

23 April 2020

To: All Employees  
From: Matt Greene  
Subject: Work Schedule for the Period April 27<sup>th</sup> – May 9<sup>th</sup>

All employees will continue to be paid based on a 32-hour work week.

Monday, April 27<sup>th</sup>, **Production, Repairs and Operations** will begin working in assigned groups on a rotating 4-day schedule of 8-hour days, based on a 6-day **Monday-Saturday** work week. Group Assignments and Workday Schedules are included in the following pages, which will be communicated by supervisors and will be posted to [www.safeflight.com/alerts](http://www.safeflight.com/alerts).

**Plant and Office Supervisors will be contacting individuals directly regarding schedules for this working period.**

**Make sure you know your Work Group Assignment and the days of the week that you are scheduled to be in the plant.**

**Office** personnel will be assigned to a rotation of 1- or 2-days per week, based on an 8-hour day, **Monday-Friday** work week.

**Engineering** and **IT** personnel will be rotated on a 1-day in the office schedule (**Monday-Friday**), combined with continued remote work. For your planning purposes, after the week ending May 8<sup>th</sup>, these schedules will expand, beginning on Monday, May 11<sup>th</sup>.

For all **Office** and **Engineering** personnel, those who can work the balance of their 32 hours remotely, will continue to do so in addition to their day(s) scheduled to be in the office.

Sandwiches will be provided for lunch. Our normal beverages will be available throughout the day.

We will continue to communicate via the Safe Flight Alert Notification System, on our website ([www.safeflight.com/alerts](http://www.safeflight.com/alerts)) and by email as we transition our working schedule.

## Safe Flight COVID-19 Workplace Guidance

The only proven means to combat the spread of the virus and protect the safety and wellbeing of employees is effective social distancing. Social distancing policies and procedures will be implemented for the facility. The following interim practices and policies will be in place as we ramp up a return to work presence during the COVID-19 pandemic: It is **every employee's** responsibility to adhere to these guidelines.

### Health and Hygiene

- **If you are sick, showing symptoms, or have been exposed to someone with the virus stay home** and notify Michele Collins of the reason for your absence in accordance with the April 3<sup>rd</sup> COVID-19 Leave Benefits.
- If you are showing symptoms during the day notify your supervisor and leave the facility immediately.
- Employees are requested to take their own temperature and monitor for symptoms before leaving for work each day. For employees who cannot take their temperature prior to coming to work, temperature screening will be available in the Training Room. Contact a supervisor to coordinate.
- **Face masks or coverings are required for all employees.** Please wear your own mask to work. Masks will be provided for those who do not have them.
- **All employees must wash hands upon entering the facility when arriving at work, and at any time returning from outside of the building.**
- Safe Flight has implemented additional cleaning. Expanded nightly cleaning as well as disinfecting of commonly used surfaces will be conducted throughout the day.
- Gloves must be worn in the cafeteria when touching communal surfaces such as coffee machine, utensils, refrigerators and microwaves.

### Social Distancing

- The work schedules have been designed to increase employee separation. Group assignments and schedules will be provided by supervisors.
  - Each group will have designated times for arrival, breaks, lunch and departure.
  - Workers will enter and leave the building in a single file line.
- Employees are to maintain a minimum of 6 feet of distance from others.
- Wherever the required 6-foot separation cannot be guaranteed, employees may be required to use face shields.
- Materials or tools are not to be directly handed to others. Materials and tools must be set down, so that they can be picked up at a safe distance. All meetings should be conducted via WebEx or telecom while in the office. Conference room and cafeteria chairs have been arranged to comply with social distancing.

**Safe Flight Instrument Corporation**  
**Factory Shift Schedule**  
**Monday April 27 -- Saturday May 9, 2020**

<b>Monday</b> 27-Apr <b>A / B / C</b>
<b>Tuesday</b> 28-Apr <b>A / B / C</b>
<b>Wednesday</b> 29-Apr <b>D / E / F</b>
<b>Thursday</b> 30-Apr <b>D / E / F</b>
<b>Friday</b> 1-May <b>A / B / C</b>
<b>Saturday</b> 2-May <b>A / B / C</b>
<b>Monday</b> 4-May <b>D / E / F</b>
<b>Tuesday</b> 5-May <b>D / E / F</b>
<b>Wednesday</b> 6-May <b>A / B / C</b>
<b>Thursday</b> 7-May <b>A / B / C</b>
<b>Friday</b> 8-May <b>D / E / F</b>
<b>Saturday</b> 9-May <b>D / E / F</b>

	Name	Department	Group
1	Ahmed, Mojeeb	QA	<b>A</b>
2	Annan, Mary	Electro-Mech	<b>A</b>
3	Arboleda, Fabio	Machine Shop	<b>A</b>
4	Baker, Brian K.	Supervisor	<b>A</b>
5	Hector, Hilain	QA	<b>A</b>
6	Jimenez, Johnny	Repair	<b>A</b>
7	Linan Lopez, Ernesto	Vanes	<b>A</b>
8	Salmon, Melbourne L.	Supervisor	<b>A</b>
9	Tassio, Marisol	Office	<b>A</b>
10	Wang, Xiaoyu Gu	Electrical	<b>A</b>

1	Baksh, Mohamed K.	Purchasing	<b>B</b>
2	Bittner, William J.	Machine Shop	<b>B</b>
3	Cambriello, Lawrence	Stock Room	<b>B</b>
4	Craig, Nigel	Tech Service	<b>B</b>
5	Cura, Fernando	Electro-Mech	<b>B</b>
6	Fuentes-Torres, Fausto F.	Electrical	<b>B</b>
7	Hernandez-Talaga, Robert	QA	<b>B</b>
8	Gunzel, James	Repair	<b>B</b>
9	Oblitas, Percy D	Paintroom	<b>B</b>
10	Pillai, Gopal Sasidharan	Electro-Mech	<b>B</b>

1	Brokaw, Gary	Shipping	<b>M/T/W/F</b>
2	Bullens, Leroy	Machine Shop	<b>C</b>
3	Burton, Khrae	QA	<b>C</b>
4	Combs, David C.	Stock Room	<b>C</b>
5	DeAllaume, Eric	Supervisor	<b>C</b>
6	Jackson, George R.	Electro-Mech	<b>C</b>
7	Laurant, Hugues	Electrical	<b>C</b>
8	Munoz, Elkin	Repair	<b>C</b>
9	Munoz, Sergio H.	QA	<b>C</b>
10	Pearsall, Betty	Stock Room	<b>C</b>
11	Reed, Michael	Electro-Mech	<b>C</b>

	Name	Department	Group
1	Bou, Karen	QA	<b>D</b>
2	Brooks, Michael A.	Repair	<b>M/T/W/F</b>
3	Cambriello, Dominick	QA	<b>D</b>
4	Cericola, Paolo	Machine Shop	<b>D</b>
5	Krasovic, Frank	Electro-Mech	<b>D</b>
6	Mendez, Ana	Electrical	<b>D</b>
7	Munoz, Fernando A.	Repair	<b>D</b>
8	Nani, Thomas	Machine Shop	<b>D</b>
9	Sotelo, Ivan	Shipping	<b>D</b>
10	Tassio, Gregory M.	Supervisor	<b>D</b>

1	Falcaro, Victor	Supervisor	<b>E</b>
2	Feliciano, Edwin	QA	<b>E</b>
3	Florez, Albeiro	Machine Shop	<b>E</b>
4	Kucera, Noel	Repair	<b>E</b>
5	Lauron, Alan	Electro-Mech	<b>E</b>
6	Martinez, Walter	Vanes	<b>E</b>
7	Perez, Raul	Machine Shop	<b>E</b>
8	Thomas, Robert	Repair	<b>E</b>
9	Vaidyan, Daniel	Electrical	<b>E</b>
10	Viscome, Louis T.	Shipping	<b>E</b>

1	Ferris, Mark	Tech Service	<b>F</b>
2	Hamel, James	Supervisor	<b>F</b>
3	Harrell, Jeffrey C.	QA	<b>F</b>
4	Lueck, Guenter	Machine Shop	<b>F</b>
5	Martin, Daniel	Electro-Mech	<b>F</b>
6	Reyes Melgar, Juan	Supervisor	<b>F</b>
7	Salvatierra, Teodoro R.	Stock Room	<b>F</b>
8	Townsend, Jonathan	QA	<b>F</b>
9	VanLew, Cheryl	Electrical	<b>F</b>
10	Verzonilla, German G.	Repair	<b>F</b>
11	Jimenez, Sharon	Purchasing	<b>F</b>

**Safe Flight Instrument Corporation  
Office Shift Schedule  
Monday April 27 -- Friday May 8, 2020**

<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>
1 Nohai, Shannon	1 Nohai, Shannon	1 Sawyer, Patricia	1 Garros, Catherine	1 Garros, Catherine
2 Perfito, Ronda	2 Perfito, Ronda	2 Ahlers, Yvonne	2 Tardella, Denise	2 Sawyer, Patricia
3 Hoffenberg, Ann Marie	3 Lombardo, Lawrence	3 Ramos, Ana Maria R.	3 Ahlers, Yvonne	3 Collins, Michele
4 Cachay, Santos R.	4 Perri, Teresa	4 Cachay, Santos R.	4 Bannon, Ken Ray	4 Ramos, Ana Maria R.
5 Panchal, Nitin I	5 Collins, Michele	5 Vaccari, Michael L.	5 Hoffenberg, Ann Marie	5 Morgan, Patrick
6 Linan Neyra, Jair	6 Rocca, Robert J.	6 Korr, William C.	6 Rocca, Robert J.	6 Cachay, Santos R.
7 Lambton, Michael	7 Tiseo, Joseph	7 Bastings, Kyle	7 Duerr, William C.	7 Athanasidy, Robert
8 Clark, Andrew	8 Fortrin, Dale	8 Scofield, Thomas K.	8 Muller, Richard	8 Jahnke, Brian
9 Woo, Tsung-Chih	9 LaManna, Nicholas	9 Smith Elizabeth D.	9 Generale, Piero	9 Simons, Louis
10 LeClerc, Robert	10 Bazergui, Brian		10 Kawsar, Naveed	10 Grant, Gregory
	11 Howard, Graham			

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>27-Apr G</b>	<b>28-Apr H</b>	<b>29-Apr I</b>	<b>30-Apr J</b>	<b>1-May K</b>

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>4-May G</b>	<b>5-May H</b>	<b>6-May I</b>	<b>7-May J</b>	<b>8-May K</b>