



# Charter Steel

A Division of Charter Manufacturing  
Company, Inc.  
1658 Cold Spring Road  
Saukville, Wisconsin 53080

March 23, 2020

To All Valued Suppliers:

Charter Steel supports the collective efforts to mitigate the spread of COVID-19, including restrictions on mass gatherings and "shelter-in-place" orders. Charter Steel has embraced the various guidance on social distancing, good hygiene and teleworking where possible with our staff.

As issued in the March 8, 2018 Presidential Proclamation stating that steelmaking is a critical industry that is required to support demands for national defense and critical industries a national emergency, Charter Steel does qualify as an essential business to the economy. As a result of this criteria, Charter Steel intends maintain production while can ensure the safety of our Teams at each of our production facilities.

As our response to COVID-19 depends upon the continued manufacturing operations of our company, it is critical that we continue to maintain the ability to source goods and services needed to operate. The Department of Homeland Security has reinforced that in order to keep critical manufacturing operational and as essential, companies and workers are needed to maintain the continuity of these manufacturing functions and associated supply chains. More specifically, these would be workers necessary for the manufacturing of materials and products needed for medical supply chains, and for supply chains associated with transportation, energy, communications, food and agriculture, chemical manufacturing, nuclear facilities, the operation of dams, water and wastewater treatment, emergency services, and the defense industrial base.

As a valued supplier to Charter Steel, we recognize and support your efforts to be designated as an essential business that provides services and support jobs critical to the efforts to stop the spread of COVID-19. I would encourage you to utilize this memo or reach out directly to me or your Charter Steel Procurement Team if you need any formal support in attaining this designation within your state of operations.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Schellinger".

Jeff Schellinger  
Vice President of Supply Chain