



## COVID-19 Policy for All Team Members

This **COVID-19 policy** outlines expectations for **All Wiese Team Members** until further notice. 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.

**The health and safety of our Team Members, families, customers, and communities is our top priority. As part of caring for our Team Members and ensuring that our customers can count on us, we are implementing specific policies that all Team Members must observe immediately:**

- **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 HR before returning to work.
- **Report any contact with a COVID-19 infected or quarantined person.** If you have been in contact with a COVID-19 infected person or quarantined person, do not come to work and contact HR. If you are at work, immediately leave and avoid close contact with anyone on your way out of the facility. Call HR from an isolated area (such as your vehicle) to report your contact.
- **Observe CDC Level 3 Travel Quarantine.** No team member 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 HR.
- **Contact HR after a personal trip, vacation, or cruise before returning to work.**
- **No international or domestic business travel via public transportation.** We have postponed all business travel via public transportation including planes and trains until further notice.
- **Postpone in-person training.** We have postponed all in-person training classes until further notice.
- **Avoid travel between Wiese locations.** Please contact your VP if you feel travel to another Wiese location is critical to ongoing operations. This includes cities where we have more than one building (St. Louis, Memphis, Indianapolis, KC, Peoria, Decatur, etc.) We encourage the use of virtual meetings and phone calls to stay connected.

- **Restrict Visitors.**
  - Only critical suppliers are allowed on Wiese property. Please have them remain outside buildings as much as possible.
  - Ask critical suppliers the following questions before allowing them 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?
    - Inform all critical suppliers that they may not be on Wiese property if they answer yes to any of the above questions and report the contact to HR.
  - Mail and package pickup/delivery should occur outside of our buildings without personal contact.
  - Truck drivers should always remain outside the facility and inside their cab as much as possible.
  - Avoid signing for deliveries if possible and use your own pen. Maintain social distancing.
  
- **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.
  - Refrain from group lunch meetings and ordering outside catering.
  
- **Wear Face Masks:**
  - When required by a state or local government.
  - When required by a customer.
  - In working environments where social distance (minimum of 6 feet) cannot be maintained.
  
- **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 using EPA-registered disinfectant.

Last Updated: June 18, 2020