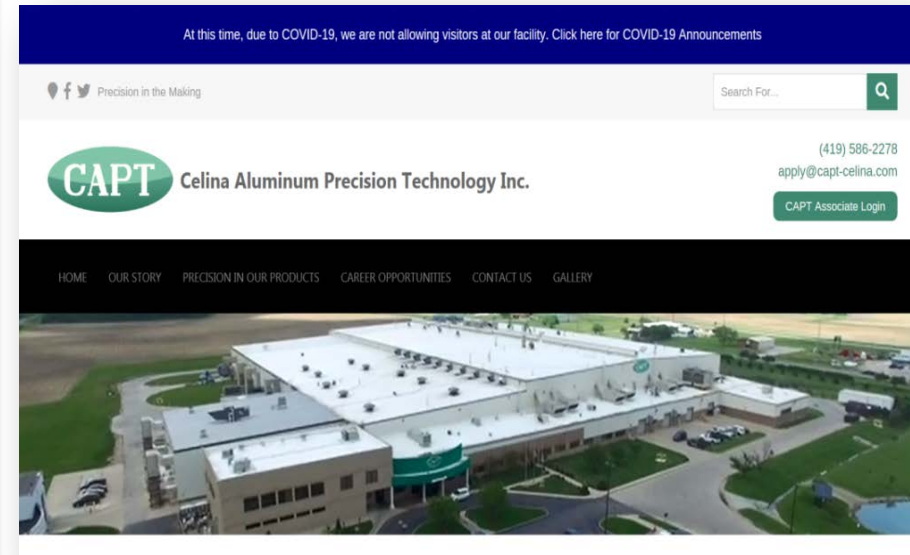
Pre-Shift Mtg for General Associates (GA's) eliminated – Staff only attend

Visitor Questions

The following list of questions should be asked of all Visitors, Contractors and interviews prior to admittance:

1. Have you traveled to China, Iran, South Korea, or Europe in the past 14 days (for business or personal travel)
2. Have you been in close physical contact with anyone that has traveled in the past 14 days to China, Iran, South Korea, or Europe in the past 14 days (for business or personal travel)
3. Have you been in close physical contact with anyone who is in quarantine, isolation or is suspected of being exposed to or contracting the COVID-19 virus in the past 14 days?
4. Have you taken your temperature recently and had a temperature reading of 100.4 or higher?

If a visitor responds with “Yes” to any of the above questions, access to the facility will be denied and visitors will be asked to cancel, or reschedule at a later date.



<https://www.capt-celina.com>

Outside visitors limited (Emergency only) – Guard to interview before admittance

COVID-19 SUPPLIES

The following items have been received or are to be received before restart of production



- Disinfectant, Spray Bottles & Paper Towels have been ordered and received. These will be placed throughout the facility for use by all associates.



- Nitrile gloves of all sizes have been ordered and will be available for associate use.



- Thermometers will be available at the Guard station for associates to monitor their temperature while at work.

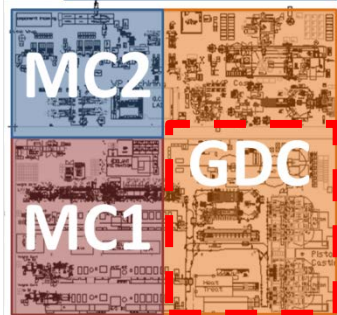
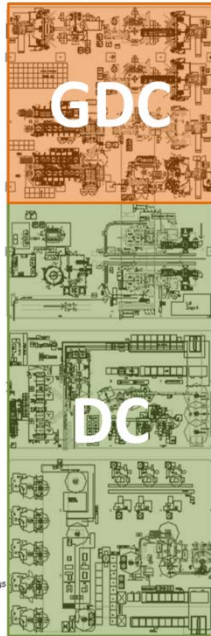
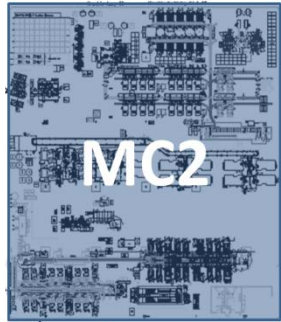
COVID-19 SUPPLIES

Production Department Sanitizing Station –
Department Maps

The following location maps show sanitizing stations by manufacturing department

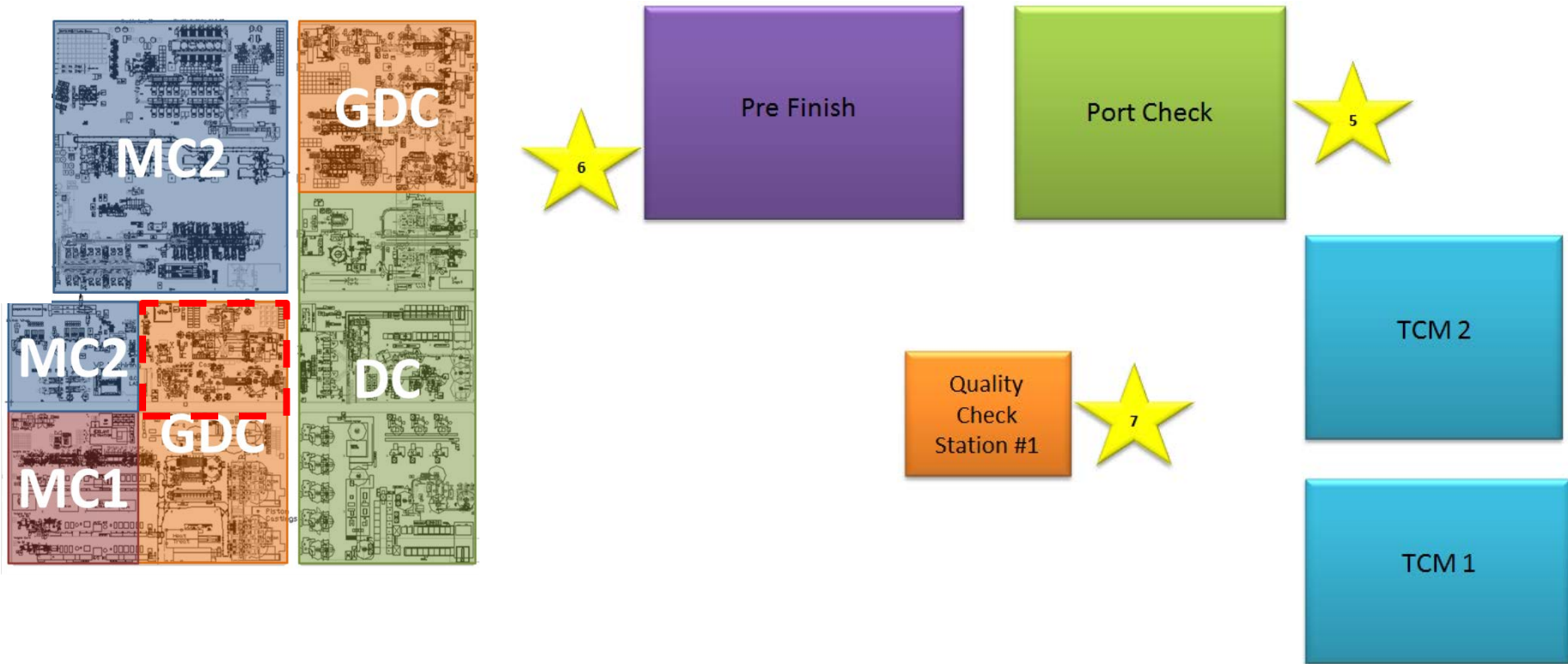


= Sanitizer, Paper Towels,
6' Distancing



Gravity Die Cast (GDC) – Piston Casting Sanitizing Station Location Map

- Disinfect “Wipe Down” Before , During , and After Shift
- Secure a clean hand off of every process
- Each process will be responsible for disinfecting any areas that are exposed such as: Panels, Cabinets, Handles, Tools, and Process Equipment



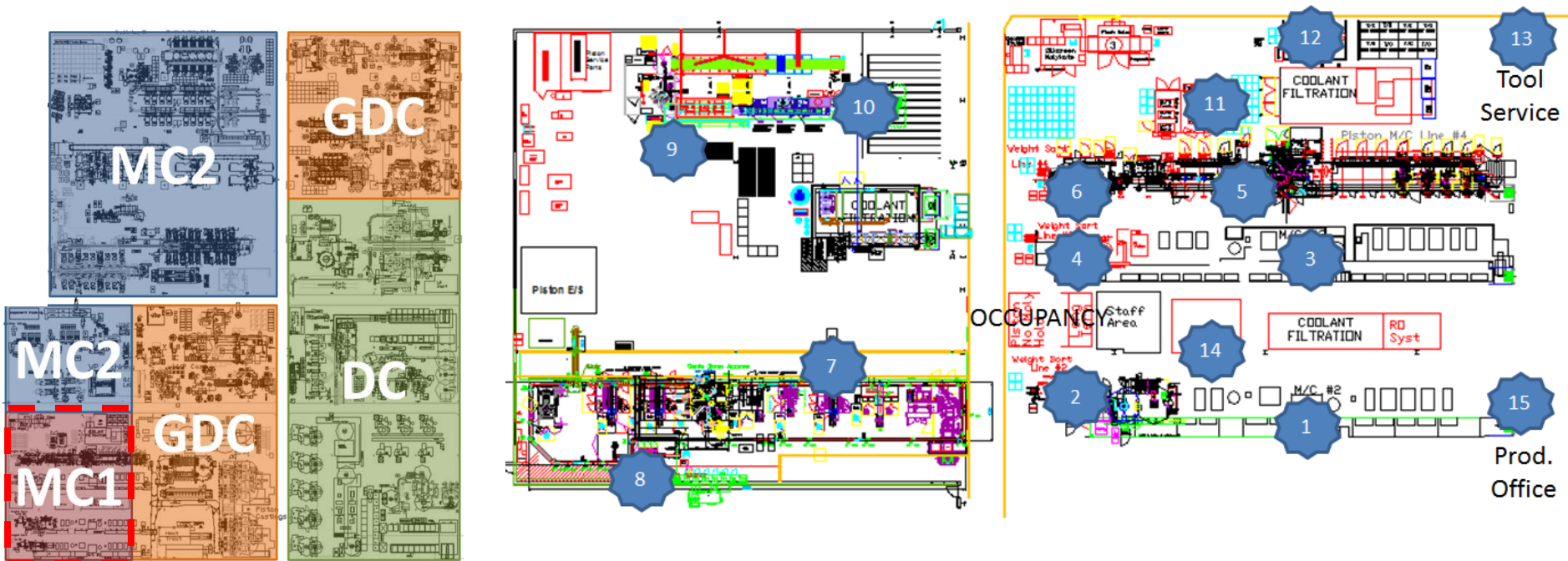
Gravity Die Cast (GDC) – Water Passage Casting Sanitizing Station Location Map

- Disinfect “Wipe Down” Before , During , and After Shift
- Secure a clean hand off of every process
- Each process will be responsible for disinfecting any areas that are exposed such as: Panels, Cabinets, Handles, Tools, and Process Equipment



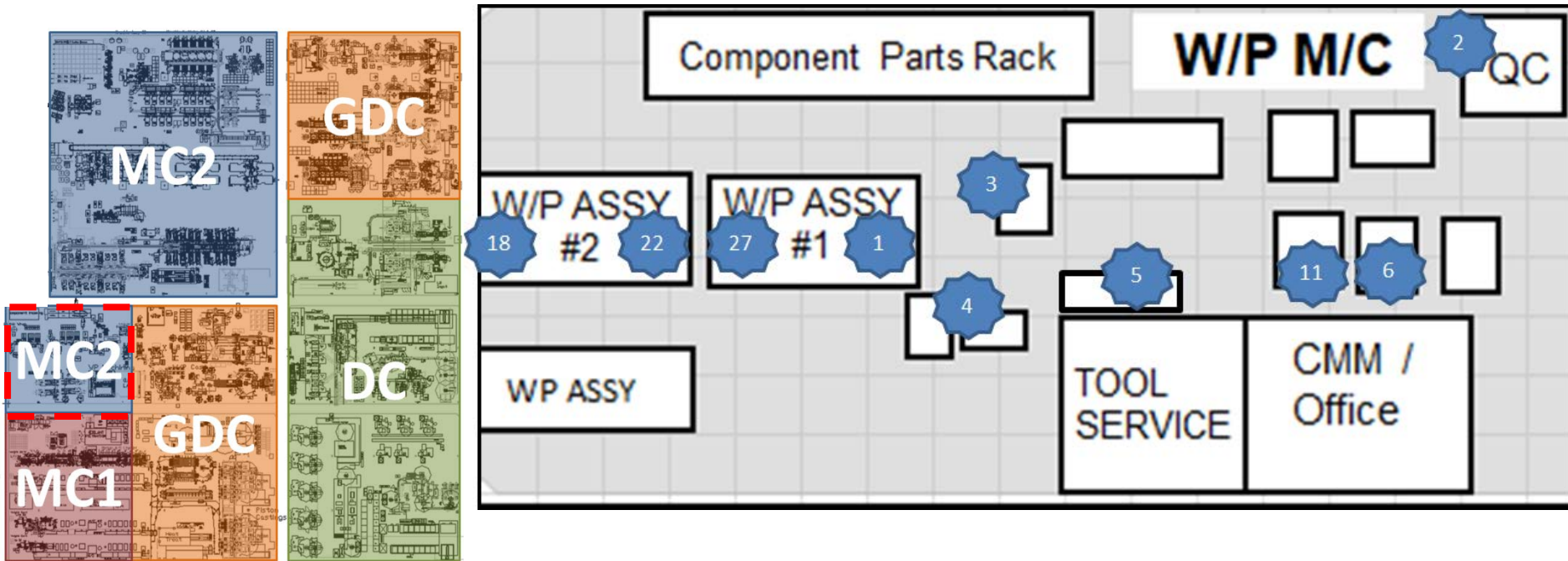
Gravity Die Cast (GDC) – Knuckle Casting Sanitizing Station Location Map

- Disinfect “Wipe Down” Before , During , and After Shift
- Secure a clean hand off of every process
- Each process will be responsible for disinfecting any areas that are exposed such as: Panels, Cabinets, Handles, Tools, and Process Equipment



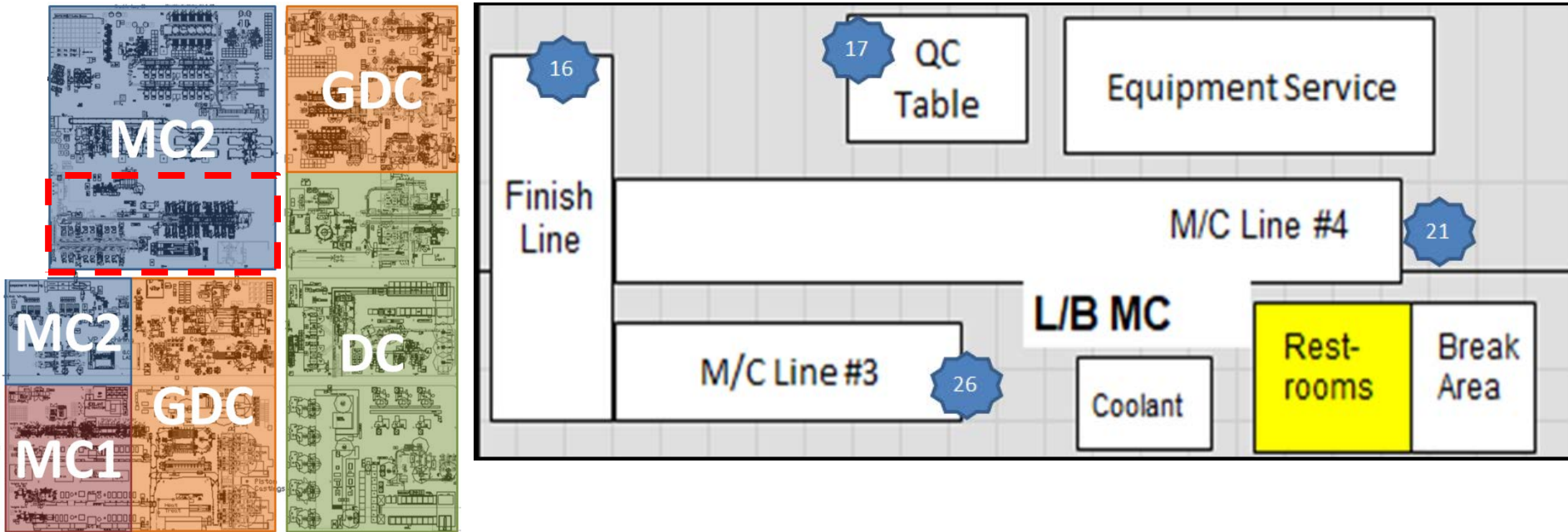
Machining 1 (MC1) – Piston Sanitizing Station Location Map

- Disinfect “Wipe Down” Before , During , and After Shift
- Secure a clean hand off of every process
- Each process will be responsible for disinfecting any areas that are exposed such as: Panels, Cabinets, Handles, Tools, and Process Equipment



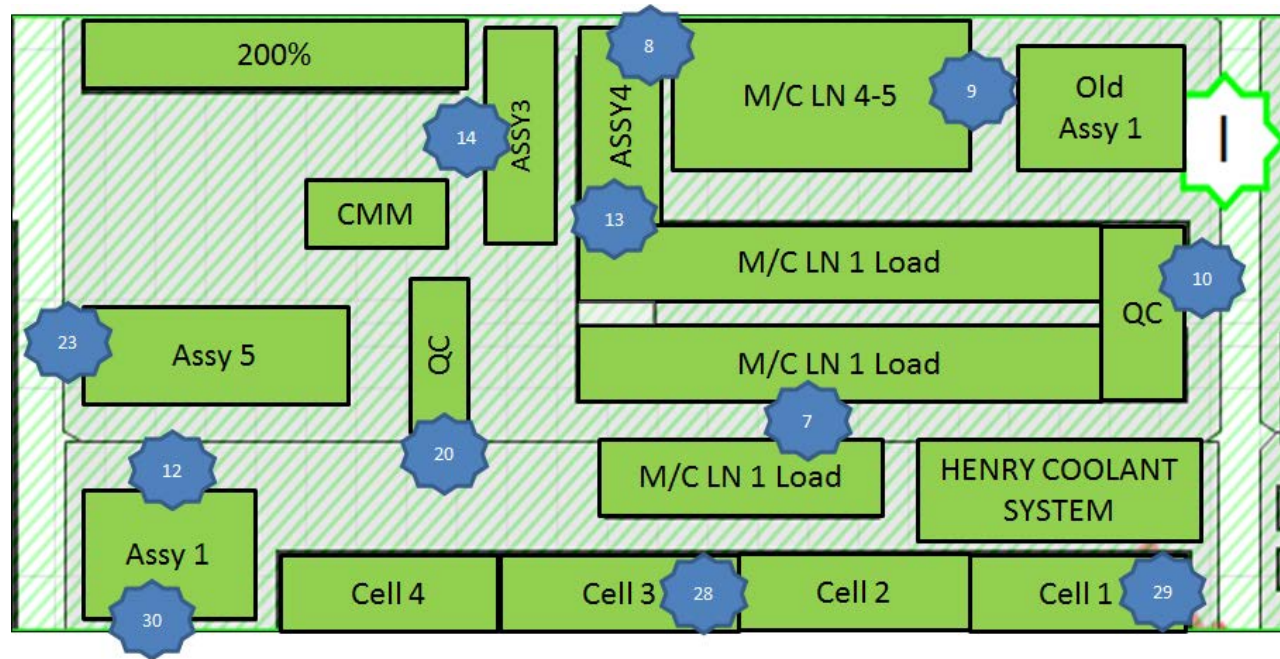
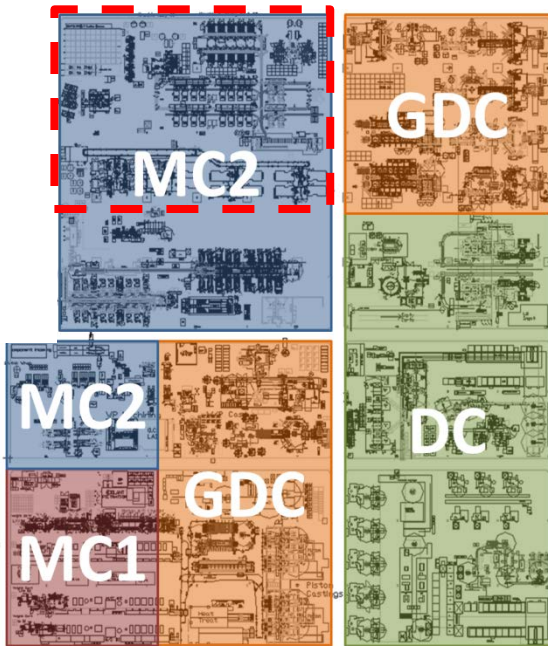
Machining 2 (MC2) – Water Passage Machining Sanitizing Station Location Map

- Disinfect “Wipe Down” Before , During , and After Shift
- Secure a clean hand off of every process
- Each process will be responsible for disinfecting any areas that are exposed such as: Panels, Cabinets, Handles, Tools, and Process Equipment



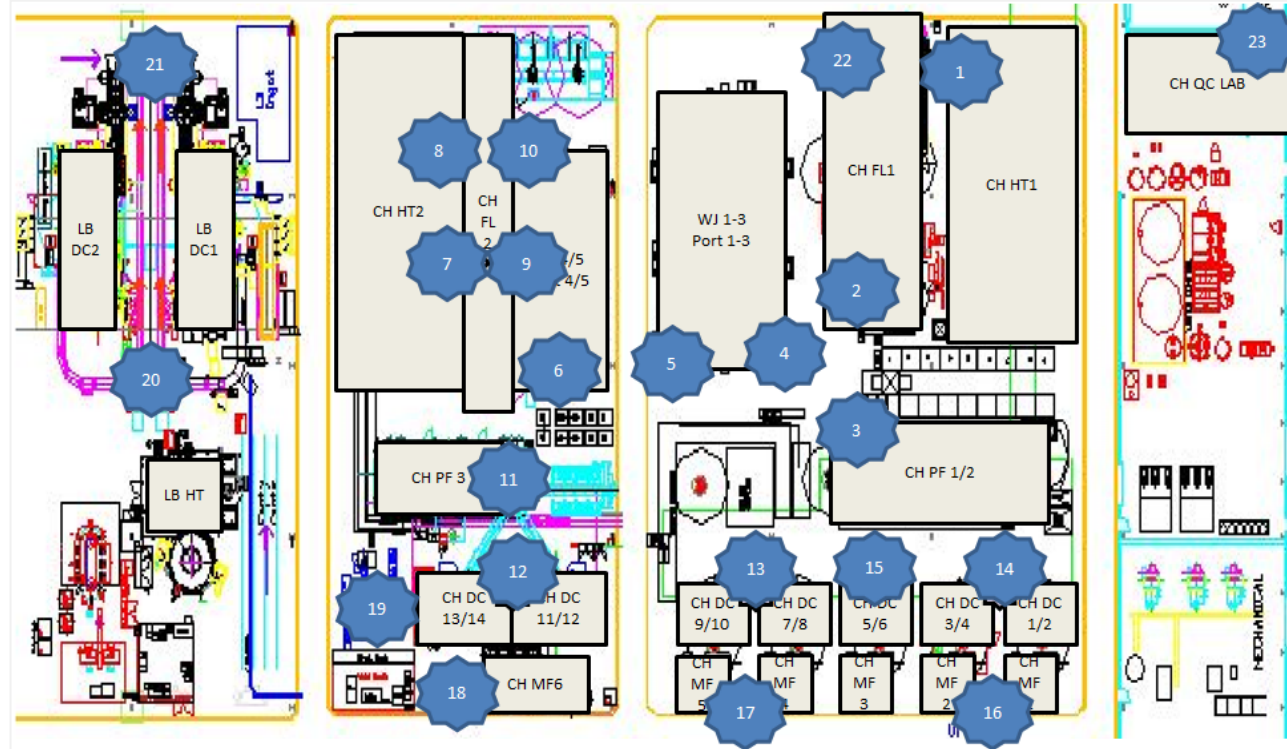
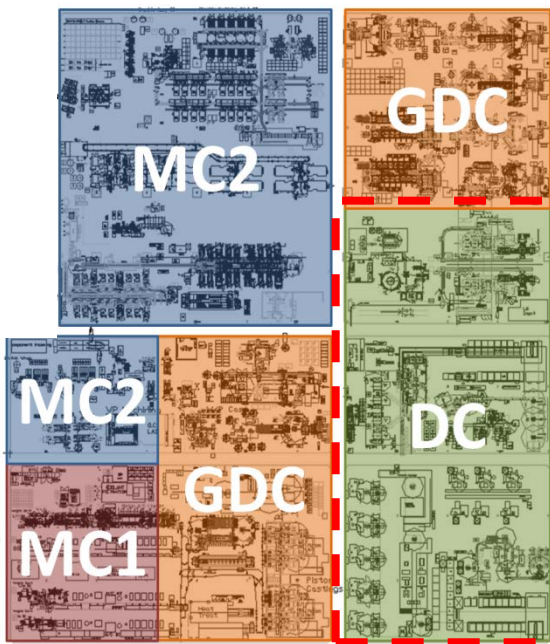
Machining 2 (MC2) – Lower Block Machining Sanitizing Station Location Map

- Disinfect “Wipe Down” Before , During , and After Shift
- Secure a clean hand off of every process
- Each process will be responsible for disinfecting any areas that are exposed such as: Panels, Cabinets, Handles, Tools, and Process Equipment



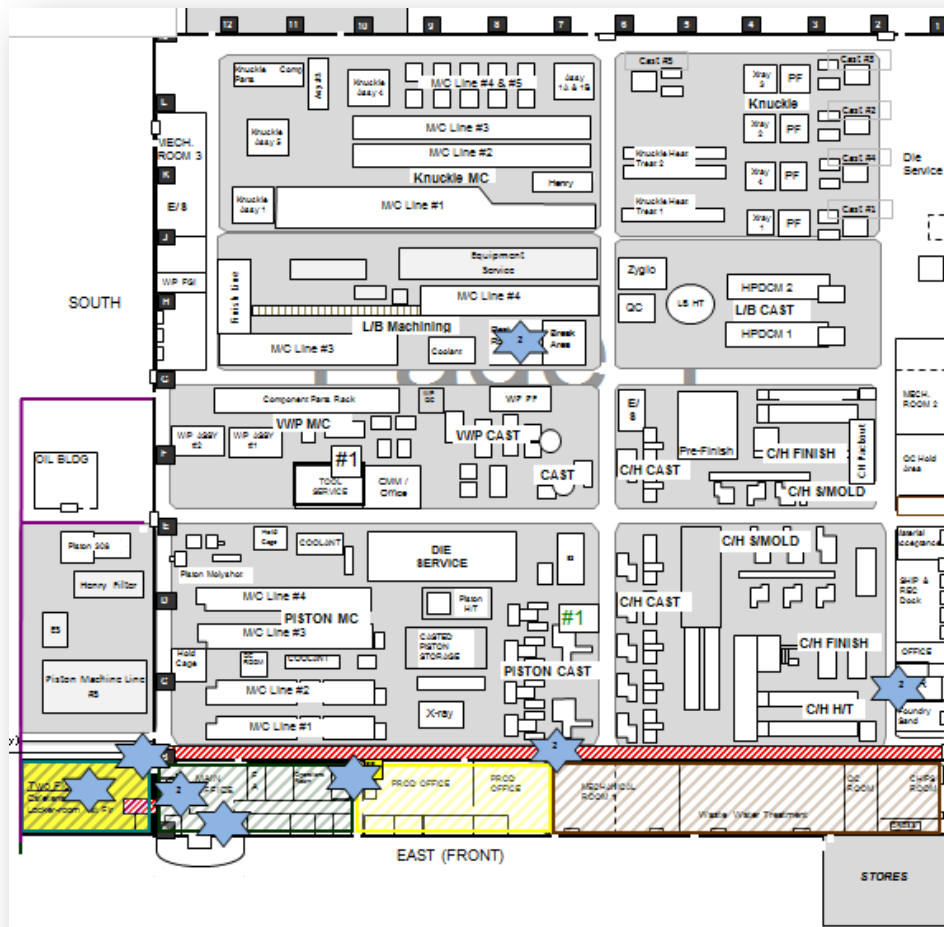
Machining 2 (MC2) – Knuckle Machining Sanitizing Station Location Map

- Disinfect “Wipe Down” Before , During , and After Shift
- Secure a clean hand off of every process
- Each process will be responsible for disinfecting any areas that are exposed such as: Panels, Cabinets, Handles, Tools, and Process Equipment

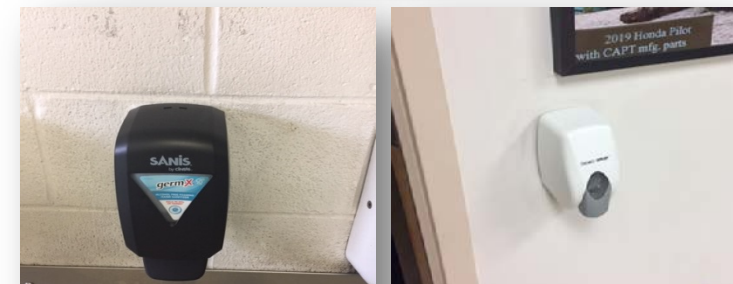


Die Cast (DC) – Cylinder Head Sanitizing Station Location Map

- Disinfect “Wipe Down” Before , During , and After Shift
- Secure a clean hand off of every process
- Each process will be responsible for disinfecting any areas that are exposed such as: Panels, Cabinets, Handles, Tools, and Process Equipment



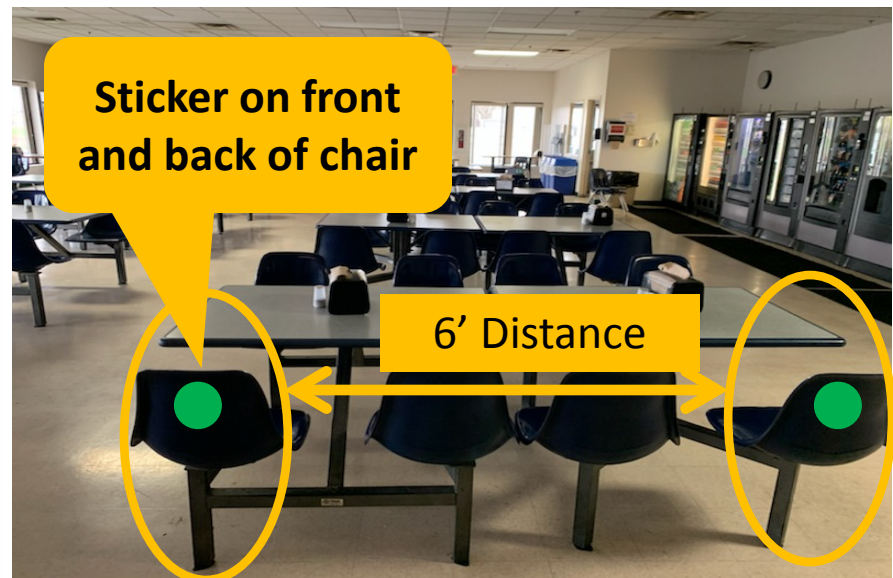
Associate Entrance



Additional Hand Sanitizers added throughout the plant

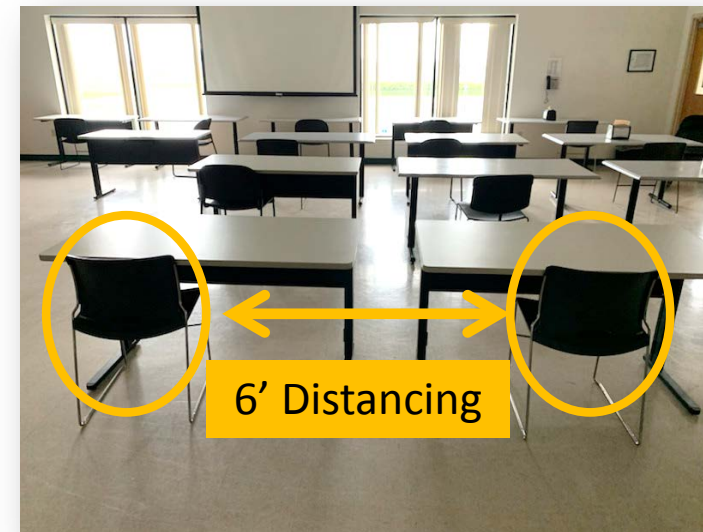
12 Additional Hand Sanitizer Stations added:

- Production Floor Restrooms (8)
- Production Floor Entrances (2)
- Main Entrance (1)
- Cafeteria (1)



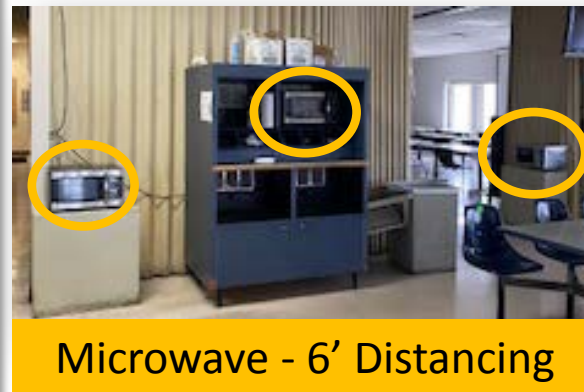
- Capacity Maintaining Social Distancing
Main- 28 Associates
Van Wert/Mercer -24
Side Room (Old Smoke annex)-5
Total-57

● Sticker is on Front and back of chair to indicate chairs that are ok to sit in.



Additional Actions Taken:

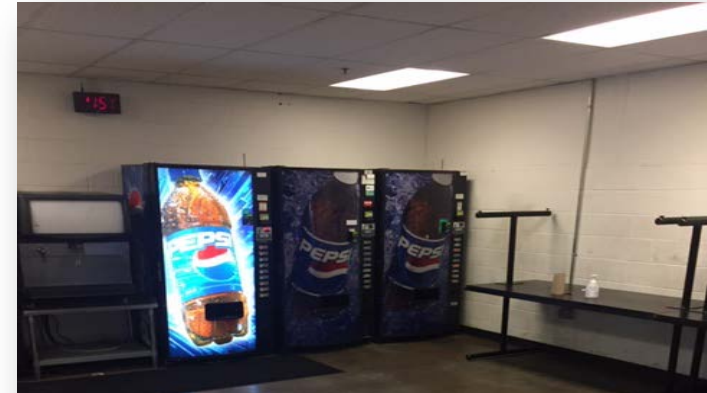
- Meeting Rooms opened up for additional use as cafeteria space
- Lunch Line – 6' distancing
- New layout of microwave ovens to accommodate 6' distancing



Cafeteria modifications to accommodate 6' distancing



Manufacturing Floorside Breakroom
- Before



Manufacturing Floorside
Breakroom – After (vending only)



New Manufacturing Floorside Breakroom -
Tent added for 6' distancing during break time

Associate Temperature Verification

- Governor DeWine has encouraged all retail and manufacturing businesses to take the temperature of their employees before the start of work. **Governor DeWine has also suggested that employees should take their temperatures at home prior to leaving for work. CAPT will follow this suggestion.** If you do not have a thermometer you will be able to check your temperature with the guard as you enter the plant. **In the event your temperature is 100.4 Fahrenheit or higher you should stay at home** and notify your supervisor. You will not be charged an attendance point.
- **New requirement. When you clock in daily, you are acknowledging that you have taken your temperature and it is below 100.4**



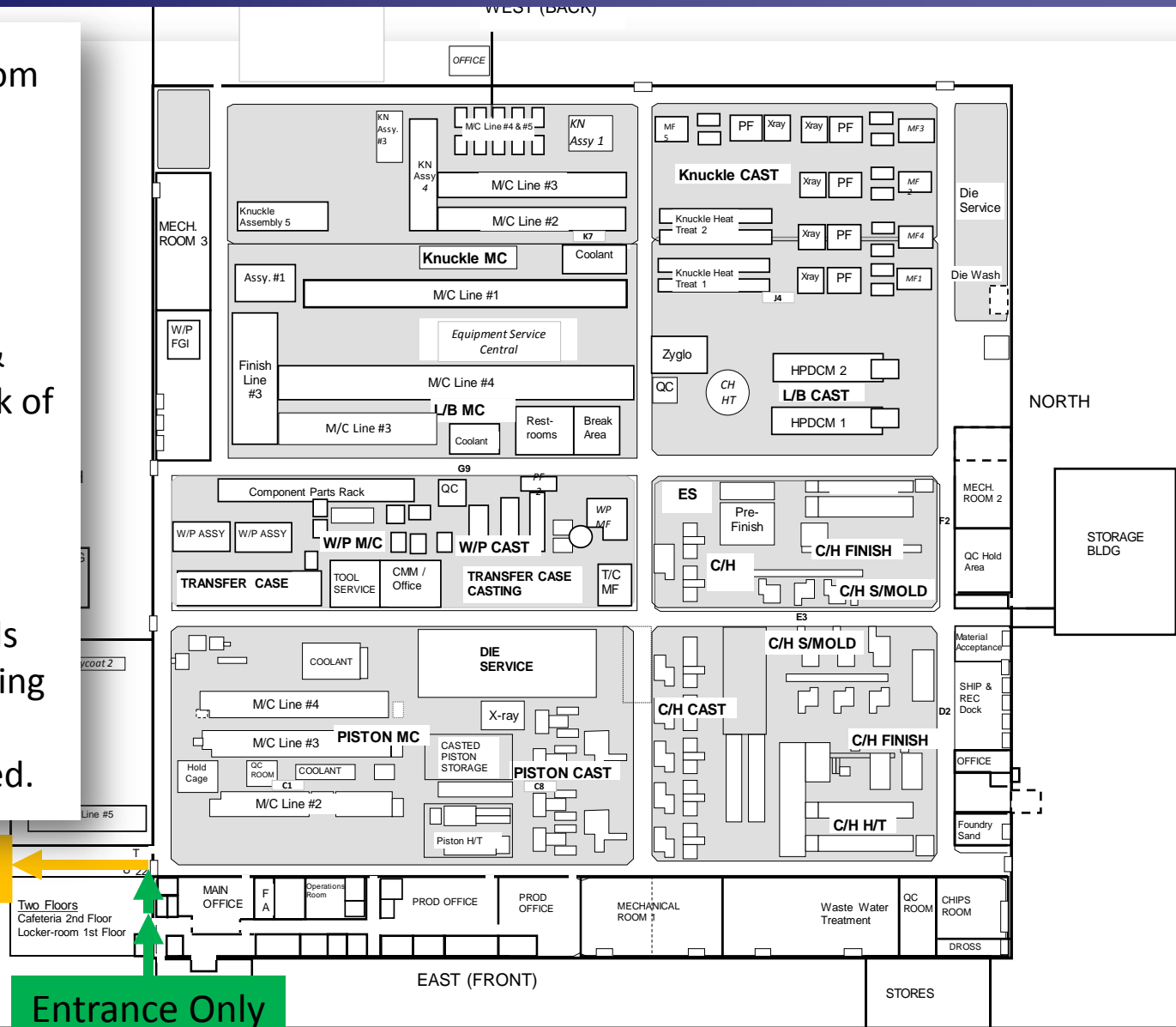
Time Clocks :

- Timeclocks were reprogramed for in / out swipe of associate badge only. All coding of hours worked & transfer of hours between departments is now handled by the associates Supervisor (via a computer) eliminating the need for any associate to touch the timeclock.
- All floors leading up to the timeclocks were marked at 6' increments



New Office Layout – 6' Distancing between all desk

- The CAPT Locker Room areas will maintain a “One Way” flow of traffic only.
- Associates will enter through the main associate entrance & exit through the back of the locker room & proceed to the exit door of the main building.
- If the associate needs to re-enter the building the main associate entrance is to be used.



Associate Enter through Main Entrance only
Associate Exit through Locker Room Exit Only



All Entrance to the building will be through the main associate entrance by the Guard Station (one way traffic)

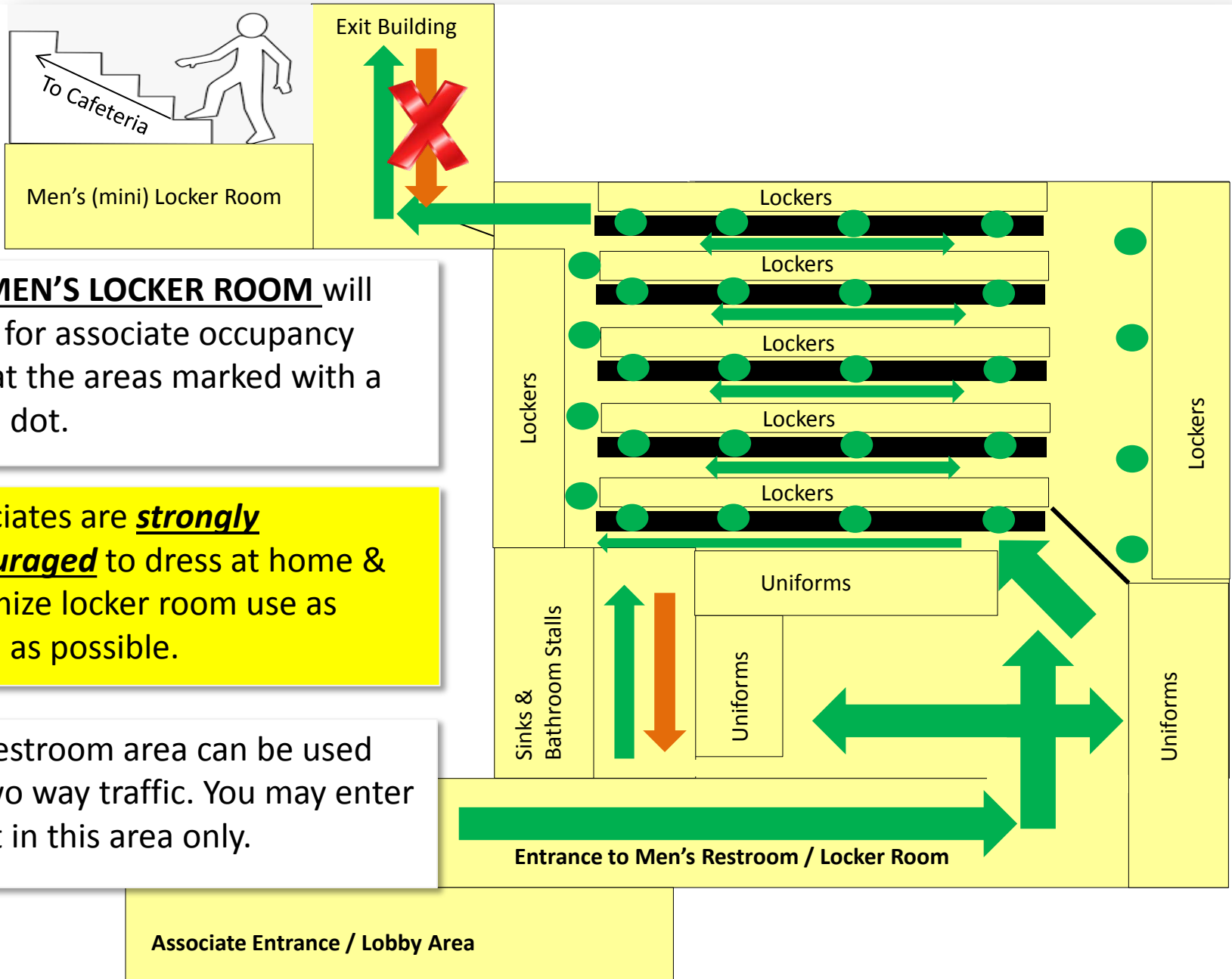


Locker Room - Exit only

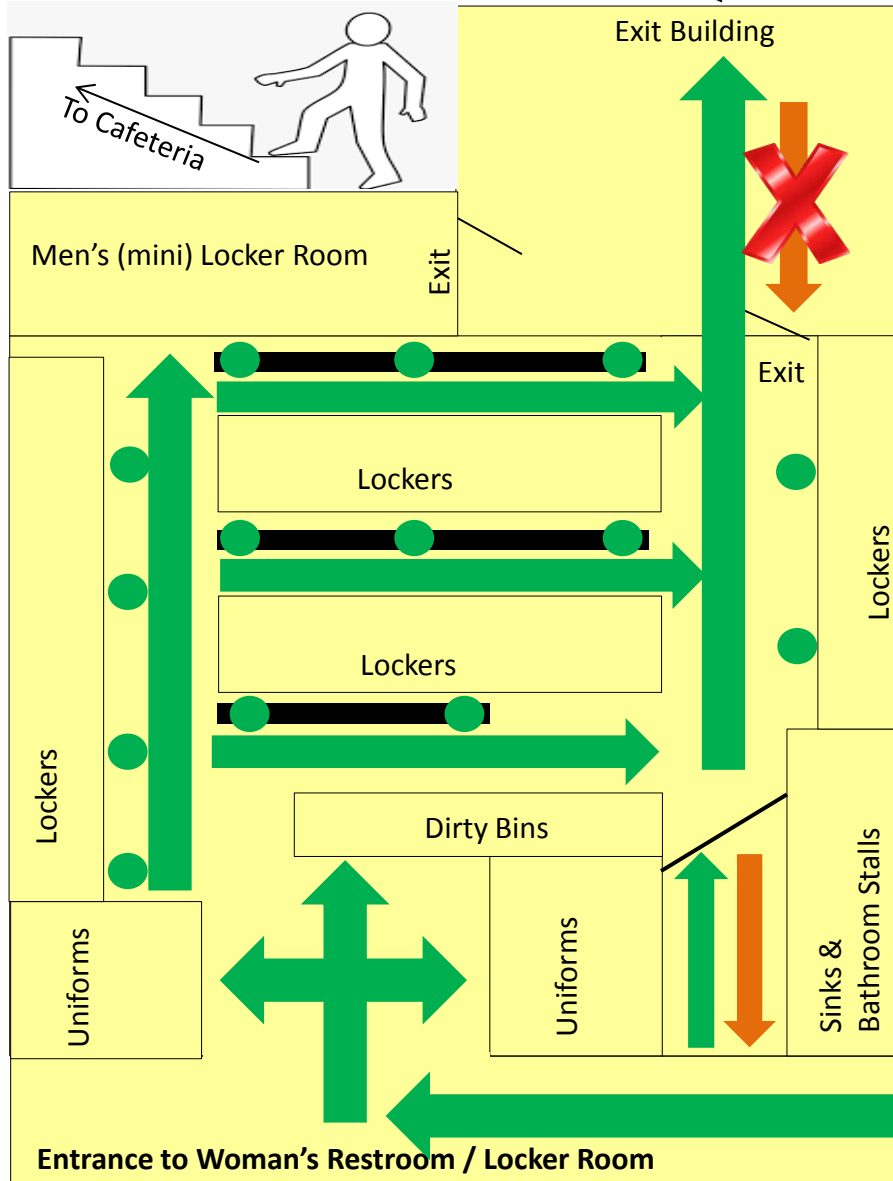


Locker Rooms (one way traffic)
Rest Rooms (two way traffic)

Associate Enter through Main Entrance only
Associate Exit through Locker Room Exit Only



- The **MEN'S LOCKER ROOM** will allow for associate occupancy only at the areas marked with a green dot.
- Associates are **strongly encouraged** to dress at home & minimize locker room use as much as possible.
- The restroom area can be used for two way traffic. You may enter & exit in this area only.



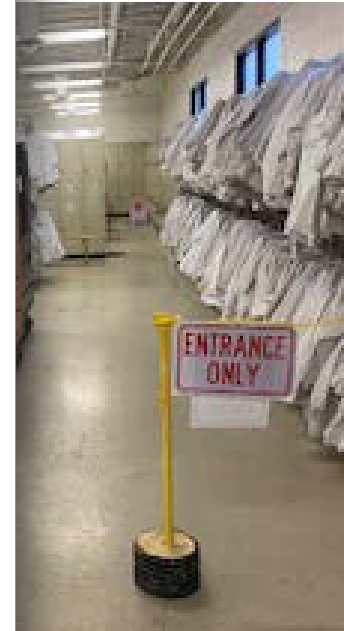
- The **WOMAN'S LOCKER ROOM** will allow for associate occupancy only at the areas marked with a green dot.

- Associates are **strongly encouraged** to dress at home & minimize locker room use as much as possible.

- The restroom area can be used for two way traffic. You may enter & exit in this area only.



- Uniform pick up times will be provided to associates prior to the restart of production.
- A CAPT 'One Call' message will be sent with available pick-up times & dates when established.





All Maintenance, Die Service and Facility Associates will have the following shift start times.

- 3rd (9:30pm to 6:00am)
- 1st (5:30am to 2:00pm)
- 2nd (1:30pm to 10:00pm)

All GDC and DC associates will have the following shift start times

- **3rd (10:45pm to 7:15am)**
- **1st (6:45am to 3:15pm)**
- **2nd (2:45pm to 11:15pm)**

This is being implemented in a effort to minimize congestion in the locker rooms and cafeteria.



Kettering Room
(Max 5)



Wright Brothers
Break Area (Max 6)



Lobby
Break Area (Max 2)



Break Room –
All chairs removed



Occupancy Signs



Edison Room
(Max 3)



Meeting Rooms have been labeled for occupancy .
Tables / chairs moved to accommodate 6' Spacing



Front Lobby



Associate Lobby

Chairs were eliminated to accommodate 6' spacing requirements



Before



After

Associate general use computers
Computers removed /relocated to areas that can accommodate 6' spacing



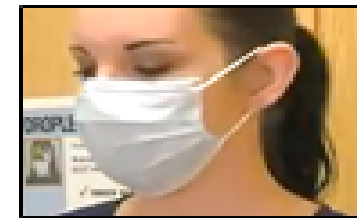
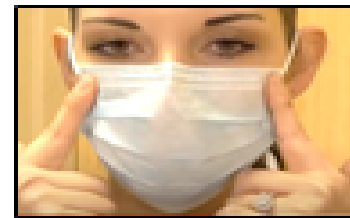
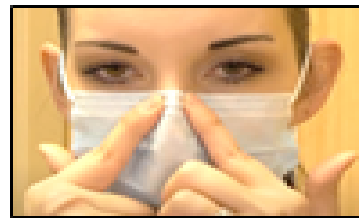
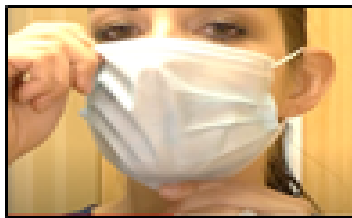
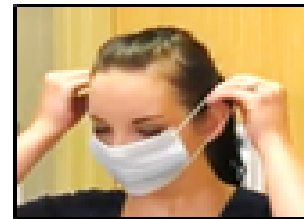
Disposable Masks

Total = 60,000

Delivered

STOP COVID-19

How to wear a mask



How to remove a mask



Fold a mask and
Store a mask
in a paper bag



Break & Lunch



GO
HOME
HEALTHY

Smoking Area

PRACTICE

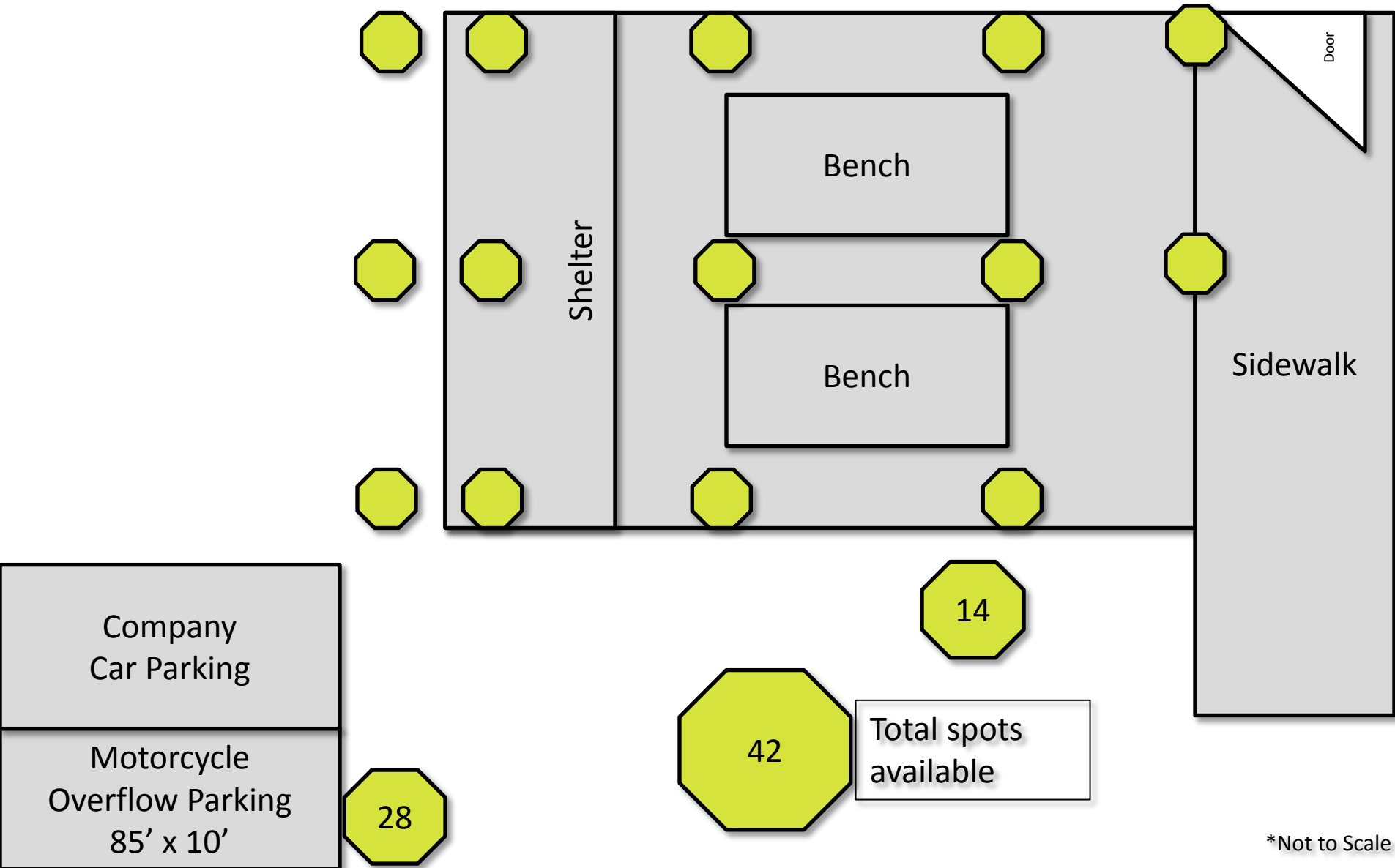
PHYSICAL DISTANCING

**MAINTAIN A 6 FOOT DISTANCE BETWEEN
ASSOCIATES**

OR

SUFFICIENT PHYSICAL BARRIER.

Associates may use the
Motorcycle Overflow Parking Area,
if current area is full.



Layout of South Smoking Area with 6' Distancing

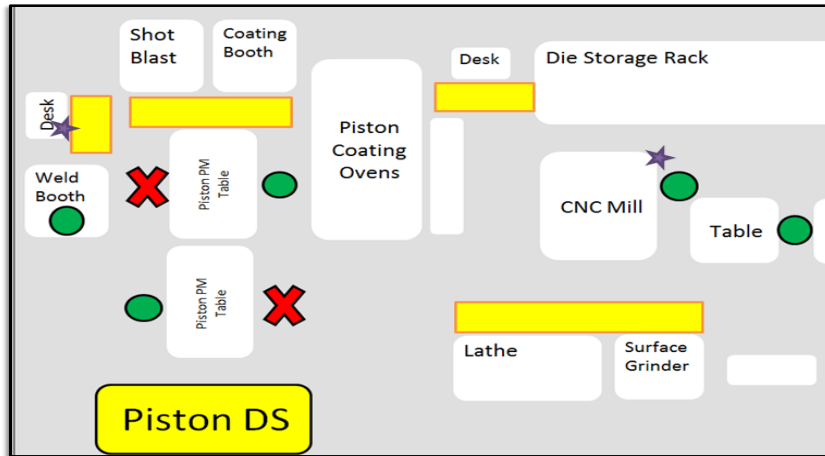


Existing Area with 6' Distancing marks



Area added to accommodate 6' distancing

Photos of South Smoking Area with 6' distancing & use of motorcycle parking area for overflow.

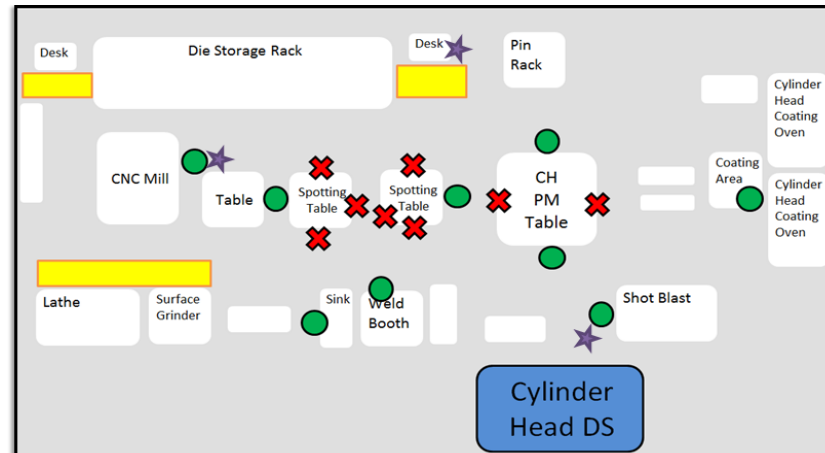


Sanitizer Storage

1 Person Per Area

Approved Work Area

Not an Approved Work Area

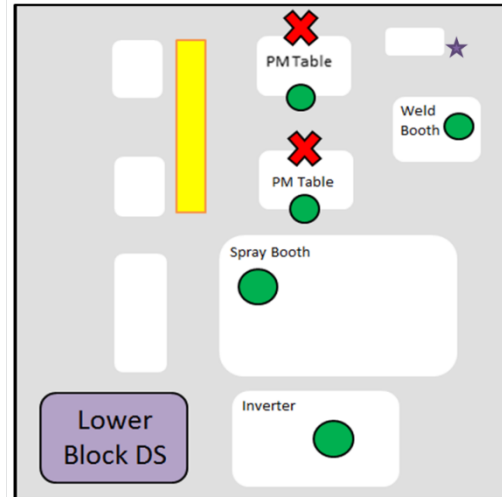


Sanitizer Storage

1 Person Per Area

Approved Work Area

Not an Approved Work Area

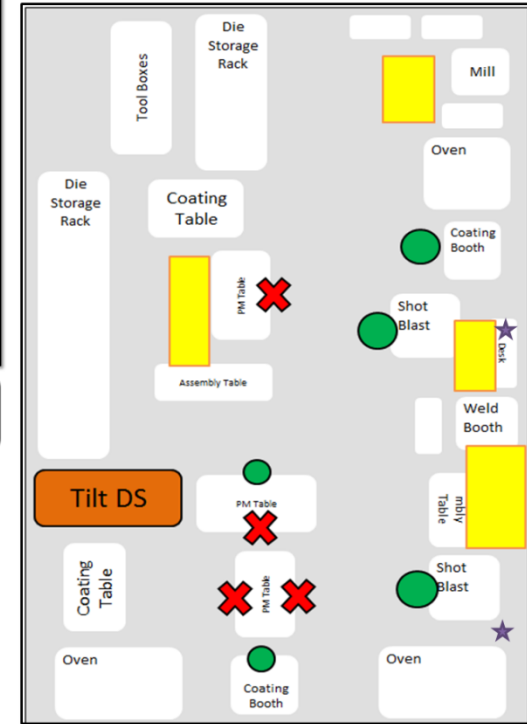


Sanitizer Storage

1 Person Per Area

Approved Work Area

Not an Approved Work Area



Sanitizer Storage

1 Person Per Area

Approved Work Area

Not an Approved Work Area

Updated 5-6-2020

The Die Service Area has made modification to work spaces to accommodate 6' Distancing

Machine Line 2-3



Assembly 1



Assembly 4



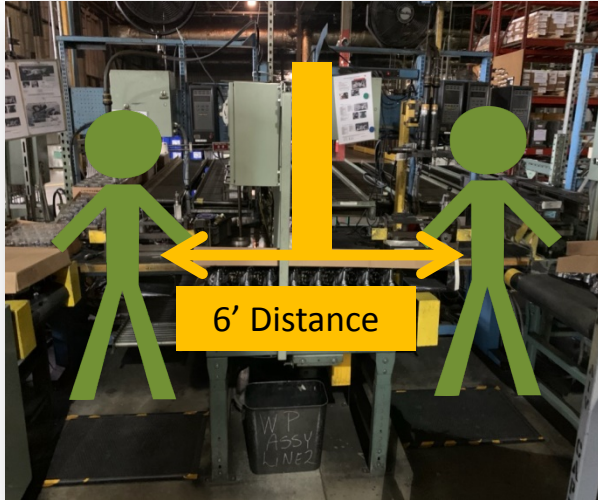
Assembly 5



Assembly 3



No more than 1 associate inside the two lines at a time.



Water Passage Assembly

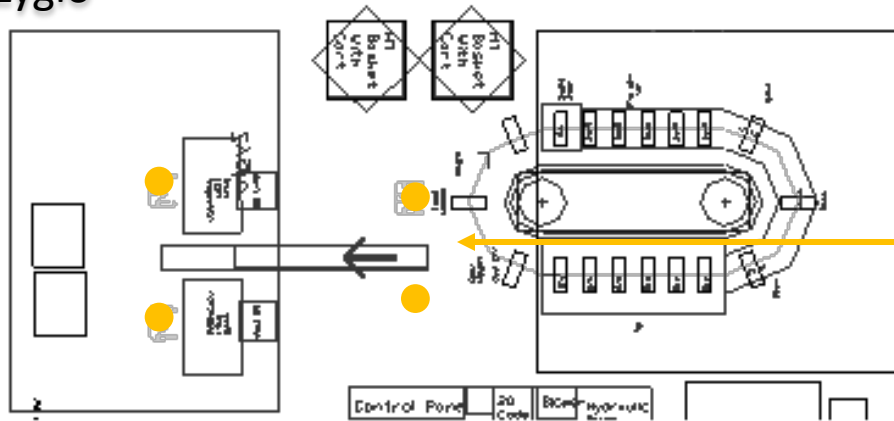
- Assembly- Installed Vinyl curtains and Plexiglass to maintain distancing.
- Pipe Press / Leak Test- OK. 1 Associate per station
- Machining- Associates will run designated machines. 6' distancing will be maintained.

Lower Block

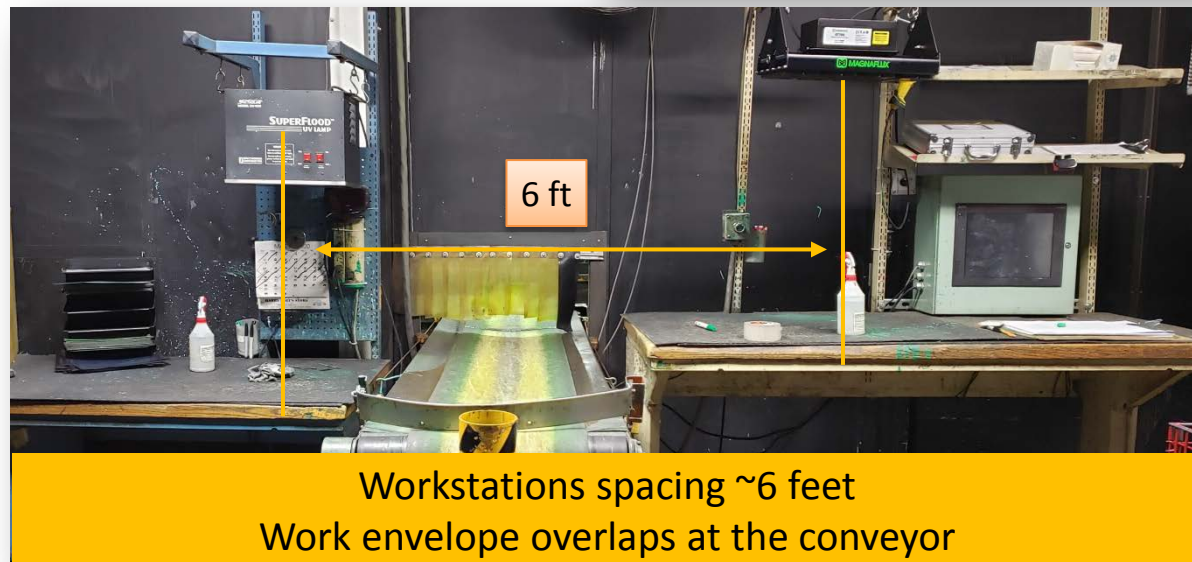
- Pack out area –Installed vinyl curtain to divide the two associates working in this area.



Zyglo

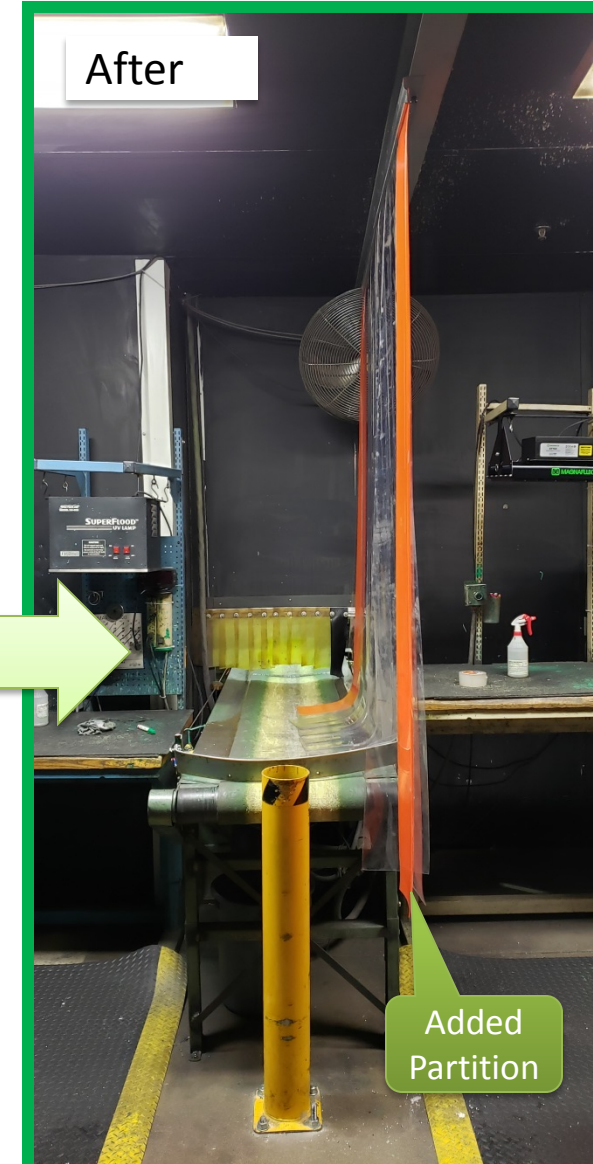
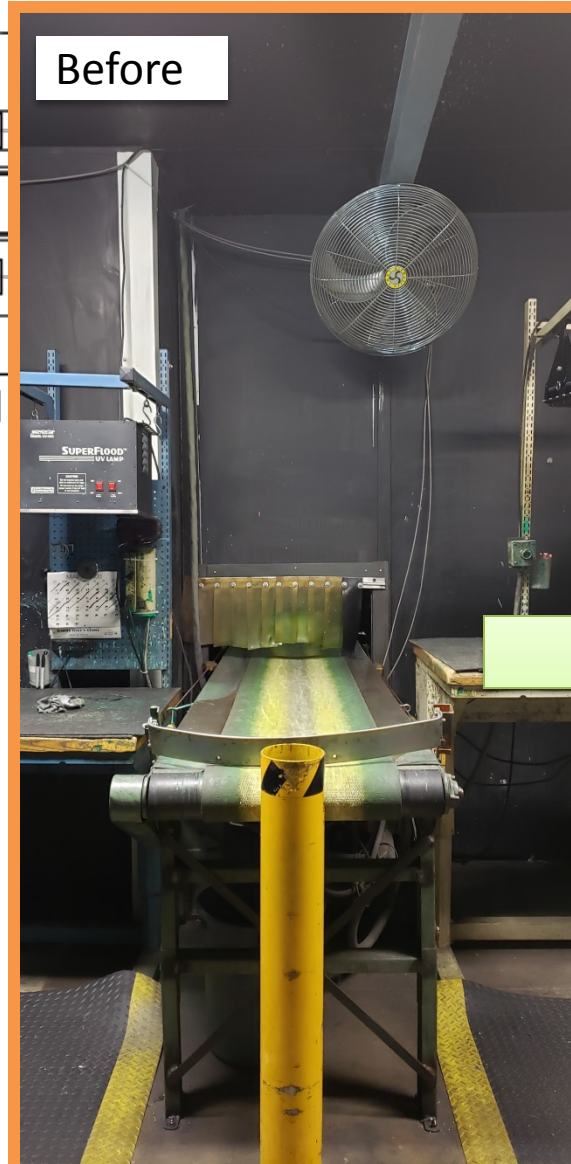
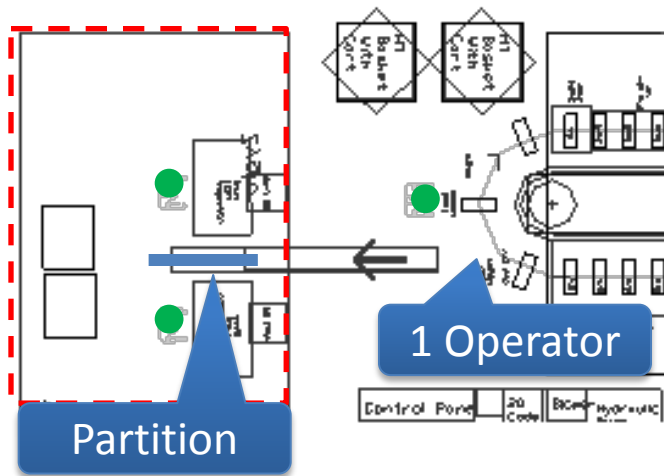


2=>1 Load/Unload Associate
Utility to change out baskets

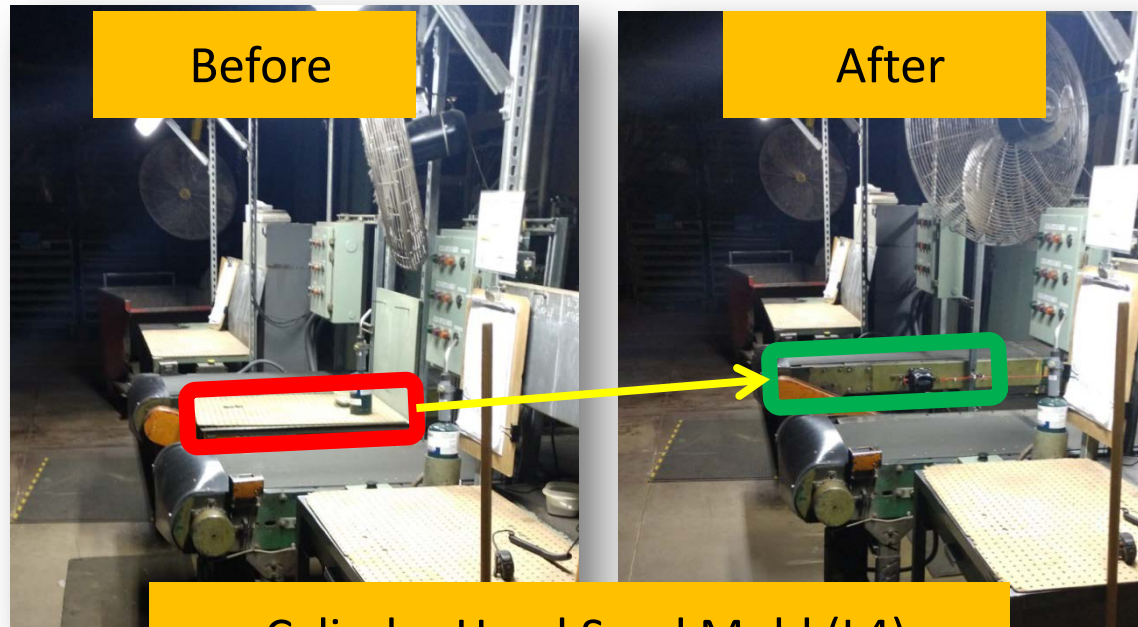


Workstations spacing ~6 feet
Work envelope overlaps at the conveyor

The GDC Area has reviewed all work stations and made accommodation for 6' Distancing



The GDC Area has reviewed all work stations and made accommodation for 6' Distancing



Cylinder Head Sand Mold (L4)



The DC Area has reviewed all work stations and made accommodation for 6' Distancing

Before



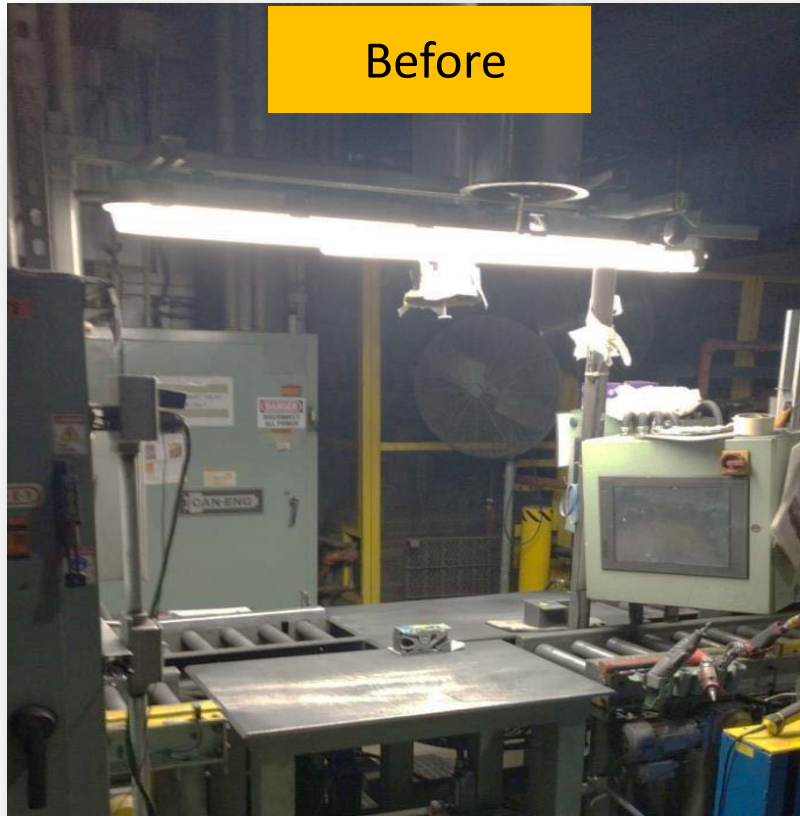
After



Adjustment made to accommodate 6' Distancing

The DC Area has reviewed all work stations and made accommodation for 6' Distancing

Before

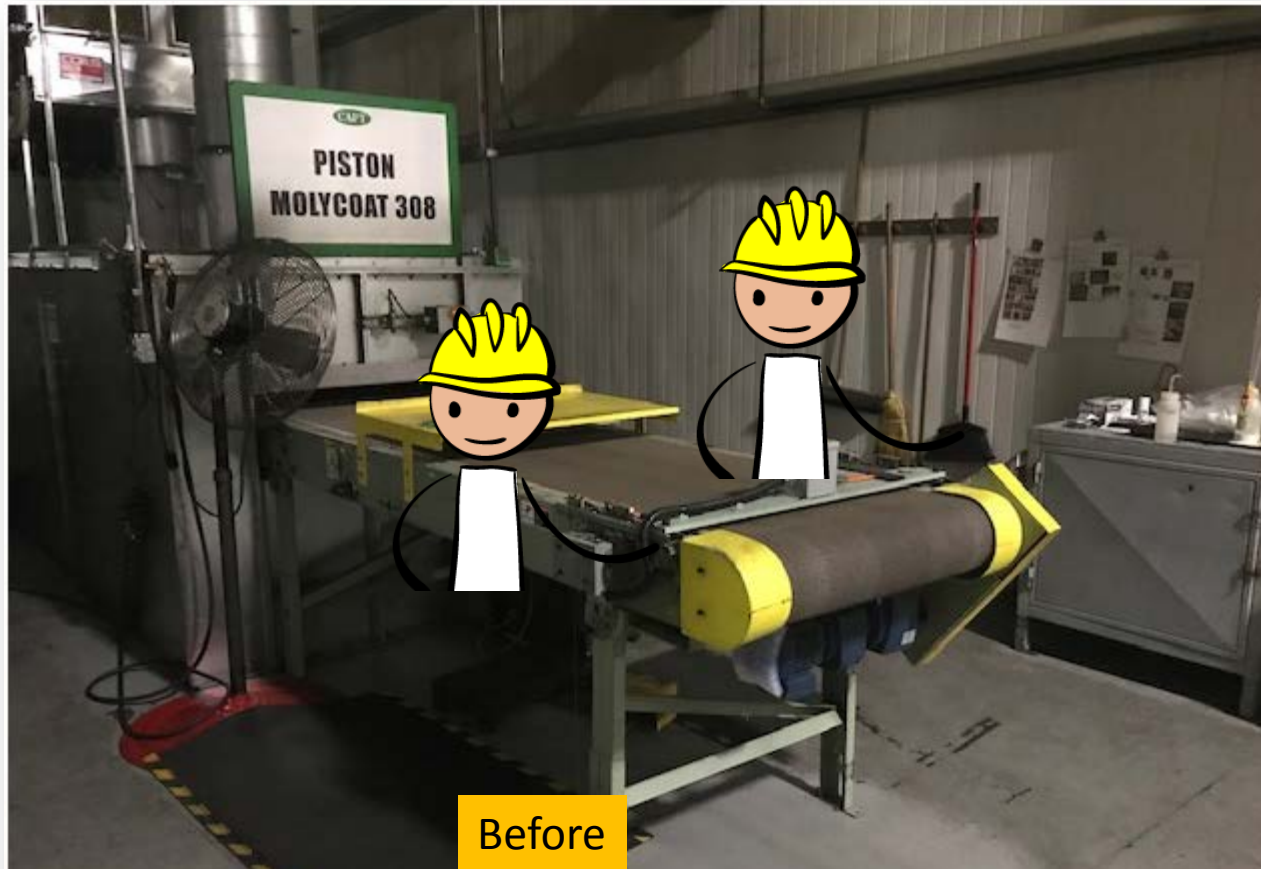


After

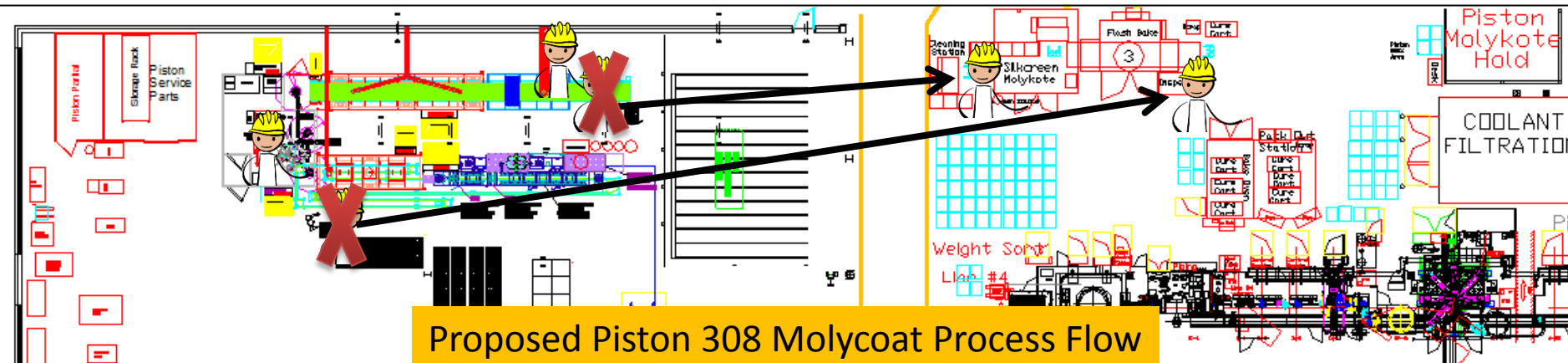
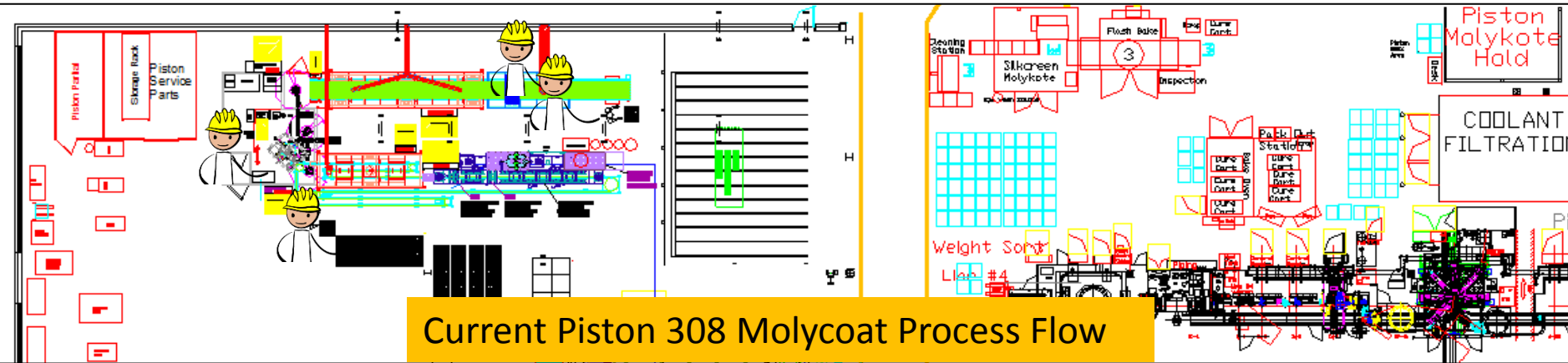


Cylinder Head Finish Line #2 (Final Inspect)

The DC Area has reviewed all work stations and made accommodation for 6' Distancing



Piston 308 Molycoat requires 4 manpower to run. 1 loader and 1 printer while 2 people are used for final inspection due to having a 5.1 second cycle time.



- 308 Moly coat will remove the final inspection process & move it offline. This will eliminate the concern for 6' Distancing
- 308 will be using 1 associate for loading and 1 associate for unloading, w/ minimal inspection
- The additional 2 associates will be relocated to perform final inspection. (1 associate per stack)
- This is to be temporary only due to additional part handling is required.

The MC1 Area has reviewed all work stations and made accommodation for 6' Distancing

3rd Shift Support

- Administration (early in)
- Off Shift Exempt
 - Sean Ryan
 - Drew Kolbus
- Shift Responsible Associate (SRA)

1st Shift Support

- Administration
- Exempt

2nd Shift Support

- Administration (late out)
- Off Shift Exempt
 - Ty Dorman
 - Tim Thien
- Shift Responsible Associate (SRA)

Thank You