

7 May 2020

To: All Employees  
From: Matt Greene  
Subject: Work Schedule Beginning Monday, May 11<sup>th</sup>

Effective Monday, May 11<sup>th</sup>, employees will be divided into two groups working 4-day, 8-hour shifts, for a 32-hour work week. Group 1 will work Monday through Thursday and Group 2 will work Tuesday through Friday. It is anticipated that this plan will extend until the end of July but is subject to change as we assess the health and economic environment.

Some Engineering functions will work to a separate schedule for the May 11-22 timeframe. For Software, Electrical, Mechanical and Aero design engineers, one-half will work 3 days (Mon-Wed-Fri) in the office and 2 days (Tue-Thu) remote for the first week (May 11-15), while the other half will work 2 days in the office and the remaining 3 days remotely. The following week (May 18-22) these groups will swap. Both groups will work a 32-hour week. Beginning on Tuesday, May 26<sup>th</sup>, these Engineering groups will also be assigned to either Group 1 or 2.

Office hours will revert to normal hours of 7:45 am to 4:15 pm for the plant and 8:00 am to 4:45 pm for the office. Group assignments and break schedules are posted on the second page of this memo. Contact your supervisor if you have any questions.

Safe Flight will observe the posted holiday schedule for Memorial Day – Monday, May 25<sup>th</sup> and for Independence Day – Friday, July 3<sup>rd</sup> as well as the plant closure Monday, June 29<sup>th</sup> through Thursday, July 2<sup>nd</sup>.

The NY State Shared Work Program and weekly Federal Unemployment Benefits coincide with our planned timeline to transition back to a normal workweek August 1<sup>st</sup>. Employees who qualify for these benefits will remain eligible through the end of July.

COVID-19 workplace measures will remain in effect. It is imperative that all employees wash their hands and wear masks every time they enter the facility as well as take their own temperature and monitor for symptoms before leaving for work each day. Temperature screening will be provided for those who do not have access to a thermometer.

We will continue to communicate relevant information through the Safe Flight Alert Notification System, on our website ([www.safeflight.com/alerts](http://www.safeflight.com/alerts)) and by email.

## Staffing Plan May 11 - July 31, 2020

	<u>Office</u>	<u>Group</u>
1	Sawyer, Patricia	Eng VP Admin
2	Morgan, Patrick	Aero
3	Cachay, Santos R.	Configuration
4	Rocca, Robert J.	Configuration
5	Panchal, Nitin I	Electrical
6	Tiseo, Joseph	Electrical
7	Vaccari, Michael L.	Electrical
8	Duerr, William C.	Laboratory
9	Fortrin, Dale	Laboratory
10	Korr, William C.	Laboratory
11	Linan Neyra, Jair	Qual Test
12	Bastings, Kyle	Mechanical
13	LaManna, Nicholas	Mechanical
14	Lambton, Michael	Mechanical
15	Muller, Richard	Mechanical
16	Athanasidy, Robert	Software
17	Bazergui, Brian	Software
18	Clark, Andrew	Software
19	Generale, Piero	Software
20	Howard, Graham	Software
21	Jahnke, Brian	Software
22	Kawsar, Naveed	Software
23	Woo, Tsung-Chih	Software
24	Craig, Nigel	Tech Service
25	Ferris, Mark	Tech Service
26	Scofield, Tom	VP Engineering
27	Simons, Louis	VP Systems
28	Collins, Michele	Finance
29	Engelhardt, Norma	Finance
30	Hoffenberg, Ann Marie	Finance
31	Ramos, Ana Maria R.	Finance
32	Vier, Paul H.	Finance
33	Garros, Catherine	Sales & Mktg
34	Bannon, Ken Ray	Sales & Mktg
35	Banks, John M.	Facilities
36	Faulkner, Barry E.	Facilities
37	Guglielmo, Michael	Facilities
38	Silva, Juana	Facilities
39	Valer, Jorge	Facilities
40	Grant, Gregory	IT
41	LeClerc, Robert	IT
42	Smith, Elizabeth D.	IT
43	Lombardo, Lawrence	Contracts
44	Perri, Teresa	Contracts
45	Greene, Matt	Pres
46	Greene, Randy	CEO
47	Wilson, Joe	COO
48	Tardella, Denise	Reception
49	Nohai, Shannon	CEO Admin
50	Ahlers, Yvonne	COO Admin
51	Perfito, Ronda	Pres Admin
52	Anderson, Steve	Flight Operations

	<u>Shop</u>	<u>Group</u>
1	Wang, Xiaoyu Gu	Electrical
2	Mendez, Ana	Electrical
3	Fuentes-Torres, Fausto F.	Electrical
4	Laurant, Hugues	Electrical
5	Vaidyan, Daniel	Electrical
6	VanLew, Cheryl	Electrical
7	Annan, Mary	Electro-Mech
8	Krasovic, Frank	Electro-Mech
9	Cura, Fernando	Electro-Mech
10	Pillai, Gopal Sasidharan	Electro-Mech
11	Jackson, George R.	Electro-Mech
12	Reed, Michael	Electro-Mech
13	Lauron, Alan	Electro-Mech
14	Martin, Daniel	Electro-Mech
15	Arboleda, Fabio	Machine Shop
16	Cericola, Paolo	Machine Shop
17	Nani, Thomas	Machine Shop
18	Bittner, William J.	Machine Shop
19	Bullens, Leroy	Machine Shop
20	Florez, Albeiro	Machine Shop
21	Perez, Raul	Machine Shop
22	Lueck, Guenter	Machine Shop
23	Tassio, Marisol	Prod Planning
24	Oblitas, Percy D	Paintroom
25	Baksh, Mohamed K.	Purchasing
26	Jimenez, Sharon	Purchasing
27	Ahmed, Mojeeb	QA
28	Hector, Hilain	QA
29	Bou, Karen	QA
30	Cambriello, Dominick	QA
31	Hernandez-Talaga, Robert	QA
32	Burton, Khrae	QA
33	Munoz, Sergio H.	QA
34	Feliciano, Edwin	QA
35	Harrell, Jeffrey C.	QA
36	Townsend, Jonathan	QA
37	Jimenez, Johnny	Repair
38	Brooks, Michael A.	Repair
39	Munoz, Fernando A.	Repair
40	Gunzel, James	Repair
41	Munoz, Elkin	Repair
42	Kucera, Noel	Repair
43	Thomas, Robert	Repair
44	Verzonilla, German G.	Repair
45	Sotelo, Ivan	Shipping
46	Brokaw, Gary	Shipping
47	Viscome, Louis T.	Shipping
48	Cambriello, Lawrence	Stock Room
49	Combs, David C.	Stock Room
50	Pearsall, Betty	Stock Room
51	Salvatierra, Teodoro R.	Stock Room
52	Baker, Brian K.	Supervisor-Mech/Elec
53	Salmon, Melbourne L.	Supervisor-Machine Shop
54	Tassio, Gregory M.	Supervisor-Production
55	DeAllaume, Eric	Supervisor-QA
56	Falcaro, Victor	Supervisor-Purchasing
57	Hamel, James	Supervisor-Repair Station
58	Reyes Melgar, Juan	Supervisor-Tool Room
59	Linan Lopez, Ernesto	Vane Assy
60	Martinez, Walter	Vane Assy
61	Ferrara, Maria	VP-Manufacturing

5/7/2020

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MON		TUE		WED		THU		FRI	
11-May	1, X	12-May	1, 2, Y	13-May	1, 2, X	14-May	1, 2, Y	15-May	2, X
18-May	1, Y	19-May	1, 2, X	20-May	1, 2, Y	21-May	1, 2, X	22-May	2, Y
25-May	Holiday	26-May	1	27-May	2, 1	28-May	2, 1	29-May	2
1-Jun	1	2-Jun	1, 2	3-Jun	1, 2	4-Jun	1, 2	5-Jun	2

MON		TUE		WED		THU		FRI	
8-Jun	1	9-Jun	1, 2	10-Jun	1, 2	11-Jun	1, 2	12-Jun	2
15-Jun	1	16-Jun	1, 2	17-Jun	1, 2	18-Jun	1, 2	19-Jun	2
22-Jun	1	23-Jun	1, 2	24-Jun	1, 2	25-Jun	1, 2	26-Jun	2
29-Jun	Shutdown	30-Jun	Shutdown	1-Jul	Shutdown	2-Jul	Shutdown	3-Jul	Holiday

MON		TUE		WED		THU		FRI	
6-Jul	1	7-Jul	1, 2	8-Jul	1, 2	9-Jul	1, 2	10-Jul	2
13-Jul	1	14-Jul	1, 2	15-Jul	1, 2	16-Jul	1, 2	17-Jul	2
20-Jul	1	21-Jul	1, 2	22-Jul	1, 2	23-Jul	1, 2	24-Jul	2
27-Jul	1	28-Jul	1, 2	29-Jul	1, 2	30-Jul	1, 2	31-Jul	2

Shop Break Schedule	
<b><u>Group 1</u></b>	
Morning	Afternoon
9:30 am - 9:40 am	1:50 pm - 2:00 pm
<b><u>Group 2</u></b>	
Morning	Afternoon
9:50 am - 10:00 am	2:10 pm - 2:20 pm

Shop Lunch Schedule	
<b><u>Group 1</u></b>	
11:30 am -- 12:00 pm	
<b><u>Group 2</u></b>	
12:15 pm -- 12:45 pm	

Office Lunch Pickup	
<b><u>Group 1</u></b>	
12:00 pm -- 12:15 pm	
<b><u>Group 2</u></b>	
12:45 pm -- 1:00 pm	

## **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.
  - A mask will be provided for those who do not have them on a weekly basis.
- **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.