



New Alcom Anti-Virus Safety Measures

Alcom has established a fundamental Anti-Virus Safety policy for all Alcom facilities. Each measure taken is to assure the good health and wellness of all Alcom employees, supply chain drivers and personnel, customers and visitors.

Main entrances:

All reception areas shall be protected by means of plexiglass barriers that allow safe interaction with suppliers, shippers, applicants and visitors. The main reception areas shall be restricted to the appropriate number of persons, per the necessary linear footage to allow no less than 6 feet of distancing. Phone numbers shall be posted outside of the main entrances and visitors are encouraged to call and make appointments for business interactions. Visitor postings shall be posted at all shop entrances to alert anyone that enters the building of Alcom facility. All individuals entering the buildings shall wear a cloth mask. If they do not have one, one will be provided.

Materials Receiving:

All plants shall have a Receiving Clerk station at the stock room caged area that is set up appropriately for safe delivery driver interactions. Shop phone numbers shall be posted outside of the receiving bay door, so that delivery drivers entering may call to coordinate off loading and any necessary building entrance for transacting delivery paperwork or use of bathroom facilities. All drivers entering the building will be required to wear a cloth mask. If they do not have one, one will be provided.

Shop Floor General Rule:

All employees are required to maintain a minimum of 6 feet distance from one another to the greatest extent possible. All workers shall wear a cloth mask during all work time and while entering and leaving the facilities.

When work attributes to close proximity of two team members, this must be limited to only two workers and each worker must maintain the maximum distancing possible. Some examples follow.

Cut Shop: Typically, a cut shop person will already wear a mask for protection from dust particulate.

Welders: Typically, welders can maintain proper distancing on opposite sides of a jig and there is typically enough room to properly distance when welding up walls.

Finish Workstations: Finish workers will need to maintain proper distancing. Finish work may periodically require the interaction of two coworkers and passing of one another in close proximity. Where and when this is necessary, every attempt must be made to maintain the maximum distancing allowable.

Forklift Drivers: Typically have plenty of area to maintain 6 feet of proper distancing.

Office Workers: Typically, office workers have more than 6 feet of proper distancing. However, there may be some interaction in close proximity. Where and when this is necessary, every attempt must be made to maintain the maximum distancing allowable and to minimize this time.

All other jobs: Again, we do not expect employees to violate or cheat these requirements. We consider proper distancing a significant safety policy and expect that all team members will make good judgement when performing their work. Those that do not respect proper distancing, may receive disciplinary action up to including possible termination of employment.