



Return to Work Plan

Pilz Automation Safety, L.P. understands the severity of the Coronavirus/COVID-19 pandemic and has taken precautions to protect the health of employees, customers and visitors.

This document is our Return to Work Plan and should be considered alongside our COVID-19 Exposure Control Plan.

Phased Return

In order to control the number of individuals on-site at each facility and allow the social distancing recommended by the CDC, Pilz will be implementing a phased reintroduction of employees to each facility.

To determine which individuals will be reporting during each phase, Pilz will consider the factors identified by the CDC and disclosed by employees which put an individual in “high risk” categories. Pilz will also take the individual’s childcare responsibilities and productivity while working from home into consideration.

It is important to note that productivity is not based exclusively on quality or quantity of output while working remotely but also which aspects of a role are impacted by being off-site. Some duties may be missed, delayed, or impossible to do outside a Pilz facility (examples: incoming invoices for payment, outgoing customer invoices, shipping, etc.). Pilz has been able to implement certain accommodations for the short term however that does not mean those accommodations will be permitted to continue longer than necessary (examples: call queues, laptops for desktop users, etc.).

Pilz has created a scoring system to use as a guide in determining which positions/individuals are the lowest health risk as well as the highest need to physically report to a Pilz facility. These individuals will return in Phase I.

Michigan stay-at-home orders have been lifted as of Monday, June 1, 2020; Phase I individuals are scheduled to report to Canton beginning Monday, June 8, 2020. As Michigan restrictions are loosened, we will continue to reintroduce more people into the environment.

As individuals return to the office training will be provided. This training will include Pilz infection-control practices; proper use of PPE; when, how, and who to contact if an employee experiences COVID-19 symptoms; who to contact if there is any concern over how Pilz is responding to COVID-19 or if an employee feels work conditions are unsafe. Employees will be required to sign documentation stating this training was received.

Anyone with an immediate family member who is considered “high risk” per the CDC should contact their manager or Human Resources. We will do our best to consider family situations when determining which phase an individual will return. For “immediate family members” please consider those in the same household or that the employee is a caregiver for.

In Pilz Facilities

Anyone experiencing COVID-19 symptoms may not report to any Pilz facility or the facilities of a Pilz customer. Per the CDC, symptoms include:

- Fever
- Cough
- Shortness of breath
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Individuals with symptoms should contact Human Resources and their manager via phone/text/email; not in person.

Upon arrival at a Pilz facility, including returning from a break or working off-site, employees will be required to do a temperature check with the provided touchless thermometer. Anyone with a temperature of 100.4 degrees or higher is to return home immediately; they may not enter the facility beyond the temperature checkpoint. The employee is to inform Human Resources and their manager of the situation from the isolation of their personal vehicle. If an employee takes their own temperature, they are responsible for using the provided cleaning solution to disinfect the thermometer after use.

In accordance with Michigan EO 2020-91 employees will be required to complete a questionnaire covering symptoms of and possible exposure to COVID-19. Once employees have cleared the temperature check they should immediately proceed to their workstation and submit their questionnaire digitally to Human Resources. Questionnaires are to be completed at the beginning of each shift; they are not required upon returning from lunch or breaks. All questionnaires will be treated as confidential medical records.

All visitors and vendors will also be required to complete a temperature check and questionnaire. Anyone hosting visitors or vendors should provide that individual's email address to Human Resources so the questionnaire can be sent out.

In accordance with Michigan EO 2020-59 all Canton-based employees will be provided with cloth face coverings. If an employee is provided a face covering and chooses to purchase additional coverings, they will be responsible for that cost. A face covering of some kind must be worn while in common areas (example: kitchen, restrooms, etc.), while moving throughout the building, and when social distancing cannot be maintained until further notice. Employees may choose to use face coverings other than those provided by Pilz.

In the event there is a confirmed case of COVID-19 in a Pilz facility, those at the facility and the local health department will be notified within 24 hours. Pilz employees will be notified via email and may be asked to leave the facility.

Upon confirmation of a case, Pilz will engage with a professional cleaning company to perform a deep clean of the facility which may require the building to be closed. Once the building can be re-opened, we will return to "essential" staff in the office only for a minimum period of 14 days to decrease the chance of additional exposure. "Essential" staff are those who were permitted to report during the stay-at-home orders. Employees who are not considered "essential" should resume working remotely as they did during the stay-at-home orders.

As testing becomes available across the United States, Pilz supports employees who wish to be tested for COVID-19 especially if they are symptomatic. However, Pilz will not require testing to

in order to report to a Pilz facility. Pilz understands the current COVID-19 testing is only looking at a specific moment in time and is not indicative of the potential for having COVID-19 at a later date.

In order to comply with the CDC recommendations regarding social distancing and allowing six (6) feet between individuals some employees may be relocated to temporary workstations. All temporary workstations will be disinfected, by Pilz, prior to anyone moving into that station and again when the employee returns to their regular station. Each employee is responsible for cleaning and disinfecting their personal workspace and equipment. Michigan EO 2020-91 requires workstations be wipe down at least twice daily.

Remote Employees

Anyone who does not normally report to the Canton, Michigan facility should plan to purchase their own Personal Protective Equipment (PPE) and expense it. If an employee is unable to secure the necessary PPE please contact Human Resources.

As with all expenses, we ask that employees use good judgement in their spending and continue to be good stewards of Pilz resources.

Travel and Customer Visits

As we move forward, travel to customers will be permitted. However, any travel that requires an employee to leave their home state must be coordinated with Human Resources. The purpose of this measure is to ensure Pilz is in compliance with local orders. It is understood by all that the situation is very fluid and changes happen every day both with customers and with state orders. With that in mind, please provide a minimum of one (1) week notice for research and monitoring of state orders. We will continue to support our customers as needed.

Any Pilz employee who leaves their home state, for business or personal matters, will be asked to self-quarantine for 7 calendar days after their return before reporting to a Pilz facility. Those employees who have the capability to work remotely may do so. Any employees who are not regularly able to work from home will be required to use Paid Time Off (or unpaid time) to meet the self-quarantine requirement.

Customers may require temperature checks, full testing, or other such measures before permitting Pilz employees to enter their facilities. It is the expectation of Pilz that our employees comply with these customer requests as they would for customer required drug screening or similar testing. If a Pilz employee is not comfortable with customer requirements they should contact Pilz Human Resources.