



Welders Supply Company of Louisville, Inc.  
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05/08/2020

Valued Customers,

Monday, May 11<sup>th</sup>, Kentucky will begin Phase 1 of Healthy at Work. This step includes the reopening of manufacturing, distribution, supply chain, construction, vehicle dealerships, photography, and horse racing (no-fans). Each business re-opening along with those businesses, like us, who have been deemed life-sustaining and have remained operating are expected to meet minimum requirements.

Effective by May 11, 2020 these healthy at work protocols are applicable to employees, temporary employees, contractors, vendors, and customers.

- Remain a minimum of six (6) feet away from all other employees and customers unless closer interaction is absolutely required to perform your job duties.
- Cloth face coverings or masks must be worn. Customers will be encouraged to wear masks.
- Employees whose job duties include touching items often touched by others (e.g. credit cards/cash, paper, computers) must wear gloves and regularly replace them.
  - Employees must wear gloves while handling products during shipping, packaging, and receiving.
- Hand sanitizer will be located near high-traffic and high touch areas including doors into our buildings and between buildings. All employees are encouraged to routinely and consistently wash hands in accordance with CDC's good hygiene practices.
- Breakrooms continue to be restricted. No areas should be used to congregate or in a manner that would interfere with social distancing.
- Frequently touched surfaces and areas must be sanitized a minimum of twice daily (e.g. door knobs, credit card machines, shared tools, frequently touched equipment, shared computers, vehicle/equipment door handles; keys, copiers, toilets, faucets, sinks, counter tops, cabinet knobs, paper towel dispensers, handrails, counters, tables).
- All employees are required to undergo a daily temperature check. You can self-administer the temperature check at home or upon arrival at work daily prior to workplace entry.
- Do not use water fountains. Other source of water will be available.
- Unless it is unavoidable, there should not be more than one person riding in a company vehicle. If necessary, employees should maximize social distancing and wear face masks in the vehicle.

These healthy at work protocols are applicable to employees, temporary employees, contractors, vendors, customers, etc.

The Management Team