

MÉMO INTERNE

Anjou, April 8, 2020

Subject: Reminder of the preventive measures put in place for the safety of Lavergne employees and which must be followed to the letter:

- ✓ Hand washing on arrival at the factory
- ✓ Importance and method of handwashing shared with all employees with posters
- ✓ Disinfectants installed at different locations
- ✓ Multiple ways to punch safely
- ✓ Regular and frequent cleaning of common areas
- ✓ Shared video on the safe use of gloves
- ✓ Separation of breaks and lunches to allow spacing
- ✓ Rule of one person per table at meals/breaks
- ✓ Mandatory quarantine if traveling
- ✓ No travel permitted
- ✓ Teleworking when possible
- ✓ No visitors allowed at Lavergne
- ✓ Restricted access to the Laboratory
- ✓ Table for depositing samples (to avoid access to the laboratory)
- ✓ Wearing the recommended mask in the laboratory
- ✓ Daily meeting (COVID-19 committee) to act as required

Additional measures that we ask you to follow:

Respect of the 2 meters (6 feet) between each employee at all times.

- ✓ Discussions in the plant to be carried out in non-noisy areas to avoid close quarters.
- ✓ Headsets available for people at the separation and mechanic if required (See Alain)
- ✓ Wearing a visor is suggested in some cases for discussion purposes (existing disinfectant solution for visors).
- ✓ Anyone can pick up the phone for questions or requests vs. face to face.



- ✓ Use of individual parameter compilation sheet for extrusion and separation.

Laboratory

- ✓ Samples left outdoors
- ✓ Individual touch screen pencils
- ✓ Individual parameter sheets
- ✓ Visors available

Lockers

- ✓ Lockers will be disinfected between shifts (3:00-3:30 p.m.).
- ✓ Ladies' lockers will be used for night shift (Maurice B. Ibrahima T. and Junior)

Limited exposure to employees (in case of problems)

- ✓ Alain focus employees (extrusion, M-4, bags)
- ✓ Patrick focus employees (maintenance, Lab, separation)
- ✓ Daniel focus (shipping)

NB- Disciplinary measures (written notice) will be distributed to those who do not respect the instructions.

Thank you for your understanding and collaboration.

The Direction

