COVID-19 Coronavirus Pandemic Control Plan

Nemak

Innovative Lightweighting

CEO Message

The impact of COVID-19 continues to extend throughout the world, putting pressure on our communities in ways we had never faced before.

As always, Nemak's top priority will be to continue ensuring the highest standards of health and safety for all our employees. More than ever, it is important that every single one of us follow best practices in prevention to minimize the transmission of the virus. Our individual actions can significantly contribute to the wellbeing of others.

We are committed to doing whatever it takes to ensure the wellbeing of our people and to adapt our business to meet the needs of our customers during these extraordinary times.

Therefore, we have developed a plan, described in this document, on which we will act to protect our employees, their families, and support the global effort to combat the Covid 19 Coronavirus.

As a socially responsible company, Nemak will continue to observe control measures to help prevent workplace exposures to acute respiratory illnesses to protect our employees, their families, and support the global response to this crisis.

I am confident that teamwork and solidarity will help us to overcome the challenges ahead.

Armando Tamez
CEO
Nemak

Purpose

As a socially responsible corporate sponsor Nemak has developed this pandemic control plan as part of our continuing effort to deliver the highest standards of health and safety to our employees and their families while supporting the world-wide effort to ease the community transmission of the COVID -19 coronavirus.

This guide applies to all Nemak operations globally, including sales and Product Development Centers, supply chain sites and factories. These controls are minimum requirements. Nemak locations are required to implement the controls by applying methods that are adapted for each unique facility and in coordination with local requirements.

To prevent stigma and discrimination in the workplace, use only the guidance described in this plan to determine risk of COVID -19 infection. Do not make determinations of risk based on race or country of origin, and be sure to maintain confidentiality of people with confirmed coronavirus infection.

The COVID-19 coronavirus pandemic is rapidly evolving, and outbreak investigations are ongoing. Nemak is closely monitoring this outbreak by conducting risk assessments to develop health and safety measures. This plan will be updated to ensure a clear and coordinated response across Nemak as emerging situations related to the global pandemic evolve.

Contents

1.0 Facility Preparedness

Crisis Management Plan

All Crisis Management and Emergency Action Plans must be reviewed and updated. Update Crisis Management Team Members, roles, and contact information.

The Pandemic Control Plan must be reviewed with the Crisis Management Team. Implementation and actions related to this plan must follow the decision –making authority identified in the Nemak Crisis Management Manual.

1.1 Non-pharmaceutical Medical Devices

All locations must have the following non-pharmaceutical medical devices available:

Infrared Thermometers.

- The thermometers must be non-contact to avoid cross contamination and allow for utilization greater than a single patient.
- Each Nemak location must determine how many thermometers are required to suit the needs of its population.

Thermographic Cameras.

- All locations must have thermographic camera scanners for use to screen worker body temperature.

Soap and Hand Sanitizers

- Each location must sustain an inventory that allows all dispensers to be filled.
- Effective hand sanitizers contain 60% - 80% alcohol.

Cleaning Disinfectant Solutions

- Each location must maintain a sufficient inventory of cleaning solutions and tools to provide effective disinfection of surfaces.
- US EPA has listed registered antimicrobial products for use against Novel Coronavirus SARS-CoV-2, the Cause of COVID-19.

Other Personal Protective Equipment

- Each location must have on-hand protective gloves, sleeves, goggles, and face shields designed to reduce infection when in direct contact with workers suspected or confirmed of infection, or whenever cleaning/disinfecting areas suspected of being contaminated with the virus.

Facemasks and Respirators

Where social distancing is not possible the use of facemasks and respirators is necessary to reduce the transmission of the Covid 19 coronavirus. Nemak supports efforts to preserve the supply of facemasks and respirators for use by Health Care Professionals. Therefore we are committed to the procurement and use of Personal Protective Equipment that is effective in controlling the spread of the virus, but not designated for medical use.

N95 masks (or equivalent) and surgical masks not designated for medical use can be used for industrial applications as an acceptable control of source control where social distancing is not achievable. Masks must meet EN 14683 and ASTM F2100 for design and material construction.

Whenever N95 or surgical mask equivalents are not available, alternative facemask may be used based on a risk assessment for function and effectiveness.

Risk Assessment. A risk assessment must be completed to determine the likelihood of transmission of the virus during the course of work. Primary considerations for the risk assessment include whether or not a social distance of greater than 6 feet or 2 meters is possible, and the frequency of exposure to potentially infected workers. Where the frequency and exposure is high, such as for health screeners and medical services, N95 or FFP2 equivalent respirators must be used. In work areas where the risk assessment is determined to be low, the use of non-medical surgical facemask must be used to to maintain a low level of risk.

Reuse and Extended Use. Unless otherwise specified by the manufacturer the reuse and extended use of masks and respirators is allowed provided that the protective device maintains the proper fit, form, and function. In order to extend the effective use, local facilities must implement the following rules:

- The facemasks and respirators should be removed and discarded if soiled, damaged, or hard to breathe through.
- The respirator must maintain its structural and functional integrity.
- The filter material must not be physically damaged, soiled, or contaminated.
- The same person re-uses the respirator.
- Users should perform a user seal check each time they don a respirator and should not use a respirator on which they cannot perform a successful user seal check.
- Not all facemasks and respirators can be re-used.
    - Facemasks and respirators that fasten to the provider via ties may not be able to be undone without tearing and should be considered only for extended use, rather than re-use.
    - Facemasks and respirators with elastic ear hooks may be more suitable for re-use.
- Facemasks and respirators should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage.
- Masks and respirators must be stored between uses in a clean sealable paper bag or breathable container. Do not use non-breathable plastic bags for storage.
- Respirators, masks and storage bag must be marked with the workers name.
- When removing respirators from bags, employees must remove by touching the straps only, without touching the front of the respirator. Use hand sanitizer or wash hands thoroughly (20 seconds) immediately after removing.

Prioritize Use

- Use N95/FFP2 Mask/Respirator equivalents for High Risk Activities.
- Use Surgical Masks equivalent for Low Risk Activities.
- Use Surgical Masks equivalent for workers in isolation for medical screening.

Inventory Control. In order to maximize employee protection facilities must:

- Maintain the following inventory levels
  - N95/FFP2 or equivalent for non-medical use: 1 – 2 per employee, per week, for a period of 90 days.
  - Surgical Masks for non-medical use: 3 – 4 per employee, per week, for a period of 90 days.
- Consider a higher level of Personal Protective Equipment such as half-face cartridge respirators for job task, where under normal circumstances a N95 are used.
- Implement rules that require workers to be in possession of issued masks and to issue replacement masks when the form fit and function of the masks is compromised.
- Locations must understand their facemask/respirator inventory, supply chain, and utilization rates.
- Implement engineering controls and social distancing strategies to reduce the risk score.
- Educate and train workers on the proper use and care for protection while performing their job duties.
  - Training includes applying and removing respirators: (1) Employees must remove by touching the straps only, without touching the front of the respirator. (2) When putting a re-use respirator on, do so without touching the front of mask with bare hands, using straps only if possible.

2.0 COVID-19 Occupational Health Care Management

2.1 Individual Preventative Measures

1. **Avoid close contact.** Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.
2. **Stay home when you are sick.** If possible, stay home from work, school, and errands when you are sick. This will help prevent spreading your illness to others.
3. **Cover your mouth and nose.** Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick. Cough, sneezing, or unclean hands spread flu and other serious respiratory illnesses, like respiratory syncytial virus (RSV), whooping cough, and severe acute respiratory syndrome (SARS).
4. **Clean your hands.** Washing your hands often will help protect you from germs. If soap and water are not available, use an alcohol-based hand rub.
5. **Avoid touching your eyes, nose or mouth.** Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.
6. **Practice other good health habits.** Clean and disinfect frequently touched surfaces at home, work or school, especially when someone is ill. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

2.2 Medical Services

In addition to on-site medical services, all locations must identify medical facilities capable of receiving suspected or confirmed cases of COVID -19. It is required that each location contact them to confirm that the outside medical services, including ambulatory service, are authorized to receive potentially infected workers. The location should discuss this Control Plan with outside or community health services. Each location is responsible for identifying public health protocols and legal requirements.

In all cases involving COVID -19 follow the requirements of local medical authorities.

2.3 COVID 19 Coronavirus Pandemic Screening

All workers entering Nemak facilities, including employees, leased and temporary workers, visitors, and contractors must respond to questions regarding travel history, potential exposure to the COVID 19 coronavirus, and their general health as it relates to signs and symptoms of the virus. The purpose of the screening is to identify workers for further medical evaluation.

Information obtained from the screening process must be controlled in compliance with all laws governing personal privacy and company confidential data management practices. Answers to certain queries may only be required on a voluntary basis at some locations to comply with location specific legal requirements.

The screening process applicable to each location must be communicated to all employees prior to screening.

Screening Questions

1. In the last 21 days:

a. Have you been diagnosed with the Covid 19 coronavirus?
b. Have you traveled outside the region in the last 21 days?
c. Have you been exposed to persons suspected or confirmed to be infected by the COVID 19 coronavirus?

2. In the last 72 hours (3 days) have you experienced any of the following:

a. Have you had a fever greater than 99°F or 37.2°C?
b. Have you had a persistent cough?
c. Have you had other breathing problems (e.g. shortness of breath)

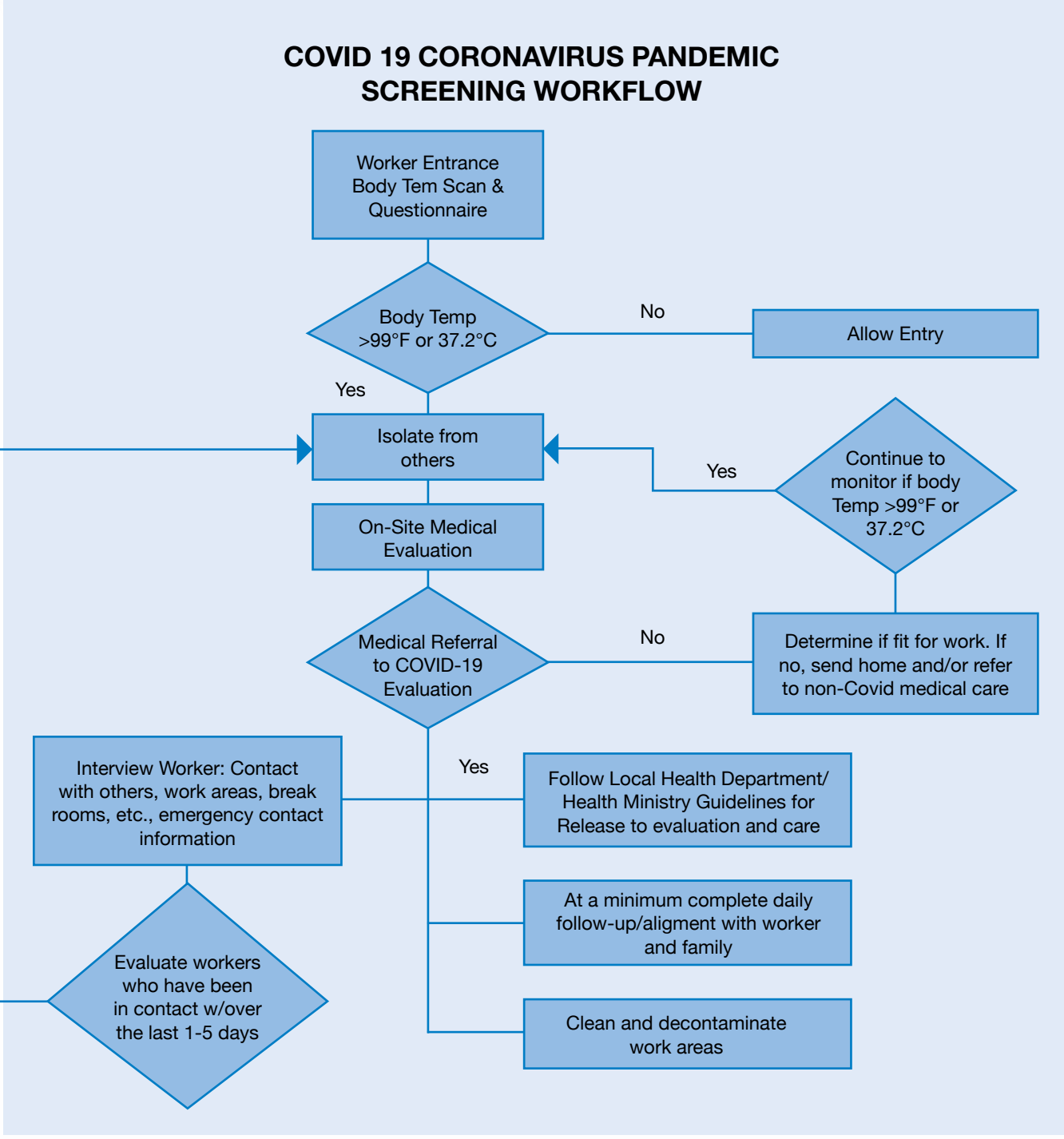
If the person answers yes to any of the questions, isolate the worker from others for further medical evaluation.

2.4 Checkpoint Requirements

A risk assessment must be completed to determine the highest level of protection to be implemented for screeners and queued workers.

- Queue lines must be used to clearly mark or barricade workers to prevent close contact by maintaining social distance
- All people –including truck drivers and other delivery drivers- entering Nemak locations must be screened for fever determined by body temperature measurement
  - The only exception is local emergency responders
- Persons measuring body temperature must be trained in the use of the equipment
- Persons administering the screening must be trained in the process for responding to people showing signs and symptoms of COVID 19. Symptoms:
  - Body temperature greater than 99°F or 37.2°C
  - Cough
  - Difficulty Breathing
- Persons measuring body temperature are required to wear the following minimum level of Personal Protective Equipment:
  - Facemask or respirator rated N95/FFP2 (P2) or equivalent
  - Safety Glasses or Face Shield
  - Disposable patient examination gloves
  - Clothing that is easily discarded such as overcoats, smocks, and caps
- Bio hazard decontamination kits must be on-hand at screening stations
- An isolation area must be established
- All unmonitored entry points must be secured and barred from use –emergency exits must not be locked or blocked.

To prevent stigma and discrimination in the workplace use the screening process to determine risk of COVID -19 infection. Do not make determinations of risk based on race or country of origin, and be sure to maintain confidentiality of people with confirmed coronavirus infection.



2.5 COVID- 19 Incident Response

If any person presents a body temperature greater than following signs or symptoms of COVID 19 coronavirus:

- Body temperature greater than 99°F or 37.2°C
- Cough
- Difficulty Breathing

The following actions must be taken.

Perform a risk assessment to determine that the symptoms are not the result of exposure to normal processing, i.e. furnaces and hot metal.

If it is determined that the symptoms are not related to normal occupational exposure then take the following actions:

1. Trained First Responders must isolate the worker from other people
2. Contact medical services to perform a medical assessment
3. Interview the worker to determine contact with others, the areas within and outside of the workplace they were present
4. If the medical assessment results in a referral for outside treatment or examination, or removal from the workplace for self-quarantine do the following:
    a. Follow Local Health Department/Health Ministry Guidelines for Release to evaluation and care
    b. Isolate and perform Medical Evaluations on all persons the person has come in contact with
    c. Clean and decontaminate work areas and other areas as necessary
    d. Assess First Responders and monitor for signs and symptoms of the virus
5. Complete Business Continuity Risk Assessment
6. Review Incident Response
7. Daily follow-up/alignment with worker and family

2.6 Return-to-Work for Affected Workers

Self-Quarantine for individuals without a confirmed diagnosis of Covid 19.
For people with similar or mild symptoms of COVID-19, hospitalization may not be necessary. Instead, employees who self-declare, present symptoms during screening, or are directed by a medical professional may be required to self-quarantine to limit further spread of the virus. Self-quarantine means remaining at home or in a designated setting. This measure is for people showing symptoms who may be self-quarantined for a period of 14 days to self-monitor for an escalation in the severity of signs and symptoms.

Employees may return to work after a 14-day period of self-quarantine under the following conditions:

- If during the last 72 hours of the 14-day period the worker has not had a body temperature greater than 99°F or 37.2°C without the use of fever-reducing medication, and
- No additional symptoms are present (Cough, shortness of breath).

Employees may self-declare that they meet the conditions for return to work, or they may present a doctor's note communicating that the person has completed 14 days of self-quarantine and meets the return to work conditions.

A person who subsequently has tested negative for the virus during the time of self-quarantine may return to work at any time with a copy of the test result, or a doctor's note communicating the result of a negative Covid 19 test.

Self-Quarantine for individuals who may have had exposure to COVID 19 from others.

People who have had exposure to confirmed cases of COVID 19 may be required to self-quarantine to limit further spread of the virus. Those that have been tested for the virus with a negative (virus free) result may return to work with proof of the test, or with a doctor's note communicating the result of a negative Covid 19 test. Workers who are not tested must complete a 14-day period of self-quarantine and return to work only after the following conditions have been met:

- If during the last 72 hours of the 14-day period the worker has not had a body temperature greater than 99°F or 37.2°C without the use of fever-reducing medication, and
- No additional symptoms are present (Cough, shortness of breath)

Employees may self-declare that they meet the conditions for return to work, or they may present a doctor's note communicating that the person has completed 14 days of self-quarantine and meets the return to work conditions.

A person who subsequently has tested negative for the virus during the time of self-quarantine may return to work at any time with a copy of the test result, or a doctor's note communicating the negative result of the Covid 19 test.

Confirmed Cases of Covid 19 Coronavirus

At the end of a 14-day period from the date of sample collection that results in a confirmed case of Covid 19 coronavirus, individuals who have had a confirmed case of Covid 19 and have not had any symptoms without the use of medication for at least 72 hours may return to work accompanied with a doctor's note. The doctor's note must say 14 days have passed since sample collection, and the worker has been symptom free for at least 72 hours at the end of 14 days.

Confirmed cases of Covid 19 coronavirus who have received a subsequent test with a negative result may return to work with a copy of the test result, or an accompanying doctor's note verifying the result of the test.

A person who cannot obtain a doctor's note to return to work, must self-declare that they have not had any symptoms without the use of medication for at least 72 hours prior to returning to work.

Report of Individual, Family, or Community Exposure
Our employees and their families are, by extension, members of the Nemak family. As a socially responsible corporate sponsor we will assist our family and the communities we work in. To the extent possible, Nemak should prepare to assist these employees by contacting our workers and their families daily.

Each location must establish a confidential reporting system (telephone, email) for employees to voluntarily report potential exposure of themselves, infected family members, or others in the community. These reports must be treated confidentially in accordance with all applicable laws and company privacy standards. Each location must be prepared to provide information from the public health authorities, including how to contact the authorities. These employees are subject to self-quarantine for 14 days.

3.0 Social Distancing

Limiting face-to-face contact with others is the best way to reduce the spread of coronavirus disease 2019 (COVID-19).

Social distancing, also known as physical distancing, means keeping space between yourself and other others. Public health organizations such as World Health Organization (WHO), and US and Europe Centers for Disease Control and Prevention, identify social distance as staying at least 6 feet (2 meters) from other people, avoiding groups, mass gatherings, and other crowded places.

3.1 Remote Work

In line with current industry precautions and recognizing that some work can be done remotely to maintain social distance, we are requiring all employees whose work allows to work remotely. Employees working remotely are expected to work regular work hours and to report all remote connectivity problems to the local IT department and their supervisor. Recommendations for working remotely follow:

- Have a dedicated space to be your home office, treat it exactly like an office and avoid it after hours.
- Avoid working from a sofa or bed; use a table and chair. Body posture makes a difference to how you feel.
- Using electronic media, keep scheduled one-on-ones and large meetings
- Have clear agendas, resolve audio/video issues at the start of the meetings and follow-up with clear minutes
- If possible, record meetings for those who can't attend
- Hold frequent alignment sessions with the required employees
- Just as if you walk to someone's desk… setup quick video calls for brainstorming or informal meetings
- Mindset is powerful, dress like you're going to work at your Nemak office

- Maintain a fixed working schedule (start, lunch, end) to synchronize with coworkers.
- Start with the normal working hours of your site or the sites.
- If you step out, indicate so on your calendar as “Out of Office”
- Allow time for at least 30 minutes of physical activity such as walking, stretching or exercise.
- Host virtual coffee breaks during the day for all the team
- Have informal conversations with your team just like you would in regular office

3.2 Breakrooms, Lockerooms, and Restrooms

The objective of social distancing is to lower community transmission resulting from close physical contact. Considering breakrooms, restrooms, lockerooms and cafeterias have a higher potential for contact than on the factory floor and offices, all locations are required to complete a risk assessment to determine what measures can be taken to reduce person to person contact. Risk mitigation must follow the hierarchy of controls to determine the most effective risk reduction controls.

The schedule for cleaning and disinfecting should be adjusted to coincide with high-use periods. These areas must have informational postings regarding the COVID 19.

3.3 Routine Production Work

A risk assessment focused on maintaining social distance must be completed for all routine work areas, including work cells, warehouse, melt centers, tool shops, maintenance areas, material-handling routes. Risk mitigation must follow the hierarchy of controls to determine the most effective risk reduction controls.

3.4 Non-Routine Work

A risk assessment must be completed prior to initiating non-routine maintenance, engineering, or other support work. Risk mitigation must follow the hierarchy of controls to determine the most effective risk reduction controls in order to maintain social distance.

3.5 Office Areas and Meeting Rooms

A risk assessment must be completed for all administrative areas. Risk mitigation must follow the hierarchy of controls to determine the most effective risk reduction controls in order to maintain social distance.

3.6 Smoking Areas

Because there is extra exertion on the respiratory system (exhalation and coughing) while smoking, smoking areas must be configured and occupancy adjusted to maintain a distance of 6 feet (2 meters) between individuals. All totally enclosed and indoor smoking areas must be shut down. These areas must have informational postings regarding the COVID 19.

3.7 Risk Assessment

The purpose of the COVID-19 Risk Assessment is to identify the risk of exposure to employees, and to implement control measures designed to reduce risk by maintaining social distance.

Risk Assessment Rationale

Transmission of Covid-19 Coronavirus

The World Health Organization (WHO) and other public health agencies have stated some persons can be infectious during the pre-symptomatic stage of illness. The same agencies also cannot exclude the transfer of the virus from infected people that show no sign of illness (asymptomatic). Therefore, if pre-symptomatic cases and asymptomatic cases are presumed to transfer the virus, then for conducting a Covid 19 Risk Assessment, all employees are considered potential Covid 19 exposure cases.

Exposure
The European Center for Disease Control and Prevention (ECDC), WHO, and other agencies such as OSHA have identified factors contributing to High Risk Exposure and Low Risk Exposure. Collectively , these agencies identify High Risk as unprotected exposure with a Potential Covid-19 Case at a distance of less than 6 feet or 2 meters. Low Risk is considered exposure with a Potential Covid-19 Case at a distance greater than 6 feet or 2 meters, or protected exposure when minimum social distance is not possible.

To complete the Covid Risk Assessment, use the following Exposure Rationale:

(1) Unprotected and intermittent direct exposure to potential Covid 19 case a where social distance of > 6’ or 2 meters is not possible is a High Risk.
(2) Exposure for ≤ 2 minutes where social distance is ≤ 6‘ or 2 meters is a Low - Moderate Risk.
(3) Exposure where social distance is ≥ 6’ or 2 meters is a Low Risk.

Risk/Impact

Examples of High Risk Potential Exposure:

- A person living in the same household as confirmed Covid 19 case.
- A person having had direct physical contact with a potential Covid 19 case (e.g. shaking hands).
- A person having unprotected direct contact with potentially infectious secretions of an infected person (e.g. being coughed on, touching used tissues with bare hand, cleaning/disinfecting).
- A person having unprotected face-to-face-contact with a covid case within 6' or 2 meters.
- Any person who was in a closed environment (e.g. meeting room, cafeteria/canteen, restroom, locker/changing room) with a potential Covid 19 case at a distance of less than 6' or 2 meters without recommended PPE.
- Contact in an aircraft or bus sitting within two seats (in any direction) of a potential Covid 19 case.

Examples of Low Risk Exposure:

- A person in a closed environment with a potential Covid 19 case at a distance of more than 6' or 2 meters.
- A person in an open environment where social distance is created through the use of physical barriers (partitions) to isolate them from others.
- A person having protected face-to-face contact with a potential Covid 19 case.
- A person having direct contact with infectious secretions of a potential Covid 19 Case (e.g. being coughed on, touching used tissues with bare hand, cleaning/disinfecting) while wearing recommended PPE.
- Any person in a closed environment (e.g. meeting room, cafeteria/canteen, restroom, locker/changing room) with a potential Covid 19 at a distance of less than 6' or 2 meters using recommended PPE.

Risk Reduction Controls

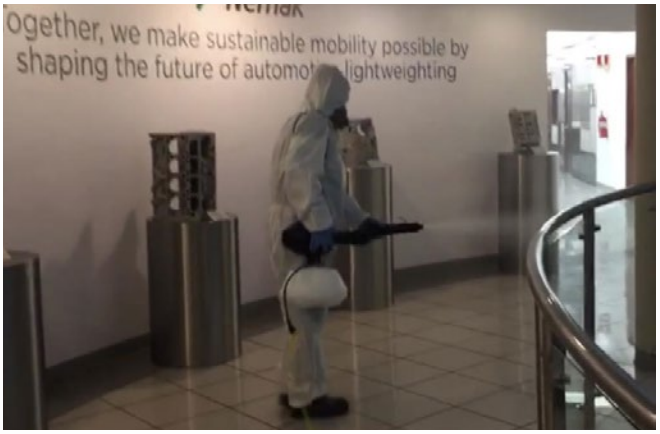
The following is a list of controls used to lower the risk of exposure. This list is for reference only. Locations should also consider whether other controls can be applied to achieve the same outcome.

Elimination: Redesign work areas that results in only a single worker to perform in isolation defined by social distancing
Elimination: Remote work
Elimination: Virtual meetings
Engineering Controls: Install impervious barriers to separate workers where social distancing cannot be achieved
Engineering Controls: Minimize pass-through openings in engineered barriers
Engineering Controls: Adjust process parameters to allow for single worker process flow
Engineering Controls: Install physical barriers to enforce social distance
Personal Protective Equipment: N95/FFP2 masks or equivalent, eye protection, gloves, and easily discarded clothing for high risk tasks (e.g. Health Screeners, medical services personnel, on-site first responders)
Personal Protective Equipment: Surgical masks or equivalent for all other tasks where there is exposure to a potential Covid 19 case
Administrative Controls: Policy, procedures, and work rules with enforcement elements
Administrative Controls: Training and Education
Administrative Controls: Communication Plan
Administrative Control: Behavior Modification

4.0 Decontamination/ Disinfection

All Nemak locations must maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. Occupied work areas are cleaned and disinfected at the end of each shift, and more frequently as needed such as whenever another operator such as a relief operator uses the work area. Common areas such as breakrooms, restrooms, and changing rooms are cleaned and disinfected after use. All door handles, copy machines and other frequently touched surfaces are cleaned and disinfected continuously.

Disinfected areas are marked and in some cases, Controlled Access Zones are used to limit access of cleaned or disinfected areas.



5.0 Travel Restrictions

Air Travel
Intercontinental business air travel by Nemak employees is prohibited. The only exceptions are for those currently traveling abroad with return airline tickets to their home base.

The Business Unit Director and the Global HSE Director must approve all air travel.

Non-Air Travel
All over-the-ground business travel must be approved by the Business Unit Director and Regional HSE Manager based on operations where the work can only be completed by being physically present or in response to customer requests, and the travel does not create an unacceptable health risk.

Employee visits to other Nemak locations, customers, suppliers, meetings and conferences, and other business stakeholder locations require Business Unit Director and Regional HSE Manager approval.

Visitors and Contractors
The Business Unit Director and Regional HSE Manager must approve all business critical visits to our locations.

Employee visits to other Nemak locations, customers, suppliers, meetings and conferences, and other business stakeholder locations also require Business Unit Director and Regional HSE Manager approval.

In addition to the control plans established by local health authorities, each Business Unit has established screening protocols and action plans for visitors and contractors. All visitors should contact the company 36 hours prior to their scheduled arrival to allow time for completing the visitor screening process.

For visitors to Nemak a health screening will be required, this information will be collected automatically thorugh an email to the visitor while requesting the Visitor Registration System on the Nemak platform.

Access will be either granted or denied based on the answers of such questionnare. The Business Unit Director and Regional HSE Manager must approve all business critical visits to our locations.

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