

May 27, 2020

SHECO Industries Response Plan - COVID-19 VIRUS

To My Fellow Co-Workers:

As noted in previous correspondence, our current Response Level 3 was to be evaluated toward the end of May in light of recent state reopening's in Alabama, Oklahoma and Texas. It has been decided that we will continue at **Response Level 3** through June 30, 2020 in all four of our operating locations. If conditions warrant, the Company will adjust the response level by location and will communicate this with each of you as quickly and efficiently as possible.

Level	Response	Current Level
Level 1	Increased cleaning, disinfection and employee self-awareness (increased personal hygiene and if sick, remain home and see your doctor for treatment).	
Level 2	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. ** Visitors/suppliers/outside services by appointment/invitation only.	
Level 3	Level 1 & 2 plus all non-essential business related travel within the continental US is suspended unless approved by the CEO.** 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.	Houston, Sapulpa, Skiatook, Tuscaloosa
Level 4	Level 1, 2 & 3 plus mandated temporary (up to 60 days) office/plant closures. Closures mandated by Federal, State and/or Local Governments.**	
Level 5	Level 1, 2, 3 & 4 plus mandated indefinite (>60 days) office/plant closures. Closures mandated by Federal, State and or Local Governments.**	

We ask each of you to assist in the steps outlined in this Response Plan per the Current Response Level. Some of the most potent weapons we have in this effort is to continue to practice proper hygiene, cleaning and social distancing.

If you have any questions or concerns, please reach out to your manager or HR representative.



Bob Giammaruti
Chief Executive Officer