



# 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 contact with a COVID-19 patient. 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.
  - 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.
  - Please do not enter the building if you:
    - Have a fever of 100.4°F or greater.
    - Are currently experiencing any one of the following symptoms not explained by a known medical 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 contact with a known COVID-19 patient in the last 14 days.
  - If you are denied access to a Metal Flow facility, please contact your host after departing the facility.

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

- Metal Flow is presently a mask optional facility, but team members and guests who are not considered fully vaccinated or who are otherwise at risk are strongly encouraged to wear a mask and engage in physical distancing behaviors while onsite by maintaining a 6-foot distance from others.
- 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 and avoid touching their face.
- Use cough and sneeze etiquette (cough/sneeze into a tissue, then throw it away or cough/sneeze into your elbow).

*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.*