



To: All GAMCO Employees

Date: 4/16/2020

RE: COVID-19 and Returning to Work

Dear Valued Employee,

Much has changed in the world lately, and that is no exception at General Aluminum. As we prepare for your return to work during the COVID-19 pandemic, there are new workplace guidelines that we want to make you aware of, as well as expectations of all employees moving forward. We **do not** have exact dates for return as this is based on our customer requirements and sales. A member of your local HR team will be reaching out to you as soon as we have a firm date. Please hang in there with us as we anxiously await getting production back-up and running.

In an effort to decrease the spread of germs, we have focused more on sanitizing high-contact surfaces. Our janitorial staff will continue to regularly disinfect surfaces such as: doorknobs, time-clock buttons, tables, handles, etc. Aside from keeping all surfaces clean, the focus is on killing germs with cleaners/disinfectants and bleach.

We have also been taking employee temperatures when they arrive at work. The guidelines for this process have been posted on all entrances and time clocks. When you arrive, a designated supervisor will do a forehead temperature check. Attached to this letter are the guidelines on the temperature checking. We still ask that all employees take their temperatures *prior* to coming to work. The CDC has defined a **fever as a temperature of 100.0 degrees Fahrenheit** or greater. A fever may be a symptom of COVID-19, therefore, temperature checks are vital.

We have provided spray bottles of hospital-grade disinfectant and bleach water for employees to use. If there is a need for more disinfectant bottles to be mixed, please let your supervisor know. A member of the janitorial staff or safety will be able to mix a bottle of bleach and water with the appropriate label if you are unsure. We encourage everyone to use the spray bottles to wipe down surfaces such as lunchroom tables before eating lunch.

You have probably heard the term “social distancing” by now. When possible, we are trying to practice social distancing while still operating as needed. Keeping a 6-ft. distance between each other is the CDC guideline. Some examples of alternatives to typical contact would be using two-way radios more often, having phone meetings, and reducing the number of people in a room. Please practice social distancing when possible.

Basic hygiene practices go a long way. All employees are expected to wash their hands regularly. Use soap and water for at least 20 seconds or longer. Avoid touching your eyes, nose, and mouth, as those are the main areas where germs can enter our bodies. When coughing or sneezing, please use a tissue and discard in the trash or

cough/sneeze into your elbow. This will reduce airborne droplets which can be transmitted to one-another.

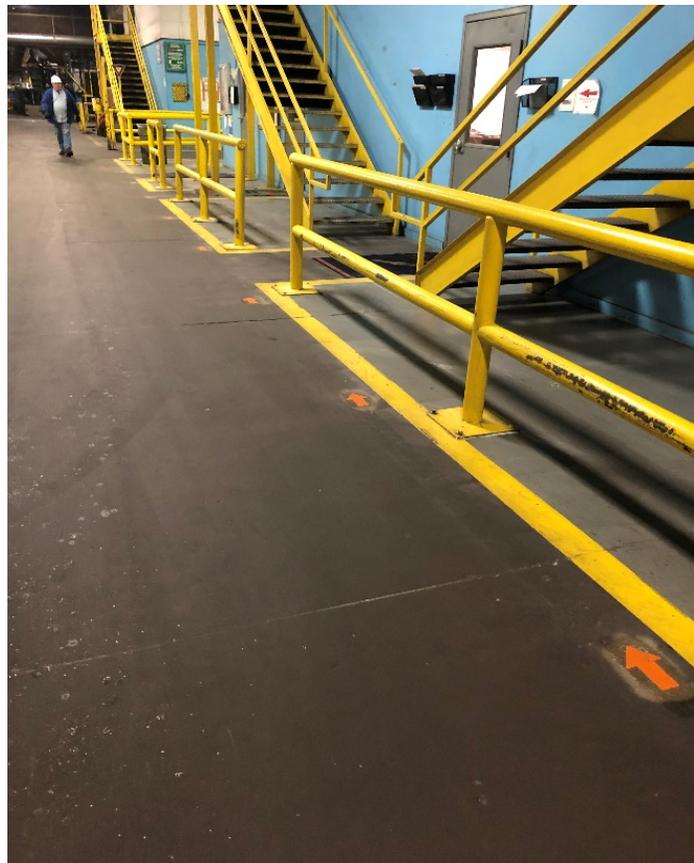
Last, we want to cover safety. You have been out of the workplace for a while, and sometimes it is easy to forget about the little things we do to be safe. It has been said many times before that injuries often occur when employees come back from vacation, holidays, or extended time off. Safety is the last thing on our minds when we come back from a break. Please take the time to remember what PPE is required, what safety inspections need completed when using equipment, and what hazards are around you. We all have a personal responsibility to work safely and look out for each other.

We are all learning how best to approach the ever-evolving situation the world currently is in. We are all in this together. Thank you for your cooperation and patience during these unknown, unprecedented times.

Highest Regards,

The General Aluminum Management Team

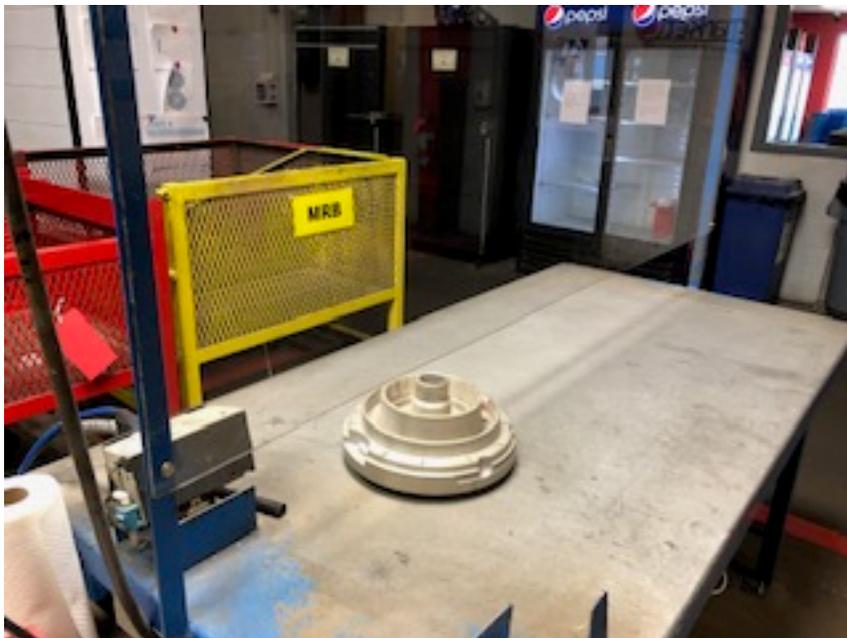
“Social Distancing” Prep for your safe return:



Plexiglas barrier to separate
Operators on rotary table



Plexiglas guard to allow parts to
Be passed between operators





COVID-19 Self-Check Associate Verification PLEASE READ

The safety of our associates remains General Aluminum's overriding priority. To help protect all of us, associates **MUST** verify the following before reporting to work each day.

Associates:

1. You have **not** been advised by a medical provider, GAMCO, or other authority to be in quarantine at this time (including quarantine requests based on out-of-state travel for reasons other than work)
2. You have **not** experienced any of the following COVID-19 symptoms in the last 72 hours **and** more than 7 days have passed since the onset of any of these symptoms.
 - Fever (100.0F or more:
 - Cough
 - Respiratory Illness or
 - Difficulty Breathing
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3. You are **not** waiting for a COVID-19 test or COVID-19 test result, and you have **not** had close contact with or cared for someone waiting for a COVID-19 test or COVID-19 test result.
4. You have **not** had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days.
5. Within the last 14 days, you have **not** engaged in Level 2 or Level 3 travel as provided on the CDC's COVID-19 Information for Travel page, and you have had **not** had any close contact with anyone who has.
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
6. You are not returning to work from being ill with COVID-19 (assumed or confirmed) without a release to return to work from a medical provider.

By entering this site, you are confirming that ALL the statements above are true. If ANY of these statements are not true, immediately leave this site and call HR. When in doubt, stay home.

As the COVID-19 situation evolves, GAMCO will continue to monitor it closely and may periodically update its procedures based on current recommendations from the Centers for Disease Control (CDC) and applicable laws and government guidance.