



1658 Cold Springs Road
Saukville WI 53080

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www.chartersteel.com

One Family. One Team.

June 14, 2019

RE: ON-SITE SUPPLIER/VISITOR PROTOCOL COVID19

Dear valued supplier,

Let me start by thanking you for your continued support during the past several months. Our intensified safety requirements were put in place to protect both our employees, as well as you, our valued suppliers. Safety is our top priority at Charter Steel. Over the past several weeks, our COVID19 Response Team has been working alongside our leadership team preparing our return to the workplace protocols. This letter defines the protocols that will govern ON-SITE Suppliers and visitor re-engagement.

PHASED RE-ENTRY PLAN:

We are adopting a phased approach to re-entry of our sites. Phase 1 has begun June 15th and is beginning to introduce suppliers identified as “**business critical**” which supply goods and services in support of our operations. Phase 1 will include critical supply support personal providing goods, managed inventory programs and key contractors only. Your level of criticality to the business will be evaluated and approved on critical need basis by our operations and leadership teams. All other supplier interaction is encouraged to pursue re-mote virtual platforms until further re-engagement phases have been approved, but no sooner than 60 days from June 15th. Our planned phase timing and supplier/visitor approval is provided.

Phase	Suppliers/Visitors Approved	Planned Phase Approval
Phase 1	Business Critical Visitor Only, including critical projects	June 15th
Phase 2	Technical Visits, Resume full VMI programs	Mid-August
Phase 3	Full return of non-essential visitors	Mid-October

ON-SITE PROTOCOLS

- Prior to each visit, you must conduct a thorough self-assessment. Do not visit any Charter Steel facilities if you answer “yes” to any of the below screening questions:
 - Is your temperature 100.4 degrees Fahrenheit or greater? Temperature readings must be done daily.



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- Have you experienced symptoms such as fever, sore throat, chills, muscle pain, headache, new loss of taste or smell, cough, shortness of breath or difficulty breathing in the past 3 days?
- Have you been in contact with anyone who has been diagnosed with a critical contagious illness, such as COVID19 within the past 14-days?
- All visitors are required to sign in at the gate with the security guard, front office personnel or host outside of normal business hours. Charter Steel will confirm visitor has all required PPE.
- Charter Steel key contact will be notified of visitor arrival and accompany visitor to designated location where work will be performed and or delivery complete.
- Visitors will only be permitted to visit approved, designated locations.
- All visitors are required to sign out with the security guard, front office, or host (after hours) once visit is completed.

FACE COVERING REQUIRMENT

- Truck drivers who pick up loads at any of our facilities are required to wear face coverings while on-site.
- Suppliers that gain access to any of our facilities are required to wear face coverings while on site, if they cannot maintain social distancing.

SOCIAL DISTANCING GUIDELINES

We have enacted social distancing guidelines for our employees on-site and strive to maintain these guidelines as we introduce external resources. You and your teams are required to follow our guidelines. If our guidelines are not followed you and your team will be asked to leave the facility.

POSITIVE CASE RESPONSE

Charter Steel has developed an extensive COVID Positive Response Plan which includes measures to identify affected employees, disinfect areas and communicate exposures to our team members. If any of your employees tests positive and has been identified to have close contact



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(within 6 feet for more than 10 minutes) with a Charter Steel employee, or other contract employees onsite, please contact: Kelly Manelski, Director, HR Operations at 216-429-7639, or email at ManelskiK@Chartersteel.com. Depending on the circumstances surrounding the Positive Case, Charter Steel will take appropriate measures to disinfect, quarantine exposed employees and communicate to all affected employees.

We continue to strive to make Charter Steel a safety, healthy environment. With the implementation of these safety measures, and your support, we look forward to working together during these unprecedented times.

Sincerely,

Kenneth L. Bell

Kenneth L. Bell (Director of Procurement)

A listing of Charter Steel's visitor protocols can be found at the following link. Please review the protocols with you team and return the signed acceptance prior to entering our facilities.

<https://www.chartersteel.com/contact-us/supplying-to-charter/2-supplier-visits/contractor-protocols>

I have read and agree to follow all content provided in this letter and in the protocols, as described in the above link. This information has been communicated to all visitors coming on-site on behalf of this business.

Company: _____

Name: _____

Title: _____

Signature: _____

Date: _____