



1658 Cold Springs Road  
Saukville WI 53080

Tel: 262.268.2400

Fax: 262.268.2340

[www.chartersteel.com](http://www.chartersteel.com)

**One Family. One Team.**

March 12, 2020

Dear Valued Supplier,

In response to COVID-19, Charter Steel has decided to implement visitor restrictions. We ask visitors only to come on-site if it is business critical. Those visitors include things like inventory replenishment and contractor services that keep our production running. Please do not reply to this memo, be in communication with your Buyer or on-site contact, to re-schedule visits and understand if the need falls into the business-critical category. Additionally, we are asking that visit frequencies be reduced where possible. For example, if you traditionally count and deliver parts three times a week, please assess if that could be reduced to one time per week. If vendor managed inventories can be monitored over the phone, or electronically, please utilize those avenues.

For business-critical visits, please ensure CDC guidelines for proper hygiene are being followed: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

Prior to coming on-site, we are requesting that you self-assess the following areas:

- Are you experiencing any of the following symptoms – fever, cough or difficulty breathing?
- Have you been in contact with anyone who has been diagnosed with the Coronavirus within the past 14 days?
- Have you traveled to any Level 2 and 3 countries within the past 14 days?

This is a very fluid situation, as you are all aware, please stay tuned for further updates and communication.

Stay safe, stay healthy and we appreciate your ongoing support.

Thank you,

A handwritten signature in blue ink that reads "ashley laing". The signature is written in a cursive, lowercase style.

Ashley Laing  
Charter Steel  
Supplier Relationship Lead  
[lainga@chartersteel.com](mailto:lainga@chartersteel.com)