



STEELFAB

Steel Construction
Founded 1955

March 16, 2020

Covid-19 Protocol

To: All SteelFab Colleagues

The corona virus pandemic continues to worsen. The President and all Governors have declared a state of emergency. We are preparing for the next 8 weeks to be very difficult on all economic, health and social fronts. Listed below are plans and protocol we are putting into place at all SteelFab facilities and offices:

1. Travel ban in place until March 30 and then we will re-evaluate. This includes a ban on attending meetings outside of the office and asking suppliers to have conference calls rather than attend face to face meetings at our office.
2. CDC recommended hygiene practices of washing your hands with soap and water for 20 seconds after using the rest room and before eating.
3. Avoiding touching your face, eyes, mouth, and nose.
4. Cough or sneeze into your elbow or a tissue then immediately dispose of the tissue.
5. Do not shake hands.
6. Try to maintain a distance of 6-0 from others.
7. Clean and disinfect frequently touched surfaces at home and work. We are paying for additional deep cleaning services at all of our facilities until the pandemic ends.
8. If you are sick or someone who lives with you is sick, then stay at home until there is proof the sick person does not have the covid-19 virus. Proof is a negative test result. If the person tests positive, you must self-quarantine for 14 days.
9. If you have PTO days available, you must use them unless the Federal government implements an act that requires all employees must be paid for lost time due to the impacts surrounding the covid-19 virus.
10. All Plants are staggering breaks and lunch until further notice.
11. All facilities are going to virtual meetings in lieu of face to face meetings.
12. All facilities are removing places of high germ content such as condiments, coffee machines, water coolers, plastic utensils, etc.
13. All Plants are mandating that our production colleagues wear cotton gloves and take off only when using the rest room, washing your hands, and eating. Plant managers have discretion over this.



14. Practice “social distancing” over the next few weeks in terms of limiting being in locations where there are more than 10 people.
15. In office environments, use a clean tissue to open the doors or pressing on elevator buttons.

In closing, please use common sense as we push through the next few weeks. I cannot thank you enough for being at work and continuing to strive to be the best. This will pass and we will emerge a better company as a result of what we have been through.

Thank you,

R. Glenn Sherrill, Jr.
Chairman and CEO