



COVID-19 Policy for Supplier Partners

This **COVID-19 policy** outlines expectations for **All Wiese Supplier Partners** until further notice. These expectations are in addition to those contained in our other **COVID-19 Policies**. We are following the direction of the local, state, and federal government, and monitoring the external situation. We will adjust our actions and policies as required.

- **If you have a fever, cough, or difficulty breathing along with any of the other symptoms associated with COVID-19** (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>), **you should remain at home and not enter any work-related property.** This includes all Wiese property, customer property, or off-site meetings. If you are exhibiting these COVID-19 symptoms as reported by the CDC, please contact your healthcare provider immediately. You are required to stay home until fully recovered, without symptoms for at least 72 hours, and after 10 days since symptoms first appeared. You must also be cleared by your company's Human Resources department before returning to work.
- **If you have been in contact with a COVID-19 infected person or quarantined person,** do not perform work for Wiese and contact the Wiese Human Resources department at 314-810-0327. If you are at work on behalf of Wiese, immediately leave and avoid close contact with anyone on your way out of the facility. Contact the Wiese Human Resources department from an isolated area (such as your vehicle) to report your contact.
- **If you receive a confirmed COVID-19 positive diagnosis or have become quarantined,** contact Wiese Human Resources at 314-810-0327 and detail all Wiese facilities and customer facilities you have been to (on behalf of Wiese) over the prior 14 days and all people you have been in close contact with at those locations.
- **Observe CDC Level 3 Travel Quarantine.** No supplier partner who has traveled to a Level 3 Travel Health Notice area/country as identified by the CDC (<https://wwwnc.cdc.gov/travel>) is allowed on Wiese property, customer property, or at an off-site meeting for 14 days after travel. If this includes you, contact your company's Human Resources department.
- **Contact your company's Human Resources department after a personal trip, vacation, or cruise** before performing any work for Wiese or a Wiese customer.
- **Practice Social Distancing:**
 - Always maintain a 6-foot distance from other people. Refrain from physical contact such as handshakes.
 - Minimize movement outside your designated workspace. Within Wiese facilities and customer facilities, do not move outside your designated workspace unless business critical.
 - Avoid physical meetings at all Wiese locations.
- **Only critical suppliers are allowed on Wiese property.** Suppliers will be asked the following questions before allowed on Wiese property:
 - Have you traveled in the last 14 days to any CDC Level 3 high-risk area?
 - Have you had contact with anyone who has been to a CDC Level 3 high risk area within the last 14 days?
 - Have you been in contact with any COVID-19 infected person or someone in quarantine?
 - Do you have any COVID-19 symptoms such as fever, cough, or shortness of breath?

- Suppliers may not remain on Wiese property if they answer yes to any of the above questions.
- **Remain outside the Wiese facility** unless specifically invited in by a Wiese Team Member.
 - Truck drivers should remain in cab of vehicle as much as possible.
 - Always remain with Wiese host, while also maintaining social distance.
 - Drop-off and pick-up all packages and mail at the designated location outside the Wiese facility. Entering a Wiese facility is prohibited unless business critical. Leave all packages without signature unless necessary.
- **Practice good hygiene as recommended by the CDC:** <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>
 - Wash your hands frequently with soap and water for at least 20 seconds and/or use an alcohol-based hand sanitizer.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Cover your mouth and nose with a tissue or sleeve when coughing or sneezing. Discard tissue immediately into a closed bin.
 - Avoid close contact with people who are sick.
 - Stay home when you are sick.
 - Clean and disinfect frequently touched objects and surfaces.
- Observe the **COVID-19 Policy for Equipment Shipment and Receipt** when loading or unloading equipment at a Wiese site or customer location.

Last Updated: June 18, 2020