



## AAC Covid-19 Production Start-up Procedures

Dear AAC Family,

Under the direction of Aisin Holding of America (AHA) and in compliance with local and federal guidelines, AAC has been working very hard to do our part in creating a "Work Place" that you can return to with confidence!

As always, we take the health and safety of our AAC Family very seriously. We have been working hard at making many changes in and around our facilities. Because this is something "new" to everyone, our Management Team quickly understood that "we" could not create the "best practices" working as a stand-alone company. Some of the key activities we have completed in order to ensure we are creating the safest "work place" possible are:

- Daily Skype Meeting with all other Aisin North America Plants (NAP's)
  - Discussing and sharing best practices
  - Sharing supplies
- Benchmarking the local businesses that many of our members feel comfortable visiting
  - Wal-Mart
  - Lowes
  - Restaurants
  - Gas Stations
- Having "on-site" Walk-through with the Local Health Department Inspectors
  - Members that are responsible for other businesses so they have knowledge of the government guidelines
- Benchmarking Toyota
- Working closely with our Sister Company, Aisin Automotive Casting Tennessee (AACT)

While we are doing our best to ensure the Health and Safety of our Members as we return to work, we also know that we can only be successful if our Team Members understand and follow all the Rules and Practices put into place.

As you return to work you will be greeted by members of management that will walk you through the changes. However, we would also like to share a summary of the changes below to increase your awareness and to help you feel comfortable returning to work.

## Summary of Changes:

- **Entering and Exiting the Facility**

- Signage reminding everyone to maintain the 6' Social Distancing Rules are posted through-out the Parking Area
- Signage reminding everyone that has specific sickness symptoms to Do Not Enter the Plant
- Routes for entering and exiting the Plants that have (1) way traffic as well as 6' spacing marked
- Time Clocks have been spaced correctly and Hand Sanitizer Must be used if member has to touch with Hand
  - We are also working on the ability to Clock (In/ Out) with the ADP App on your Phone (as this is ready we will notify everyone)
  - In every place possible, the Doors will remain open

- **Lockers, Coat Racks, Lunch Boxes**

- In compliance with the CDC recommendations:
  - Locker usage will be suspended temporarily
    - You can use the Locker Rooms for changing but you must take all clothes and boots back to your automobile
    - Also, you must practice the 6' Social Distancing Rule
  - Lunch-box storage is not offered
    - You can bring a lunch-box but must keep in your automobile
  - Coats, purses, backpacks must remain on your body or be left in your automobile
  - Uniforms are still provided but cannot be returned to be laundered.

\*\* AAC understands this creates some burden to our Team Members. However, we ask that you please understand these steps are a "MUST" in reducing the spread of Covid-19

- **Break Rooms**

- Signage reminding everyone to maintain the 6' Social Distancing Rules are posted

- Routes for entering and exiting the break rooms that have (1) way traffic as well as 6' spacing marked
  - Hand Sanitizer and Hand Washing must be done as you enter the break rooms
  - Latex Gloves must be worn at all times
  - Seating is spaced to provide 6' Spacing
    - The Smoke Rooms have been opened up to make more seating available
    - Smoking is only allowed Outside the Plant in the designated areas and 6' Spacing must be maintained. (this is marked by [X] or Cones)
  - Payment by Finger Scanning requires removal of the Latex Glove, use of Hand Sanitizer and putting glove back on after finished scanning
  - Doors will Remain Open
- **Restrooms**
    - Hand Sanitizer must be used as you enter the restrooms
    - Signage reminding everyone to maintain the 6' Social Distancing Rules are posted
    - Routes for entering and exiting the restrooms have 6' spacing marked
    - Hand Washing Stations have "Standing Positions" marked by [X]
    - Dividers have been placed between sinks and urinals
    - Doors will remain open for every restroom that allows and still provide privacy
- **Offices and Shoku-cho Desk on Floor-side**
    - All Desks have 6' Spacing or Barriers
    - Signage reminding everyone to maintain the 6' Social Distancing Rules are posted
      - Creating (1) ways routes in the office areas simply cannot be done so taking personal responsibility to maintain your 6' distance is a must
    - Hand Sanitizer and Disinfectant will be provided. Everyone must clean their area frequently.
- **Floor and Line Side**
    - Signage reminding everyone to maintain the 6' Social Distancing Rules are posted

- Walkways have 6' marking as a reminder near intersections
- Working hours have been adjusted to allow for disinfecting of all touch points between shifts
  
- Standard Work has been created for common touch points
  - What tasks require:
    - Face Mask
    - Face Shields
    - Latex Gloves
    - Disinfectant
    - Hand Sanitizer
- Working Spaces have 6' Spacing or Barriers

In closing, we have strong wishes, thoughts and prayers for our Aisin Members and their Families. We have tried to keep an open line of communication with everyone. As far as we know, we have not had any confirmed cases of Covid-19 among our members.

We are also very proud that AAC was able to donate to our Local Community. 150 N95 Masks, 1500 Nitrile Gloves, and 400 Tyvek Suits to the **Laurel County Emergency Response Team** for the Drive-thru Covid-19 Clinic in London, KY.

We also realize that a few mistakes have been made as we have had to move through uncharted waters. We want to thank you for your patience and understanding. We continue to do our best to get through this difficult time.

Lastly, we are very hopeful for the soon "Reopening" of Production Lines at our Customers. We hope you are eager to return to work as well!

Upon your return, you can take comfort in knowing AAC Management has much pride in the fact that we have and will continue to do our best to provide our AAC Members with a Safe Work Place.

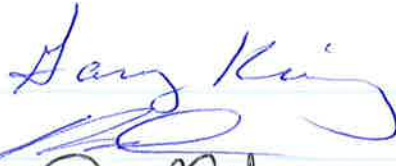
Sincerely,

President: Takeshi Ichikawa

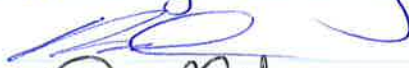
Senior Management: Robert Sulfridge

The image shows two handwritten signatures in blue ink. The top signature is for Takeshi Ichikawa, and the bottom signature is for Robert Sulfridge. Both signatures are written in a cursive style.

Gary King



Ken Dick



Darrell Gentry



Shinji Tanaka



Takuya Hori

