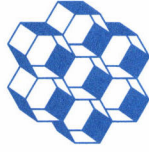


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## CAROLINA METALS, INC.

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March 20, 2020

To: Concerned Parties

From: Steve Cathcart  
President

Subject: Carolina Metals, Inc. COVID-19 (a.k.a. Coronavirus) Plan

The following outlines Carolina Metals, Inc. plan should COVID-19 become prevalent in the local area. Note that the company and its employees will comply with any federal, state or local government requirements that exceed the requirements in this document.

Persons with COVID-19 exhibit Acute Respiratory Symptoms including Fever, Cough and Shortness of breath in levels ranging from Mild to Severe per the CDC.  
<https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html> These symptoms will be used to determine if an employee should remain at work.

#### References:

Coronavirus.gov = <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

CDC Guidance for Business = <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Cleaning and Disinfection = <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

1<sup>st</sup> Level – COVID-19 cases have occurred within the State of North Carolina resulting from apparent “community spread” origin (i.e. cases not resulting from exposure during travel or known contact with a traveler, or transported to this state for treatment)

- Any employee with acute respiratory symptoms regardless of known allergies or other potential cause will:
  - Be checked daily for fever, any employee found to have fever of 100°F or above will be sent home until they no longer have a fever for 24 hours and a lack of fever can be confirmed on return.
  - Upon returning to work, a N95 surgical mask will be issued and the employee will be expected to wear it while at the facility.
- Employees will be asked to wash their hands with soap and water or use hand sanitizer frequently.
- Absences resulting from acute respiratory symptoms will be considered “excused” until otherwise determined by management.