

# MEG Ohio Weather/Other Special Situation Guidelines

In the event that weather or other special situations require the occurrence of an unplanned shut-down, MEI has established the following plan as guidelines:

		Plan			Comments
		A	B	C	
● -Work ○ -As Required	□ -Required X -No Work				
<b>Production</b>	Receiving	●	○	○	<ul style="list-style-type: none"> <li>Establish ( in advance) a team of associates (C.O.T.—Critical Operations Team) who with reasonable effort will get to work and can carry on critical operations for our customers.</li> <li>T/L should be part of this team</li> <li>C.O.T. should be made up of associates with versatile job capabilities for greatest flexibility</li> </ul>
	Staging	●	○	X	
	Shipping	●	○	X	
	Other	●	○	○	
	Team Leader	●	○ / □	○	
<b>Salary</b>	Production	●	□	○	
	Sal. Non-Exempt	●	○ / □	X	
	Office	●	□	○	

- Plan “A” - Basically we are in production / operating (normal status).
- Plan “B” - Customer is shut down—we have essential jobs to do
  - All salary are expected to make reasonable efforts to come to work (at some point of day)
  - Exceptions—your county on level 3 or special cases approved by your supervisor
  - Arrival time could be flexible based on discussions/needs with your supervisor (normally within 1 ~ 1.5 hrs. after normal shift start). **Transportation Associates and Leased personnel contact your Driver Coordinator.**
- Plan “C” - Based on conditions (weather, supplier, customer) no one should come to work until upgraded to Plan “A” or Plan “B” and / or notified by supervisor/management. **Transportation Associates and Leased personnel contact your Driver Coordinator.**
- NOTE**—At any time if the Sheriff Department of the county in which you live declares a Level 3 due to any type of weather condition, it will be excused due to lack of work. Verification will be required.

These plans are also posted on MEG’s website at [www.midwestexpressgroup.com](http://www.midwestexpressgroup.com).

<p>Any down on the</p>	<p><b>MEG Operations Status Line</b></p> <p><b>1-877-242-7011</b></p> <p><b>Or</b></p> <p><b>1-937-645-7008</b></p>	<p>type of that occurs</p> <p>following numbers:</p>	<p><b>Transportation</b></p> <p><b>1-866-843-6951</b></p> <p><b>Or</b></p> <p><b>1-937-645-7259</b></p>	<p>unplanned shut- will be communicated hotline</p>
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