

**MOSS PRECISION, INC.**  
UPDATED EMPLOYEE NOTICE FOR COVID-19 RESPONSE PLAN  
05/26/2020

**WHAT YOU SHOULD KNOW ABOUT THE CORONAVIRUS AND YOUR EMPLOYMENT**

As the novel coronavirus, known as COVID-19, has spread globally and in the United States, our company is following the developments closely and abiding by the guidelines set forth by the CDC and OSHA. We care about your health and your family's health. **Please take time to read the FAQs provided as we continue to monitor this situation and encourage you to only gather information from credible and verified sources as referenced below.**

**COVID-19 CORONAVIRUS OVERVIEW:**

**A) What is the "coronavirus" and how is it transmitted?**

The 2019 novel coronavirus (COVID-19) causes respiratory illness in people and can spread from person-to-person. According to the Centers for Disease Control and Prevention (CDC), the virus is principally spread person-to-person mainly via respiratory droplets produced when an infected person coughs, sneezes, OR talks similar to how influenza and other viruses that cause respiratory illness spread. It may also spread when a person touches a surface or object that has virus upon it and then touches their eyes, nose, or mouth or in other ways.

**B) What do I need to do in order to prevent the spread of respiratory viruses like the Covid-19 at work?**

**1) If you are sick, stay home and seek medical attention!** If you have symptoms of COVID-19, please ask to be tested for the virus. Please notify your supervisor and HR department immediately. You will be given instructions on seeking medical advice, return to work requirements and FFCRA eligibility. Please refer to attached contact list and FFCRA notice.

**2) Wear your face covering/mask** as mandated by the Alameda County orders. Please refer to face covering instructions for proper use and care of facemasks.

- Please wear your mask so that your nose and mouth are covered
- Masks need to be worn at all times including:
  - Arrival to work facility
  - During temperature screening
  - During work hours
  - Exiting work facility

**Exceptions:** Masks will understandably need to be temporarily removed while clocking in/out and during consumption of food. During these times it is imperative that you **maintain a 6 foot** distance from other employees!

**3) Wash your hands** frequently with soap and hot water for at least 20 seconds.

- Please wash your hands after: coughing, sneezing, eating, using the restroom, coming and going to work, after interactions with others, and after contacting shared surfaces or tools

**4) If soap and water are not available, use alcohol-based hand sanitizers** containing at least 60% alcohol. Hand sanitizing stations have been placed throughout the work facility.

**5) Avoid close contact** with people who are sick.

**6) Abide by the social distancing guidelines** that are posted throughout the shop! **Maintain at least a 6 foot distance from other employees at all times!**

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05/26/2020

- Follow the new staggered break and lunch schedule
- Avoid congregating or physical contact with other co-workers i.e. handshakes
- Avoid sharing food, utensils, and towels
- Food truck: Maintain a distance of 6 feet while waiting in line to order and pick-up food.

**7)** Take simple measures to ensure cough and sneeze etiquette: cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing. Wash your hands after you cough or sneeze or use hand sanitizer provided throughout the facility.

**8)** Avoid touching your eyes, nose, and mouth with your hands.

**9)** Routinely clean all frequently touched surfaces in your workspace. Our facility maintenance crew will be continually disinfecting areas of high contact, but you can do your part by making sure that your work station is cleaned throughout the workday.

**C) What are the symptoms?**

The most common COVID-19 symptoms include fever and dry cough. They sometimes include sore throat, fatigue, shaking, muscle aches, chills, new loss of smell or taste, aches and pains, headaches, and shortness of breath.

**D) What if I am feeling sick but am not sure if I have coronavirus?**

If you have any symptoms, **we recommend you stay home and notify your supervisor and HR immediately.** You will be given guidance on seeking medical advice, return to work requirements and FFCRA eligibility. You are entitled to leave in accordance with company policy and applicable law. Please refer to attached contact info and FFCRA notice.

**E) What if I have come in contact with someone who has been exposed to the virus or feels sick?**

Do not return to work without seeking medical attention/advice. You should first consult and follow the advice of their healthcare providers or public health department regarding the length of time to stay at home. If those resources are not available, you should at least remain at home for three days without a fever (achieved without medication) if you don't develop any other symptoms. If they develop symptoms, you should remain home for at least ten (10) days from the initial onset of the symptoms, and three days without a fever (achieved without medication) and improvement in respiratory symptoms (e.g., cough, shortness of breath).

**F) What should I do if I shouldn't return to work due to possible exposure?**

- \* **Immediately contact both the HR department and your supervisor.** Your HR advisor will assist you in determining your sick leave hours.
- \* Follow the instructions above. Seek immediate medical attention and/or advice from your doctor.
- \* Complete the necessary paperwork and follow all instructions provided to you by your HR Department.

**G) What should I do before returning to work if exposed?**

- \* Please contact the HR Department before you return to work. You will be given specific return to work requirements. Follow the instructions above. Do not report to work if you are sick or not feeling well, for any reason.

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05/26/2020

**H) What if I am prohibited from returning to work? What happens to my pay and benefits?**

**If you receive a positive Covid-19 test, have symptoms of Covid-19, are waiting for the results of a Covid-19 test, or have been sent home due to a no pass screening: You will be given return-to-work requirements by your HR department.**

Your HR advisor can answer any questions regarding your pay and benefits while you are on leave. Contact [b.sekelj@mossprecision.com](mailto:b.sekelj@mossprecision.com) or call (510) 962-3776.

**I) What should I do if I have plans to travel internationally?**

Please be advised that the CDC is recommending that all non-essential international travel be avoided at this time. You should refer to the CDC website for additional guidance and information prior to scheduling international travel plans. At this time, travel restrictions and entry screening apply only to travelers arriving from some countries or regions with widespread ongoing transmission of COVID-19. [Note: US policies are subject to change as the COVID-19 pandemic evolves.] Currently, the CDC is advising all international travelers to quarantine for a period of 14 days upon their return.

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/faqs.html>

Many countries are implementing travel restrictions and mandatory quarantines, closing borders, and prohibiting non-citizens from entry with little advance notice. Airlines have cancelled many international flights and in-country travel may be unpredictable. If you choose to travel internationally, your travel plans may be disrupted, and you may have to remain outside the United States for an indefinite length of time.

Please inform your supervisor and HR advisor of any travel plans. Moss Management is requesting that employees defer international travel at this time.

**J) What actions will be taken if I do not abide by any of the listed safety measures?**

**Supervisors will implement disciplinary actions for any employee found or reported to be disregarding the safety guidelines discussed on this notice and/or posted throughout the work facility. Disciplinary actions may include: verbal warning, being sent home, and possible termination.**

**MOSS CONTACT LIST:**

HR Department/Bee Sekelj: [b.sekelj@mossprecision.com](mailto:b.sekelj@mossprecision.com) (510) 962-3776

Tony Casaray: [t.casaray@mossprecision.com](mailto:t.casaray@mossprecision.com) (510) 460-5939

Brett Niles: [b.niles@mossprecision.com](mailto:b.niles@mossprecision.com) (925) 699-7210

Dario Sekelj: [d.sekelj@mossprecision.com](mailto:d.sekelj@mossprecision.com) (650) 520-6436

**Please note:** Moss has added a **secure employee link** to its company website where employees can send in files directly to the HR department. You will be given guidance on when and how to do this should you need to provide HR with documentation, test results, etc. Please refer to the company website and follow the Send Safely link.

<http://www.mossprecision.com/Pages/Company/employeeinfo.aspx>

**MOSS PRECISION, INC.**  
UPDATED EMPLOYEE NOTICE FOR COVID-19 RESPONSE PLAN  
05/26/2020

**HELPFUL RESOURCES FOR MORE INFORMATION**

There are several resources to assist you in keeping up with the latest facts related to the coronavirus.

The company is monitoring the situation closely and will also provide updates as needed.

**Covid-19 Testing site closest to Moss Precision:**

Cal State East Bay

Address: 25800 Carlos Bee Blvd, Hayward, CA 94542/ West Loop Road Parking Lot A

TEL: (510) 583-4949

HRS: Monday-Friday 9:00am-6:00pm

- ❖ <https://www.hayward-ca.gov/content/coronavirus-testing-center>
- ❖ CDC- COVID-19 Website <https://www.cdc.gov/coronavirus/2019-nCoV/>
- ❖ Travelers' Health Website <https://wwwnc.cdc.gov/travel>
- ❖ Health Alert Network <https://emergency.cdc.gov/han/>
- ❖ OSHA Guidance at <https://www.osha.gov/SLTC/covid-19/>

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UPDATED EMPLOYEE NOTICE FOR COVID-19 RESPONSE PLAN  
05/26/2020

In addition to posting CDC sponsored Covid-19 informational notices throughout the facility, Management has implemented several strategies to help control the spread of Covid-19 which include, but will not be limited to:

- Thorough and frequent cleaning and sanitizing measures throughout the work facility using EPA approved agents known to be effective for killing the SARS-Cov-2 virus. The cleaning of areas of frequent contact include but will not be limited to:
  - Tools, machinery, workstations, scanners, keyboards, phones, containers, counters, tables, chairs, door handles, knobs, drinking fountains, refrigerators, vending machines, trash receptacles, all break room and bathroom surfaces
- A staggered break and lunch schedule in order to limit the number of employees in communal areas. A maximum of 10 employees are allowed in the break room at one time.
  - The break room will be cleaned and sanitized after every staggered break with EPA approved Covid-19 agents
  - Communal snacks will be discontinued until further notice
- The placement of barriers in areas where social distancing guidelines are difficult to maintain i.e. timeclock area, shipping entry, specific workstations.
- The placement of hand sanitizing stations (with 60% alcohol based gel) throughout the facility
- Temperature screening during entry protocol. Please note that all information (body temperature) gathered during screenings will remain confidential and will be explicitly used in order to maintain a healthy work environment. (Please refer to CCPA notice at point of entry and below). Employees who refuse to have their temperature taken will not be permitted entry. Employees who have a temperature greater than 100.4 degrees (F) and/ or symptoms related to Covid-19 will be sent to a secured area where they will be given written instructions on seeking medical advice, return-to-work requirements, and FFCRA eligibility. The employee will be instructed to go home.

Notice at Collection:

Pursuant to the CCPA, we are notifying you that we are collecting the following category of Personal Information: Medical and health information, specifically your body temperature and whether you have or display certain symptoms such as fatigue, cough, sneezing, aches and pains, runny or stuffy nose, sore throat, diarrhea, headaches, or shortness of breath, whether you have recently been in close contact with anyone who has exhibited any of these symptoms, whether you have recently been in contact with anyone who has tested positive for COVID-19. The Company will maintain this information under conditions of confidentiality. We are collecting this information for purposes of reducing the risk of spreading the COVID-19 virus in and through the workplace and protecting our employees and guests

- Distribution of protective masks and gloves. Under the Alameda County Health Officer's Orders, Moss has required that every employee wear a face covering during work hours. Please adhere to this mandate and follow the instructions for the care and use of reusable masks. Please note that face coverings may prevent employees, including those who don't know that they have the virus, from spreading it to others but may not protect the wearers from exposure to the Covid-19 virus. (Please refer to posted health order No 20-08 by timeclocks)
  - Employees must advise supervisors if they have any pre-existing conditions that would prohibit/prevent them from wearing a face covering

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UPDATED EMPLOYEE NOTICE FOR COVID-19 RESPONSE PLAN  
05/26/2020

- Implementation of the Families First Coronavirus Response Act (FFCRA) per the Department of Labor mandate for businesses with less than 500 employees. Employees will be notified of sick leave and/or extended medical leave entitlements as required by the U.S. Wage and Hour Division of DOL. Please refer to the attached FFCRA notice for clarification.
  - Under the current FFCRA guidelines, employees may receive up to 80 emergency sick leave hours for absences due to Covid-19 related reasons.
  - If you have any questions in regards to sick leave hours, please contact your HR advisor at [b.sekelj@mossprecision.com](mailto:b.sekelj@mossprecision.com)

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UPDATED EMPLOYEE NOTICE FOR COVID-19 RESPONSE PLAN  
05/26/2020  
**FAMILIES FIRST CORONA VIRUS RESPONSE ACT NOTICE**

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain

► **PAID LEAVE ENTITLEMENTS**

**Generally, employers covered under the Act must provide employees:**

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- 2/3 for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► **ELIGIBLE EMPLOYEES**

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

► **QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19**

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

<ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol>	<ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol>
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► **ENFORCEMENT**

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

For additional information or to file a complaint: **1-866-487-9243**

**TTY: 1-877-889-5627**

**MOSS PRECISION, INC.**  
UPDATED EMPLOYEE NOTICE FOR COVID-19 RESPONSE PLAN  
05/26/2020

**Verification of Receipt**

Please sign and return this page to your supervisor or HR department. Your cooperation is greatly appreciated. Please keep the notice in an accessible location for your repeated reference.

\*\*\*\*\*

I have received, read, and fully understand the preceding Covid-19 Response notice and guidelines. I will abide by the safety protocol set forth by this notice and I will notify management if I observe any employee not adhering to this protocol.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please provide your most current mobile/cell number for mass messaging:**

**Cell Phone#:** \_\_\_\_\_