



Charter Manufacturing Company, Inc

12121 Corporate Parkway
Mequon, WI 53092

April 29th, 2020

Dear Valued Suppliers,

In response to Ohio's new COVID-19 protocols "Responsible RestartOhio," which goes into effect on Monday May the 4th, we are **requiring all suppliers that gain access to any of our Ohio facilities to wear face coverings while on site(s)**. We will continue to monitor the state requirements for Wisconsin and if they issue similar protocols, we will update our policies as appropriate.

Our Supplier Community is represented by all the following segments.

- All Raw and Indirect Material Providers
- All Inbound and Outbound Freight Providers
- All On-Site contractors and consultant firms
- All On-Site Sales Professionals

Please reference the attached link for more information on the Responsible RestartOhio protocols:

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/responsible-restart-ohio/Responsible-Protocols/Responsible-Protocols>

Please reference the attached CDC link with respect to acceptable face covering guidelines to be followed:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

We thank you in advance for your attention to this request. Wishing your teams continued health and safety during these difficult times for our country.

Regards,

Kenneth L. Bell

Ken Bell
Director of Purchasing
Charter Steel

One Family. One Team.

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