

## **COVID-19 PLAN**

Date: 3/12/2020

The world health community continues to monitor closely the emergence of “coronavirus disease 2019” (COVID-19). At this time, no one knows how severe this outbreak will be. Given this uncertainty, and the fact that the seasonal influenza (flu) virus is also widespread, we are taking proactive steps to address a number of business concerns. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, customers, visitors or others.

We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are reminded of the following:

- Stay home when you are sick.
- Wash your hands frequently with warm, soapy water for at least 20 seconds.
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
- Keep distance between staff members (6 ft)
- Avoid people who are sick with respiratory symptoms.
- Clean frequently touched surfaces.
- Limit traveling

### **Precautions in place:**

America Stainless will provide alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

- Separating departments.
- Limiting the amount of staff in the office at a time.
- Employees are encouraged to use telephone and video conferencing instead of face-to-face meetings as much as possible during this outbreak.
- Work schedules may differ depending on work load and how the virus may spread: reduction in hours and/ or working from home for an extended period.
- Visitors are not allowed on the premises.

IT support services are available to employees who need assistance with this technology.