



March 25, 2020

## Encore Wire Interim Coronavirus Policy (Version 2)

As many of you know, the Coronavirus Disease 2019 or COVID-19, has become a worldwide health concern. At Encore Wire, we place tremendous value and focus on the well-being and safety of our employees. Out of an abundance of caution, we are imposing certain temporary company policy changes and ask that all employees adhere to these and the health and safety guidelines provided by international health agencies such as the Center for Disease Control and Prevention (CDC) and World Health Organization (WHO).

**Effective Immediately, Encore Wire is placing a temporary restriction on all non-essential business travel by employees. We are also restricting any employees from international travel.**

Additionally, for the well-being and safety of our employees, we are imposing temporary restrictions on any non-essential outside visitors from entering Encore's campus.

All those who visit our campus for essential business needs will have to fill out a short COVID-19 Access Certification and be approved for the visit before coming on campus.

Encore Wire has also imposed the following protocols to minimize the risk of exposure and spread of the Coronavirus Disease and other common viruses:

- **Additional Routine Environmental Cleaning.** Encore's janitorial staff will clean bathrooms, keyboards, doorknobs, counter tops and other high exposure areas more often.
- **Readily Available Disinfectants.** Disinfectant wipes and hand sanitizer will be more readily available to Encore employees for example in restrooms and common areas. We encourage all employees to wash their hands regularly, disinfect regularly and practice good hygiene in general thus reducing the spread of germs.
- **Sick Employee Care.** Encore Employees who have symptoms of fever, cough, fatigue and shortness of breath should stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any of the other listed symptoms for at least 24 hours, without the use of fever reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick; and prior to returning to work, notify their supervisor of their intent to do so. All employees who are off work for sickness will have their access badge turned off and have to be seen and cleared by the Medcor Clinic before their access is turned back on and they can return to work.
- **COVID-19 Response Plans.** Our ultimate goal is to prevent and not have to respond to a case of COVID-19 on campus. Today we are proactively working with local health organizations, cleaning and sanitation companies, the on-site Medcor Clinic and our management team to formulate response plans to contain, clean and get back to business as usual as quick as we can if an employee contracts COVID-19.

We will continue to update you with any additional information or policy changes as they are made available. Thank you in advance for doing your part help protect against this and other viruses.