

# Metal Technologies

## Coronavirus Response Plan

Revised October 28, 2021

### Vaccinations

Metal Technologies encourages all employees to get vaccinated as soon as possible to avoid time lost from work and to prevent or lessen the effects of COVID-19.

### What are “Symptoms of COVID,” “Flu-like symptoms,” and “severe respiratory symptoms?”

For purposes of this plan, unless otherwise stated, “symptoms” when used means any of the following:

#### Symptoms of COVID

Fever  
Chills  
Shortness of breath  
Fatigue  
Muscle or body aches  
Headache  
New loss of sense of taste/smell  
Sore throat  
Congestion/runny nose  
Nausea or vomiting  
Diarrhea

#### Flu-like Symptoms

Fever  
Cough  
Sore throat  
Runny or stuffy nose  
Muscle or body aches  
Headaches  
Fatigue (tiredness)

#### Acute Respiratory Symptoms

Any other symptoms that affect breathing or cause shortness of breath or a persistent cough

### Close Contact

As defined by the CDC, “close contact” is being within 6’ of a person for 15 minutes or more with or without a face covering (mask). The 15 minutes is counted as cumulative time beginning 2-days before onset of symptoms (or if asymptomatic, 2-days prior to positive specimen collection).

### Fully Vaccinated Employees

Employees are considered “fully vaccinated” two weeks or more after their second dose of the Pfizer or Moderna vaccines or two weeks after one dose of the Johnson & Johnson vaccine.

### Face Coverings (Masks)

Recommended for non-vaccinated employees in common areas of plants and offices where 6’ social distancing cannot be maintained. **Required for all non-vaccinated visitors. May be required for all visitors at plant manager’s discretion based on local infection rates.**

### Employee Tests Positive for COVID-19 with symptoms

Out of work for 10 days from symptom onset and at least 24 hours fever free without use of fever reducing medications and other symptoms have improved.

**Employee Tests Positive for COVID-19 without symptoms**

Out of work for 10 days after the date of the first positive test (date of test, not date of result) unless symptoms develop, then follow the above.

**Unvaccinated Employees with verified exposure (co-worker, spouse or family member tests positive)**

1. Employee may return to work 10 days after the last exposure if no symptoms of COVID have developed.
2. Employee may return to work 7 days after the last exposure if no symptoms of COVID have developed and a test taken within 48 hours of the intended return date is negative.
3. Based on the plant manager's evaluation of the risk factors and job role, employee may be required to stay home for 14 days or until a negative test result is received.

**Fully vaccinated employees with verified exposure (co-worker, spouse or family member tests positive)**

**EE has Symptoms of COVID-19** – quarantine 10 days or 7 days if a negative test is obtained within 48 hours of return date

**EE does not have symptoms of COVID-19** – quarantine not required, but employee should self-monitor for symptoms for 14 days and stay home if symptoms develop

**Employees who are able to work at home may be required to do so during quarantine.**

### **What if an employee tests positive for COVID-19?**

- The employee will be contacted by Human Resources to confirm information such as date of symptom onset, areas in the plant where the employee may have worked, and co-workers who the employee had close contact with. Include break rooms, locker rooms and other areas in the discussion.
- If the employee has not been in the plant for 7 days prior to diagnosis, additional sanitizing is not required.
- If the employee has been in the plant 48 hours or less from the onset of symptoms, the area in which the employee worked will be deep cleaned and sanitized in accordance with CDC guidelines before other employees may work in that area.
- Coworkers that work around the employee that tested positive, and who have a high likelihood of having had direct contact with the ill employee will be notified. They then must the requirements for quarantine on page 2, which depend on vaccination status and symptoms.

### **What should be done if there is an exposure incident in the workplace, such as an employee develops COVID-19 symptoms?**

- Isolate the employee or visitor and send them home immediately. If a call-in, advise them not to come to work if they are experiencing respiratory illness symptoms (cough, shortness of breath) or fever
- Confirm the impacted person's contact information particularly if the event includes non-employees.
- Notify employees with close contact. They must follow the requirements below:
  - Stay home or go home if unvaccinated
  - Self-monitor for symptoms
  - Maintain 6' social distance from all other employees
  - Avoid congregating with other employees
  - Disinfect any shared equipment
  - If the employee becomes sick at work they will be sent home immediately and their work area closed off and disinfected. Employees who were within 6' of the ill employee the day symptoms appeared and two days before should be considered exposed.
- Restrict access to the person's immediate work area so it can be cleaned and sanitized.
- Immediately isolate others in the workplace that had direct contact with the person in question
- The area where the person worked will be closed off until sanitization has been completed. Sanitization will be by personnel trained for response as identified in the plant's exposure risk assessment, after increasing ventilation and waiting as long as practical to minimize possible airborne virus particles.

### **What should an employee do if he/she feels ill and has coronavirus-like symptoms?**

- If you feel ill - **YOU MUST STAY HOME** and self-monitor your health
  - Use the call-in line to report the absence.
  - Human Resources will follow-up with all “sick” call-ins to assess symptoms, and timing of onset of symptoms. If symptoms are potential COVID-19 symptoms HR will gather names of those in the facility who the sick employee had close contact with and areas where he/she may have been in the plant.
  - If COVID-19 infection is not suspected or confirmed - before returning to work the sick employee must have been fever-free for 24 hours before coming back to work. Fever-free is defined in this case as below 100.4°F with an oral thermometer for 24 hours without fever reducing or symptom-altering medication (i.e. Tylenol or cough-suppressants)
  - **Employees who stay home because of flu-like symptoms are not required to have a doctor note until further notice**
  - Current pay practices for sick employees will apply. If able, the employee may work from home.

### **What is the company doing to comply with face covering rules?**

- Effective 5/14/21, face coverings are optional for fully vaccinated persons. For all others, the following applies:
  - Face coverings (masks) are recommended in all common areas (hallways, restrooms, break rooms, locker rooms, aisles) of plants and offices where 6’ separation between employees cannot be maintained.
- All plants and offices must post signs at entrances stating masks or face coverings are recommended for entry unless fully vaccinated.

### **Off-Site conferences or trade shows**

- Employee attendance is not allowed unless approved by their VP.

### **Travel:**

- Business travel is allowed, however traveling employees should be aware of any COVID restrictions at their destination.
- Those flying are expected to adhere to current regulations for masks in airports and aboard commercial aircraft.

### **What is our company doing about visitors?**

- Postings at lobby and other entrances advise visitors displaying acute respiratory symptoms or have been potentially exposed to COVID-10 to immediately leave and call their MTI contact
- Hosts will confirm the visitor has no COVID-19 symptoms before allowing access.
- Contractor employees working on an MTI site must adhere to MTI's response plan in addition to any state specific requirements governing their work.

### **What is our company doing about hygiene and sanitation?**

- We emphasize hygiene among all employees, including:
  - Handwashing frequently (soap and water is best)
  - Hand Sanitizer (if available)
  - Remember to cough into your upper arm/elbow and not your hand
  - Avoid touching your face
- Cleaning crews (in-house and contracted) are on an increased sanitizing schedule for break rooms, restrooms, locker and conference rooms and other spaces based on a written sanitization plan.
- Each facility will provide sufficient sanitizing and infection control supplies for personal hygiene and sanitizing (i.e. wipes, sprays, hand sanitizers, soap, tissue)

### **What is the company doing to educate employees?**

- Employees will have training consisting of the information below. Note that social distance must be maintained during training
  - Routes by which the COVID-19 virus is transmitted from person to person
  - Distance the virus can travel in the air, as well as time it is viable in the air and on surfaces
  - Symptoms of COVID-19
  - Steps to be taken to notify MT of any symptoms of COVID-19 or a suspected or confirmed exposure
  - Measures being taken at work to prevent exposure
  - Rules to be followed to prevent exposure and spread of the virus.
  - Use of PPE, including proper donning, doffing, and disposal or sanitization.
- Training and communication will be through multiple channels that allow for social distancing
  - Breakroom monitors
  - Paper copies in breakrooms
  - Training program posted on website

### **How is the company handling small shipments and deliveries?**

- UPS, FedEx, and other drivers delivering supplies will be required to maintain social distance. Shipments will not be signed for except when absolutely necessary, and then will be done in a manner that maintains social distance. For example, set the signature pad down and step back 6' or more.
- If not fully vaccinated, receiving personnel should wear a face covering and gloves (or use hand sanitizer) any time they handle any signing apparatus used by the driver

### **How is the company handling product shipments, dunnage receiving, other bulk supplies?**

- Drivers should be prevented from entering the building if possible. One or more of the following methods shall be employed:
  - Post signs advising drivers to call via cellphone or CB radio for instructions rather than enter the building.
  - Install temporary physical barriers with a slot to pass paperwork
  - Modify existing physical barriers to minimize person to person exposure
  - Take paperwork to the truck (~~wearing a mask~~) so the driver doesn't enter the building
  - Require drivers to wait in their truck or in a designated area outside the building

### **Who is responsible for MTI's response?**

- A corporate response team has been established consisting of John Neiger, SVP Operations, Paula Whitesell, SVP Chief HR Officer, Cameron Nevins, Director, Human Resources, Nick Heiny, VP/General Counsel, and Brent Charlton, Safety Director
- Each plant will establish a response team internally to monitor absenteeism, implement this plan, and respond appropriately to suspected exposures in their facility
- Teams will maintain appropriate confidentiality
- Corporate and plant response teams will meet on a regular basis to review status at each facility and any changes to this response plan.

### **How will MTI communicate risk and precautions to employees?**

- Post posters explaining hygiene and precautions such as hand washing, avoiding handshakes and hugging
- COVID information training during new hire orientation (note: all employees were initially trained at the start of the pandemic)

### **What is the role of managers and supervisors?**

- **Encourage employees to get vaccinated.**
- Watch for employees or visitors exhibiting acute respiratory illness symptoms such as cough or shortness of breath
- Instruct on how to handle a sick employee
- Instruct employees to stay home if sick
- Reassure employees that COVID related absences will be considered and mitigated in the employee's favor when evaluating attendance records and other impacted benefits.
- Report any related information to Human Resources

### **What is the role of plant managers and human resource managers?**

- Encourage employees to get vaccinated.
- Meet regularly to keep informed of communication and prevention plans to ensure implementation and compliance
- Implement the Sanitization Plan
- Monitor absenteeism and feedback about sick employees or others who may have come in contact with infected persons
- Educate managers and supervisors in how to respond to a potentially infected person in the workplace
- Follow guidance for meetings and visitors
- Be flexible in accommodating COVID related circumstances so as not to discourage employee compliance (i.e. work schedules, attendance, pay policies, etc.)
- Ensure employees exhibiting or claiming to experience acute respiratory illness symptoms (i.e. cough, shortness of breath) will not be pointed on attendance records nor require a doctor's note.

### **What is the role of employees other than managers and supervisors?**

- Self-monitor for fever or other COVID-19 symptoms.
- Report any potential COVID-19 symptoms immediately
- Stay home if sick
- Maintain "social distance" (6' separation) from other employees while at work if not fully vaccinated.
- Clean and sanitize non-disposable PPE (such as hoods) regularly
- Utilize any additional PPE required or recommended to prevent the spread of the virus.
- Comply with all other parts of this plan as applicable