

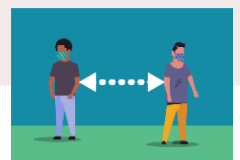


Your First Day Back to FCC (INDIANA)

FCC (INDIANA) has always believed that the health and safety of our associates is most important. It will be very important that all of us take concern and caution as we come back to work to reduce risk during the continued pandemic.



#	Action Item
1)	Self Check – Ask yourself, have I had a fever 100.4 or above, cough, sore throat, diarrhea, headache, tiredness, loss of taste or smell, muscle pain or difficulty breathing today? If so do not come to work and call the Covid -19 line. See next page.
2)	Start times have changed – Check your arrival time and please arrive between your arrival time and start time.
3)	Keep yourself social distant before and while in walk port and be ready for temperature test.
4)	Wear a mask or place on mask provided from FCC right inside the associate entrance.
5)	Continue social distancing, Clock-In and place personal items in locker. You will not change uniforms.
6)	Your first day you will wear jeans and t-shirt to work. During your shift you will be asked to retrieve your uniforms and place them in your car for next day.
7)	Report to your work area. Please follow social distancing in work area and in break areas.
8)	New Exit / Clock-out location as outlined on following pages.



Please continue to read.



Communication of Covid-19 concern

You have
Symptoms of
Covid-19

Your Family
member has
Symptoms

You have been
in contact with
someone with
Covid-19



STOP

PLEASE DO NOT COME TO WORK

Please keep your FCC Indiana family safe.

Contact FCC (INDIANA)

726-8023 – Dial 8 for Covid-19 line

Someone from Human Resources will call you and ask you about your situation and we will work out a plan together.



FCC (INDIANA) – Staggered Arrival, Start, Break and Stop Time

FCC (INDIANA) Schedule

Arrival - Start - Break - Stop and Location

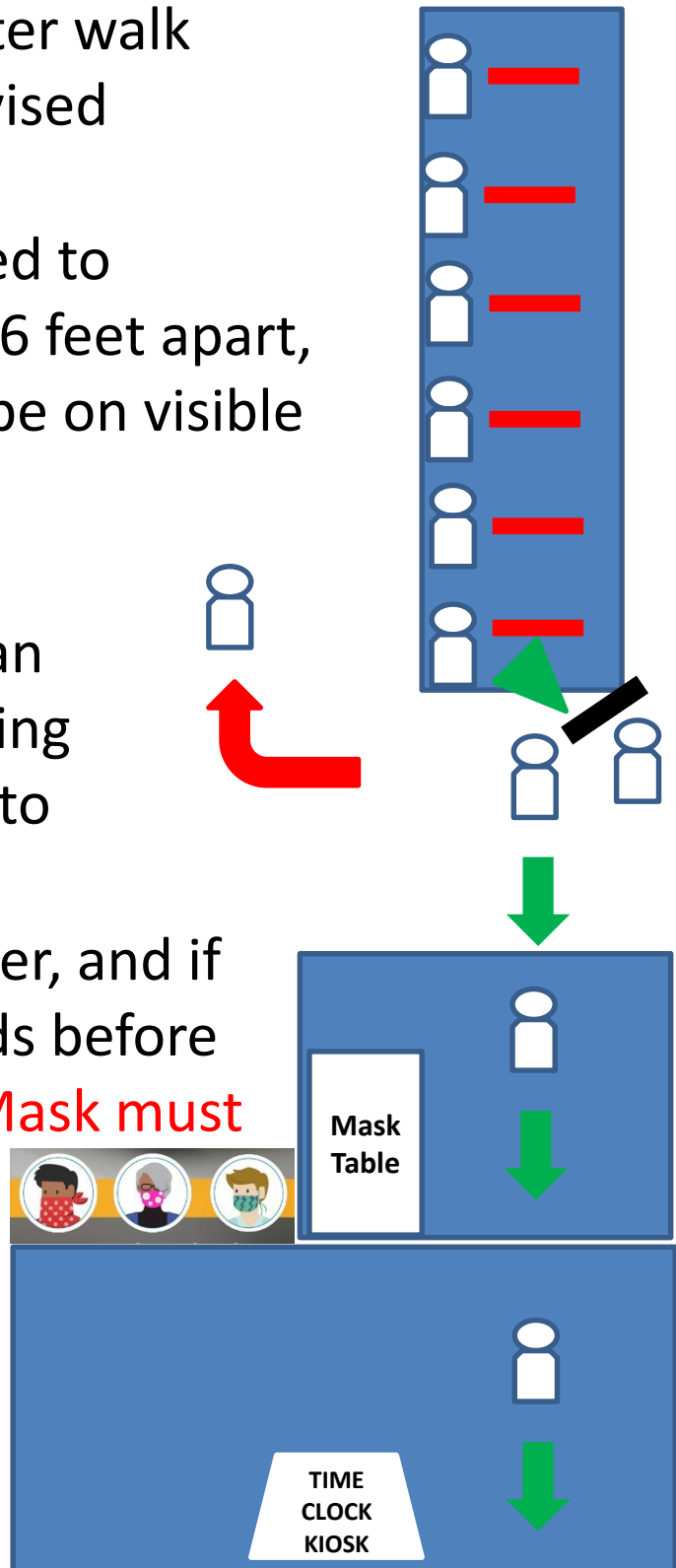
1ST SHIFT	Area	Arrive	Start	Break	Lunch	Break	Leave
	Facilities	5:15	5:30	7:30 - 7:40	9:15 - 9:45	11:15 - 11:25	2:00
	Press 2/ Plate	5:45	6:00	8:00 - 8:10	10:00 - 10:15	12:05 - 12:15	2:00
	Guide E Mfg	5:45	6:00	8:00 - 8:10	10:00 - 10:15	12:05 - 12:15	2:00
	AT/AT Sub/TCPA	5:45	6:00	8:00 - 8:10	10:00 - 10:15	12:05 - 12:15	2:00
	Maintenance	5:45	6:00	8:00 - 8:10	10:00 - 10:15	12:05 - 12:15	2:00
	Die Tech	6:00	6:15	8:15 - 8:25	10:20 - 10:35	12:20 - 12:30	2:15
	Guide E Assy	6:00	6:15	8:15 - 8:25	10:20 - 10:35	12:20 - 12:30	2:15
	Press 1	6:00	6:15	8:15 - 8:25	10:20 - 10:35	12:20 - 12:30	2:15
	Guide F Assy/Mfg	6:00	6:15	8:15 - 8:25	10:20 - 10:35	12:20 - 12:30	2:15
	Material Service	6:00	6:15	8:15 - 8:25	10:20 - 10:35	12:20 - 12:30	2:15
	Guide G Assy	6:15	6:30	8:30 - 8:40	10:40 - 10:55	12:35 - 12:45	2:30
	Guide B/TCPM	6:15	6:30	8:30 - 8:40	10:40 - 10:55	12:35 - 12:45	2:30
	Packaging	6:15	6:30	8:30 - 8:40	10:40 - 10:55	12:35 - 12:45	2:30
	Quality Lab	6:15	6:30	8:30 - 8:40	10:40 - 10:55	12:35 - 12:45	2:30
	Office A	6:45	7:00	9:00 - 9:10	11:00 - 11:30	1:30 - 1:40	3:30
	Office B	7:15	7:30	9:15 - 9:25	11:30 - 12:00	1:40 - 1:50	4:00
Office C	7:45	8:00	9:30 - 9:40	11:30 - 12:00	1:50 - 2:00	4:30	

2nd SHIFT	Area	Arrive	Start	Break	Lunch	Break	Leave
	Press 2/ Plate	1:45	2:00	4:00 - 4:10	6:00 - 6:15	8:05 - 8:15	10:00
	Guide E Mfg	1:45	2:00	4:00 - 4:10	6:00 - 6:15	8:05 - 8:15	10:00
	AT/AT Sub/TCPA	1:45	2:00	4:00 - 4:10	6:00 - 6:15	8:05 - 8:15	10:00
	Maintenance	1:45	2:00	4:00 - 4:10	6:00 - 6:15	8:05 - 8:15	10:00
	Die Tech	2:00	2:15	4:15 - 4:25	6:20 - 6:35	8:20 - 8:30	10:15
	Guide E Assy	2:00	2:15	4:15 - 4:25	6:20 - 6:35	8:20 - 8:30	10:15
	Press 1	2:00	2:15	4:15 - 4:25	6:20 - 6:35	8:20 - 8:30	10:15
	Guide F Assy/Mfg	2:00	2:15	4:15 - 4:25	6:20 - 6:35	8:20 - 8:30	10:15
	Material Service	2:00	2:15	4:15 - 4:25	6:20 - 6:35	8:20 - 8:30	10:15
	Guide G Assy	2:15	2:30	4:30 - 4:40	6:40 - 6:55	8:35 - 8:45	10:30
	Guide B/TCPM	2:15	2:30	4:30 - 4:40	6:40 - 6:55	8:35 - 8:45	10:30
	Packaging	2:15	2:30	4:30 - 4:40	6:40 - 6:55	8:35 - 8:45	10:30
Quality Lab	2:15	2:30	4:30 - 4:40	6:40 - 6:55	8:35 - 8:45	10:30	

3rd SHIFT	Area	Arrive	Start	Break	Lunch	Break	Leave
	Press 2/ Plate	9:45	10:00	12:00 - 12:10	2:00 - 2:15	4:05 - 4:15	6:00
	Guide E Mfg	9:45	10:00	12:00 - 12:10	2:00 - 2:15	4:05 - 4:15	6:00
	AT/AT Sub/TCPA	9:45	10:00	12:00 - 12:10	2:00 - 2:15	4:05 - 4:15	6:00
	Maintenance	9:45	10:00	12:00 - 12:10	2:00 - 2:15	4:05 - 4:15	6:00
	Die Tech	10:00	10:15	12:15 - 12:25	2:20 - 2:35	4:20 - 4:30	6:15
	Guide E Assy	10:00	10:15	12:15 - 12:25	2:20 - 2:35	4:20 - 4:30	6:15
	Press 1	10:00	10:15	12:15 - 12:25	2:20 - 2:35	4:20 - 4:30	6:15
	Guide F Assy/Mfg	10:00	10:15	12:15 - 12:25	2:20 - 2:35	4:20 - 4:30	6:15
	Material Service	10:00	10:15	12:15 - 12:25	2:20 - 2:35	4:20 - 4:30	6:15
	Guide G Assy	10:15	10:30	12:30 - 12:40	2:40 - 2:55	4:35 - 4:45	6:30
	Guide B/TCPM	10:15	10:30	12:30 - 12:40	2:40 - 2:55	4:35 - 4:45	6:30
	Packaging	10:15	10:30	12:30 - 12:40	2:40 - 2:55	4:35 - 4:45	6:30
Quality	10:15	10:30	12:30 - 12:40	2:40 - 2:55	4:35 - 4:45	6:30	

Temperature Scanning Process

- 1) Associates will enter walk port during their advised arrival time.
- 2) Associates will need to distance themselves 6 feet apart, guidance marks will be on visible on sidewalk.
- 3) A member of management will scan associate prior to being approved to enter into building.
- 4) Associates will enter, and if needed sanitize hands before picking up a mask. **Mask must be on at this point.**
- 5) Associates will then clock-in at kiosk.





New Exit Location – East Material Warehouse

- 1) Associates will go to main aisle way from their department at stop time. Headed East toward the Material Service East Warehouse.
- 2) Associates will need to distance themselves 6 feet apart.
- 3) Associates will then clock-out at kiosk.
- 4) Associates will exit out of the building continuing social distance guidelines. At this time mask can be removed.

