



COVID-19 Visitor Policy

The safety of our employees, customers, and visitors, remains the company’s primary concern. As the coronavirus (COVID-19) outbreak continues to evolve and spread globally, the company is monitoring the situation closely and will periodically update company guidance on current recommendations from the Center for Disease Control and Prevention.

On Site Visits

As a part of our efforts to keep our team members and community safe, Metal Flow is limiting onsite guests to only those whose presence on site is meeting an essential business need.

If an in-person visit to a Metal Flow facility or team member is essential, it will be permitted. However, team members and guests must amend their processes as much as possible to reduce in person contact and limit interactions. Additionally, all guests must be healthy, symptom-free, and not have any known contact with a COVID-19 patient. Any visitor in the building must also comply with Metal Flow protocols for COVID-19 safety.

To assist team members in assessing interactions with visitors, guests, or even other team members, we have created a decision tree tool that can be used to evaluate and optimize interactions and processes through a COVID-19 lens:



Onsite Visitor Protocols

Prior to Entering a Metal Flow Facility:

- Visitors will be asked to complete a simple health screening process by answering three (3) simple questions and undergoing a contactless temperature screening. (This process will be required with each entrance to the facility, including same day re-entry.)
 - This screening process has been established to help prevent the spread of COVID-19 and reduce the potential risk of exposure to our team members and visitors
 - Your participation in this process is important to help us take precautionary measures to protect you and everyone in the building.
 - Specifically, to protect the health of everyone at our sites, visitors will be denied access to a Metal Flow facility if they:
 - Recently travelled internationally or on a cruise ship.
 - Had contact with a known COVID-19 patient in the last 14 days.
 - Are currently experiencing symptoms consistent with COVID-19 including:
 - Fever or chills
 - Cough
 - Difficulty breathing
 - Headache
 - Sore throat
 - Muscle/joint aches
 - Diarrhea, abdominal cramps, or nausea
 - Conjunctivitis (pink eye)
 - Loss of taste or smell
 - If you are denied access to a Metal Flow facility, please contact your host after departing the facility.
- Cloth face coverings or masks are required.

Upon Arrival & While Onsite at a Metal Flow Facility

- Visitors should wash hands with soap and water for at least 20 seconds. Wash thoroughly and frequently. Also, try to avoid touching your face.
- Wear a non-medical grade facemask/cloth covering in any enclosed public Metal Flow space, including the plant floor.
- Use cough and sneeze etiquette (cough/sneeze into a tissue, then throw it away or cough/sneeze into your elbow).
- Embrace social distancing strategies by regularly maintaining a 6-foot distance from others.
 - If a 6-foot physical distance cannot be regularly maintained, the guest will be required to wear face shield as additional PPE.

Thank you for your patience with these health and safety measures as we are all doing our part to help prevent the spread of Corona Virus.