



1. PURPOSE:

- 1.1. In an effort to protect the health and safety of our employees at United Gear and Machine (UGM), we have adopted the following set up policies and procedures. ***This document supersedes QMSP-1030 until further notice.***
- 1.2. ***THIS POLICY WILL BE UPDATED, ADAPTED AND REGULARLY POSTED TO OUR WEBSITE AS THIS FLUID SITUATION CHANGES***

2. POLICY & PROCEDURE:

- 2.1. **Off-duty Employees:** Associates are not permitted access to the interior of the facility and other working areas during their off-duty hours without permission from management.

2.2. Visitors:

- 2.2.1. No outside visitors are allowed on premises – no exceptions other than emergency services
- 2.2.2. All Meetings will be rescheduled over Skype or Zoom

2.3. Suppliers, Contractors, Delivery Personnel

- 2.3.1. All deliveries must be left in Lobby or in Shipping/Receiving building.
- 2.3.2. Delivery personnel (i.e., UPS, Federal Express, etc.) will not be permitted entry beyond the lobby.
- 2.3.3. Individuals entering Company grounds for the purpose of picking-up or dropping off individuals will not be allowed outside the lobby.
- 2.3.4. Contractors: No contractors are allowed in the existing UGM facility. Contractors may work externally on new construction project.

2.4. Employees

- 2.4.1. Due to COVID-19 and per federal and state recommendations employees will be required to not leave UGM property during the day starting on 3/16/20. Any employee violating this rule will be sent home, unpaid.



- 2.4.2. Employees are asked to implement social distancing at work and are instructed to limit interactions and stay at least 6 (six) feet apart from one another other as much as possible.
- 2.4.3. UGM asks all employees to limit social exposure outside of work and heed the CDC and state guidelines for quarantine.
- 2.4.4. ***DO NOT COME TO WORK*** if you are feeling sick or observing any of the symptoms of COVID-19 such as fever, shortness of breath, excessive coughing

2.5. PPE and Cleaning

2.5.1. Cleaning

- 2.5.1.1. All departments have been supplied with disposable shop towels and chemical disinfectant
 - 2.5.1.2. Employees are asked to use supplies to clean tools, machines, door handles etc during the day
 - 2.5.1.3. Offices are cleaned throughout the day, and the lobby is regularly disinfected
 - 2.5.1.4. 15 minutes before the end of shift, employees are to spend time disinfecting their area and anywhere else they have been
- 2.5.2. CDC provided educational posters have been placed through the shop floor to further educate employees

3. SUMMARY

- 3.1. All employees are required to follow these rules. In the event of workplace reduction, priority will be given to Department of Defense rated parts and essential works will remain at work.