



# SHECO Industries

# COVID-19 Response Plan

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# SHECO Industries COVID-19 Response Plan

- SHECO Industries continues to monitor the evolving COVID-19 situation. The current situation remains very fluid and fast moving thus we have created the following response plan so that we can quickly adapt and communicate appropriate actions to you and your fellow co-workers.
- A key feature of this plan is a five (5) tier communication graphic. This communication graphic will allow the Company to quickly and efficiently notify everyone of the steps the Company is taking to mitigate the spread of the COVID-19 virus. A description of each level is included in the plan, and while not exhaustive, it will give you key information on what the Company, and you, should be doing to help mitigate the spread of this virus.
- As always, the most potent weapons we have in this effort are **basic personal hygiene and constant communication of information**. Links to the Centers for Disease Control (CDC) and the World Health Organization (WHO) websites are provided herein and we encourage you to visit them frequently for the most up to date information on the COVID-19 virus situation.
- This response plan is subject to change at any time as conditions warrant.



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Level	Response	Current Level
<b>Level 1</b>	Increased cleaning, disinfection and employee self-awareness (increased personal hygiene and if sick, remain home and see your doctor for treatment).	
<b>Level 2</b>	Level 1 plus minimize face-to-face meetings with individuals inside and outside of the Company and use voice and video conferencing whenever possible. Business travel outside the continental US is suspended. <sup>++</sup> Visitors/suppliers/outside services by appointment/invitation only.	
<b>Level 3</b>	Level 1 & 2 plus all non-essential business related travel within the continental US is suspended unless approved by the CEO. <sup>++</sup> Essential visitors only - shop inspectors (US based only) and critical outside services/supplies by invitation only. Employees able to productively telecommute may do so with their manager's permission.	<b>Houston, Sapulpa, Skiatook, Tuscaloosa</b>
<b>Level 4</b>	Level 1, 2 & 3 plus mandated temporary (up to 60 days) office/plant closures. Closures mandated by Federal, State and/or Local Governments. <sup>**</sup>	
<b>Level 5</b>	Level 1, 2, 3 & 4 plus mandated indefinite (>60 days) office/plant closures. Closures mandated by Federal, State and or Local Governments. <sup>**</sup>	

<sup>++</sup> - If at any time Federal, State or Local travel restrictions are more stringent than those shown, the more stringent travel restrictions shall apply.

<sup>\*\*</sup> - SHECO Industries has in place text (SMS) and email alerts to each of our four (4) locations, and to the entire company as a whole, such that employees can be notified of any closures without having to come to the office/plant. If you have any questions about this alert system, please contact your supervisor or your HR representative.



# SHECO Industries COVID-19 Response Plan

## Level 1

- Wash hands regularly.
- Cover your nose and mouth with your sleeve or tissue when coughing and/or sneezing.
- Regular disinfection of individual work areas and common areas.
- Should you or a family member show symptoms of a cold, flu, COVID-19 or other contagious condition, please stay home, contact/see your physician and then contact your supervisor or HR representative as soon as you can. If related to COVID-19, do not return to work until you or the family member is released by your physician. Please provide your supervisor or HR representative with the written medical release prior to reporting to work.
- Please use common sense when travelling on vacation. Prior to returning to work, please contact your HR representative to let us know where you have traveled as we ask you to stay home upon return if the location you have returned from is considered a COVID-19 virus “hot spot”.
- Keep the Company apprised of any virus outbreaks in your neighborhood, school system, or other public areas so we may seek guidance from government and medical professionals with respect to any further steps needed/required to be taken to protect our employees.
- If you come to work not feeling well or start to become sick, the Company may request that you go home. If you are told to go home, you are required to obey that request, no exceptions.
- If you learn that you were exposed to an individual that has a confirmed (by testing) case of COVID-19, immediately contact your supervisor or HR representative. **DO NOT COME TO THE OFFICE/SHOP.** The Company will assess your situation in conjunction with local medical professionals to determine the appropriate steps to be taken which may require you to self-quarantine for a period of time as determined by local medical professionals.



# SHECO Industries COVID-19 Response Plan

## Level 2

- All Level 1 instructions.
- Minimize as much as possible any in person meetings with individuals inside and outside the Company, either on Company property or at customer/supplier locations. Use voice and video conferencing whenever possible.
- All business travel outside the continental US is prohibited.
- All visitors, suppliers and outside service providers by appointment/invitation only.
- If you have one, bring your lap top computer home every night and weekend along with any essential work items/files that will allow you to work from home in the event you must do so for any reason related to the COVID-19 virus issue.

## Level 3

- All Level 1 & 2 instructions.
- Suspension of all in person meetings with individuals outside the Company, either on Company property or at customer/supplier locations. Use voice and video conferencing in lieu of face-to-face meetings with individuals outside the Company.
- All non-essential business travel within the continental US is prohibited unless approved in writing by the CEO.
- Essential visitors only – shop inspectors and critical outside services/suppliers. Essential visitors may only enter Company property on upon appointment/invitation that is approved by the business unit GM / VP of Operations, the Plant Manager or his/her designate.
- Employees able to productively telecommute may do so with their manager's permission.



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## Level 4

- All Level 1, 2 & 3 instructions.
- If mandated by Federal, State or Local Governmental authorities, SHECO Industries will implement the office/plant shut down plan for that location or locations.
- All business travel for individuals affected by the closure is suspended.
- No visitors shall be allowed on Company property affected by the temporary closure. Exceptions to that will be any Federal, State or Local Governmental agencies/individuals, if required.

## Level 5

- All Level 1, 2, 3 & 4 instructions.
- If mandated by Federal, State or Local Governmental authorities, SHECO Industries will implement the office/plant shut down plan for that location or locations.



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Centers for Disease Control (CDC) and World Health Organization (WHO) Information Internet Links:

- CDC Website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- WHO Website: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>