

Symptoms at Work

If an employee experiences symptoms at work:

- Maintain 2 metres distance
- Notify your Supervisor, proceed to go home, follow UK Government guidance, contact your health care provider (if required)
- For severe symptoms, follow the emergency medical process and call ext. 5555
- Make a COVID-19 notification by emailing ukcovid@ford.com and on global Coronavirus (COVID-19) Reporting Site



What You Can Do

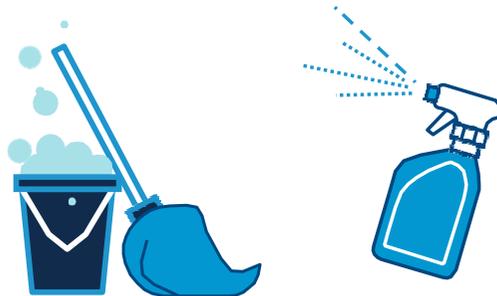
In order to ensure the health and safety of all, we need to start working differently:

- If you experience any symptoms, stay home
- Thoroughly read all communications and training (where relevant)
- Self certify your health daily
- Follow the processes and guidelines for social distancing
- Clean and disinfect your work areas
- Practice handwashing/sanitizing in line with advice from UK Government
- Cough and sneeze into tissues or your elbow
- Place focus on your own health and that of your co-workers - ask questions if you are unsure

What We've Done

To ensure you return to a safe work environment, we've implemented the following:

- Cleaned and disinfected all in use workstations and accessible offices
- Cleaned and disinfected all in use common areas – including break and lunch areas, team rooms, entrances, locker rooms, restrooms and more
- Daily and weekly cleaning protocols
- Hand sanitizer made available in areas where soap and hot water are not nearby
- Implemented social distancing actions and applied these in all areas
- Developed training content in the form of a COVID-19 playbook, job aids, videos, and single point lessons (SPLs)
- Designed measures to control the flow of people entering, working inside and exiting facilities



COVID-19

Return to Workplace Guide



Your Health in Mind

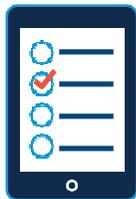
Your health is our top priority as we prepare to return to our workplaces. Following guidance from global health experts, we've developed communications and several resources including a care kit.

Fitness to work survey

If you have symptoms do not come to work

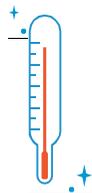
All employees complete a COVID-19 Daily Survey and use the survey confirmation to gain entry into Ford facilities.

If you answer "YES" to any of the survey questions you should not come to work.



Temperature Scanning

For your safety and the safety of others, upon arrival at work all employees will receive a non-contact temperature scan. If your temperature scan is above normal, you will not be allowed on site and will be advised to follow UK Government guidelines.



Social Distancing

Workstations and office areas continue to be evaluated to ensure 2 metres of social distancing. In addition to your work areas, social distancing guidelines should be followed in:

- Break and lunch areas
- While moving throughout the building
- During meetings



Personal Protective Equipment



Face Coverings

Everyone is required to wear a Ford-provided face covering at all times inside and outside of Ford facilities, except for eating and drinking



Face Shields

In some instances face shields may be required to supplement social distancing. Review with your Supervisor to determine if additional PPE is required

Closure of Common Areas

All meeting rooms, onsite fitness centers and physiotherapy areas will be closed until further notice. Other common areas may be closed on a building-by-building basis.

Handwashing/Sanitizing

Regular handwashing is one of the best ways to:

- Remove germs
- Avoid getting sick
- Prevent the spread of germs



UK Government health agencies recommend washing hands often with soap and hot water for 20 seconds

In high traffic areas where employees will not have access to hot water and soap, hand sanitizer stations have been added.



Breaks and Lunch

Cafeterias will be starting to offer a limited takeaway service over the coming weeks. Microwaves and appliances are available for use.



Employees are required to clean microwave before/after each use.

Use posted cleaning instructions for further directions.

Workstation & Office Cleaning

In addition to the cleaning protocols outlined in the section 'What we have done'. Cleaning products will be provided to enable employees to clean down their workstation before each shift.