



# 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

Team members and guests are strongly encouraged to amend their processes to reduce in person contact and limit interactions during the COVID-19 pandemic.

All guests to the building must be healthy, symptom-free, and not have any known exposure to COVID-19 (unless fully vaccinated according to CDC definition). Any visitor in the building must comply with Metal Flow protocols for COVID-19 safety.

## Onsite Visitor Protocols

Prior to Entering a Metal Flow Facility:

Visitors will be prompted to acknowledge receipt of a summary of Metal Flow's mitigation efforts and verify that they understand and meet Metal Flow's requirements for being onsite at a Metal Flow facility.

- Visitors will be asked to self-screen and kindly not enter the building if you:
  - Have a fever of 100.4°F or greater.
  - Have any one of the following symptoms (not explained by a known medical or physical condition):
    - Fever
    - Uncontrolled cough
    - Shortness of breath
  - Have any two of the following symptoms (not explained by a known medical or physical condition):
    - Loss of taste or smell
    - Muscle aches "myalgia"
    - Sore throat
    - Severe headache
    - Diarrhea
    - Vomiting
    - Abdominal pain
  - Have had known exposure to COVID-19 (according to the CDC's definition) in the last 14 days AND are not considered to be fully vaccinated (according to the CDC's definition).
- If you are denied access to a Metal Flow facility, please contact your host after departing the facility.
- If you test positive for COVID-19 after your visit to Metal Flow and would have been onsite during your exposure window, please contact Metal Flow as soon as possible to report the exposure event.

## Upon Arrival & While Onsite at a Metal Flow Facility

- Masks are required for all individuals (regardless of vaccination status) when within 6-feet of another person.
- All individuals on site should be diligent about social distancing (staying 6ft or more apart) to the greatest possible extent. Additionally, close interactions should be kept as short as possible.
- Visitors should wash hands with soap and water for at least 20 seconds or use hand sanitizer upon entry. Visitors are encouraged to thoroughly and frequently sanitize throughout their visit.
- Use cough and sneeze etiquette (cough/sneeze into a tissue, then throw it away or cough/sneeze into your elbow).
- Adhere to any other COVID or safety protocols outlined by host or posted at the facility at the time of the visit.

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