

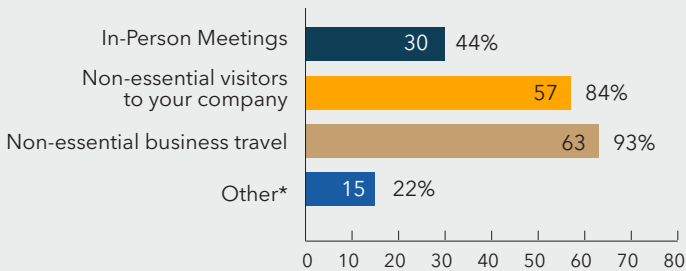
COVID-19 (Coronavirus) Kenosha Area Employer Survey Results



The Kenosha Area Business Alliance (KABA) recently deployed a web-based survey to gather information and provide support to Kenosha Area employers as they navigate the COVID-19 (Coronavirus) public health emergency.

Survey dates: March 16-17, 2020 | No. of survey responses: 72

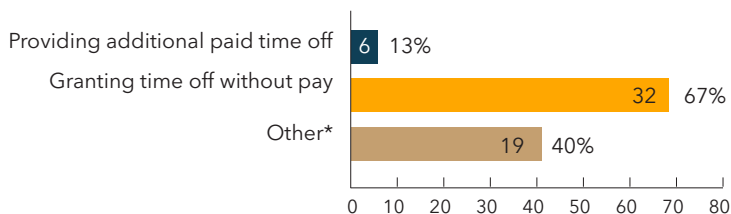
Question #1: What types of activities have been suspended at your place of business as a result of the pandemic? Check all that apply.



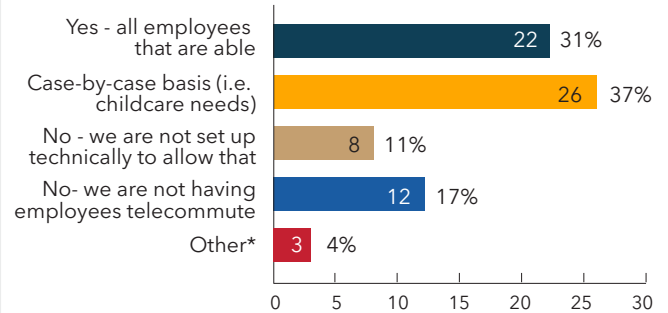
*Other responses:

- > Meetings with 6 feet distance Separate drivers/visitor entrances from employees
- > In-person meetings greater than 6 people
- > Non-essential hiring
- > Limited meeting sizes. Broader utilization on video and teleconferencing.
- > day to day review of necessary operations
- > In-person meetings have been reduced but not suspended
- > Dental emergencies only to reduce load on Hospitals.
- > We have closed our schools per directive of the governor. Most non-essential meetings in person have been cancelled.
- > WORK FORM HOME IF POSSIBLE
- > staggering start times in order to keep groups limited in size.
- > Utilizing different entrances and limiting where individuals are allowed in the facility
- > Complete campus shut down and all services, classes, and resources for students, faculty, and staff will be 100% online effective from 12 p.m. March 19th until Sunday, April 5th.
- > Large events
- > meetings more than 10 people, social distance of at least 6 feet per attendee.
- > None, we are disinfecting daily

Question #3: If you have manufacturing operations, what accommodations are you making for employees who cannot work due to childcare/family care circumstances?



Question #2: Are you allowing telecommuting for all non-production positions?



*Other responses:

- > Only for support staff with capability
- > OFFICE AND MANAGEMENT ALL HAVE ABILITY TO LOG IN FROM HOME.

Question #3, cont.

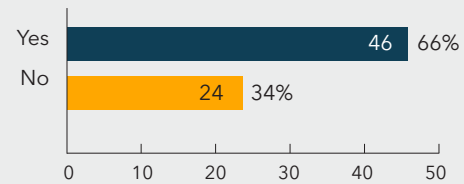
*Other responses:

- > We have not had any issues with this so far.
- > May use vacation time.
- > We may consider additional paid time but that decision hasn't been made.
- > Alternate work schedules provided
- > They may use vacation time if they have it.
- > So far we do not have any of these issues with staff
- > Caregiver leave
- > no accommodations
- > At this time most of our employees have been able to come to work but we are considering assisting with additional childcare costs if needed. Allowing for change in shift times to accommodate childcare needs. Additionally employees would be able to use their normal PTO if they had no other remedies.
- > We have decided to pay all regular full-time equivalent employees during this time.
- > FLEXING HOURS AND ALLOWING SHIFT CHANGES WAIVED TARDY AND UNLIMITED SICK TIME AS NEEDED
- > Using paid time off Allowing employees to loaned hours-have off and get paid and to repay by having the pay reduced by minimum of 5 hours per week until paid back
- > Nothing different than our regular PTO and Sick time policies.
- > If able to work remotely this is allowed after discussion with supervisor and HR
- > No issue right now

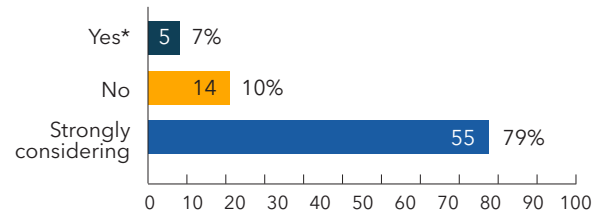
Question #4: What childcare resources are your employees using amid the school shutdown?

- > Family & Friends (9 total responses)
- > Have not had to deal with any of these issues just yet.
- > Care.com
- > Other family members, babysitters.
- > Its a mess. Some employees are bringing their kids to work
- > Family networks, daycare that remains open, modified work schedules
- > We have relaxed our attendance policy so that employee can use the time for childcare.
- > none of my employees have children
- > Friends and family members to watch smaller children. Older siblings watching younger siblings. Housepooling - try to get older kids to watch younger kids has been discussed. However there is a fear that children may still get exposed.
- > We do not have enough with small children to have this apply.
- > Working from home
- > FAMILY FRIENDS SPLITTING TIME ON DIFFERENT SHIFTS
- > spouse or older children staying home
- > Home care
- > working from home; family
- > Staying home with children.
- > parents, grandparents, parents working different shifts, parents working from home
- > friends, family, co-op
- > unknown yet. The rules have been relaxed by the State for people who are eligible for child care assistance.
- > Working from home for employees with children.
- > Relatives, friends, co-op with other parents in similar situations.
- > None
- > Too soon to know. Mainly family members for the short term.
- > Not sure
- > none
- > friends and family or they are just staying home, shifting the hours they work

Question #5: Are you asking employees to disclose whether they have been in contact with someone who has COVID-19 or if they have been tested for the virus?



Question #6: Have you or do you intend to shut down your operations as a result of the pandemic?



*If yes, what is the duration of the shut down?:

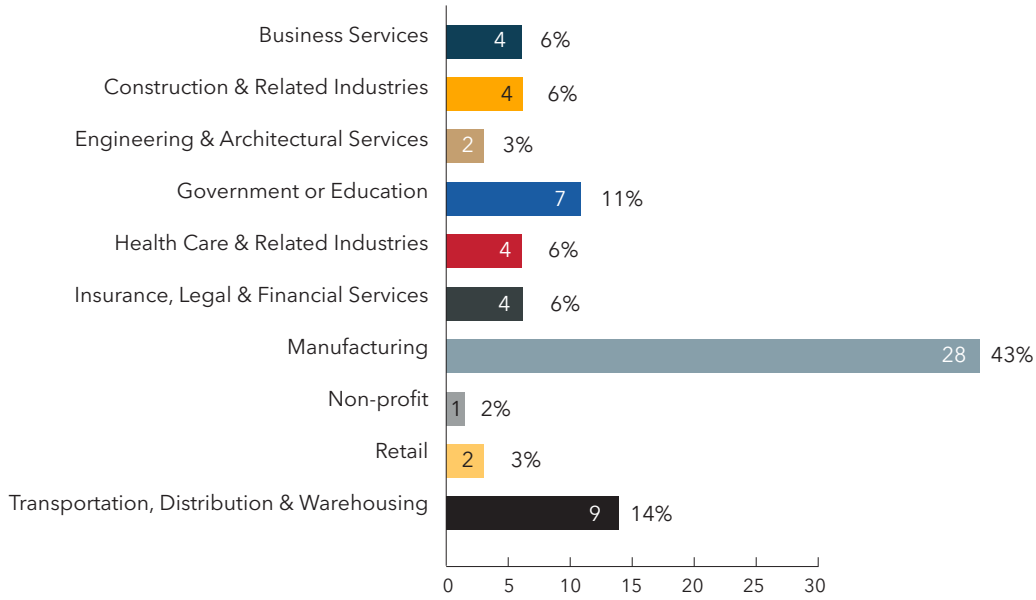
- > Indefinitely
- > Three weeks at this time.
- > 3 weeks- then reevaluate. I anticipate 6 weeks.
- > our shutdown has been directed by the governor until April 6.
- > March 19th through April 5th

Question #7: Are you willing to share your company's response plan/statement? If so, please state here. Responses will be shared with survey results.

- > The following are the steps we have taken since: • Posted additional and current CDC communications (Attached) • Communicated to staff to wash hands upon reentry to offices and common areas • Disinfecting of high touch points has increased to three times daily • Facility material handling equipment is disinfected prior to each use • Additional meetings with all staff have been held to reinforce, reeducate and communicate the above stated points • Some facilities have restricted certain areas to outside visitors and carriers in the interest of employee safety. • Agencies that specialize in disinfecting have been and are being contacted in the event a deep clean would be needed • The Leadership of MRS is meeting daily to discuss and act on this rapidly changing situation. Daily topics include: o Employee concerns o Staffing levels o Disinfecting schedules o Disinfecting supply levels o Adjusted and or accommodated work schedules i.e. identifying employees that can work from home or that may need work a different shift due to child care etc • Action Plans for the day
- > Increasing housecleaning cycles and efforts, to be ongoing an continuous. Suspending our Attendance and punctuality policies for employees who are impacted.
- > We have a task force that meets daily to update employees on items as they occur.
- > We are taking employee situations on a one-by-one basis. We have only about 20% of our staff who could work remoting, so we are assisting these employees with flexible work schedules or remote work. The other 80% of our employees are in our manufacturing plant. To help protect them we are increased our cleaning routine and made sure if anyone is sick they stay at home.
- > All Lee Employees, I want to reiterate that these are unprecedented times with unprecedented events around the world and in our country and communities. Lee Mechanical's objective remains the same: To protect the health and safety of our

employees and the service of our customers and communities. To that end, we must do our part to aid in the containment of this virus. Effective immediately we will take the following steps: • Above all else, if you feel sick, please stay at home. • All field and office employees have the option of going to work or may choose to not come in but need to communicate with their respective supervisor on their decision. In the event you choose not to come into work, it will not count as an absence. • Field and Office employees who choose or cannot go to work can apply for unemployment. • Any field supervisor who chooses not to go to work needs to communicate with your Project Manager so we can appropriately react for the job. • Our offices will remain open but access will be restricted to only those people that work in that office. • All onsite meetings not required by customers must be cancelled. Any meeting needed should be done via conference call or skype if possible. • Jobsites that are still open will remain open to employees who are healthy and comfortable going to work. • Practice social distancing (minimum of 3 feet). Wash your hands often. Avoid touching your eyes, nose and mouth with your hands. Cover your mouth and nose whenever you cough and/or sneeze. Avoid shaking hands. Do not share tools or workspace. • All supervisors are authorized and empowered to remove any individual from the office or their jobsite if they don't follow these rules or if they exhibit symptoms. Options/Alternatives to move things to multiple shifts or other ideas/concepts to allow/maximize social distancing is welcomed. • All Project Managers should reach out to their customers and ask to be copied on any internal communications regarding COVID-19 so we can remain flexible and react with them as we are one of their trusted partners. This is a unique situation for all of us. We will get through this together. As conditions change, we will do our best to keep you informed. If you work with anybody that does not receive email regularly, please pass this message along. Thank you for your support and understanding.

Question #8: What industry is your company in?



Question #9: How many employees does your company have?

