



COVID-19 Policy for Supplier Partners

This **Policy** outlines expectations for **All Wolter Group LLC (WG) 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 are sick or have any of the symptoms associated with COVID-19, you should remain at home and not enter any WG-related property.** This includes all WG property, customer property, or off-site meetings. If you are exhibiting symptoms such as fever, cough, or difficulty breathing, please contact your healthcare provider immediately. You are required to stay home until fully recovered and without symptoms for at least 48 hours. You must also be cleared by your company's Human Resources department before returning to work. <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- **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 perform work for WG and contact our Safety Director at 262-781-8011 ext. 3011. If you are at work, immediately leave and avoid close contact with anyone on your way out of the building. Contact our Safety Director from an isolated area (such as your vehicle) to report your contact.
- **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 WG 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 WG or a WG 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 WG facilities and customer facilities, do not move outside your designated workspace unless business critical.
 - Avoid physical meetings at all company locations.
- **Only critical suppliers are allowed on WG property.** Suppliers will be asked the following questions before being allowed on our 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 WG property if they answer yes to any of the above questions.

- **Remain outside the WG facility** unless specifically invited in by an employee.
 - Truck drivers should remain in the cab of their vehicle if possible.
 - Always remain with your WG host, while also maintaining social distance (6 feet).
 - Drop-off and pick-up all packages and mail at the designated location. Entering a WG 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 or gloves.
 - 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 our site or the customer location.