All,

Reminders from our initial back to work orientation.  Please communicate to your departments and confirm back to me.

Employees need to have their faces (mouth and nose) covered, especially when talking with other co-workers.  I feel some areas have become lax with their masks.  I’ll leave it up to you for now to police this.  I’ll be reminding individuals if I see them not wearing a mask.

Each of you are in a zoned area.  I would like your area sprayed down with 99% Isopropyl alcohol each day.  This includes shared equipment and keyboards/mice.  Concentrate on touch points.  Travis and I are taking care of the downstairs office and break area along with the forklifts.  I have a list on my whiteboard of what I wipe down twice a day.

Bathrooms are still by zone area only.  The kitchen sink is available to wash your hands for those in the Fab shop and Caster room.

Outside lunches are still prohibited.  \*\*However, you may call for delivery and meet the driver in the parking lot\*\*

This is all for the safety of each other and our families.  We’ll get through all this together.  Thanks for your patience and understanding!

Brian