

FRITZ INDUSTRIES

April 22, 2020

Fritz Industries Coronavirus COVID-19 – Update for HTC

The following order will apply to our Harris County employees at HTC as well as any employee who travels to HTC from another county.

Effective Monday, April 27, all Harris County residents 10 and older are required to wear a face covering when outside of the home. This order will be in effect for 30 days.

As a reminder, the following precautions are to be followed at Fritz:

- 1) If you are sick, stay home.
- 2) If you have a temperature of 99.6°F or higher, cough or shortness of breath, stay home. We recommend that you check your temperature each day before leaving for work.
- 3) Upon arrival to work, all employees will report to their supervisor for verbal and visual screening. If you or your supervisor suspect that you have a fever, thermometers are available at each Fritz facility.
- 4) While at work, practice social distancing to the extent possible. Make every effort to maintain six feet between yourself and other coworkers.
- 5) Please bring any meals, snacks and/or drinks that you need during your shift.
- 6) After you arrive at work, you will not be allowed to leave the premises, except for smoking in designated areas. (If you become sick at work or an emergency requires that you leave work, please notify your supervisor and you will be permitted to leave.)
- 7) All non-essential employee travel is suspended.
- 8) If you can work from home, please do so. If you need supplies or IT equipment, please collect these items prior to 11:59 p.m. on March 23, 2020.
- 9) Non-Fritz employee truck drivers will remain outside of our facilities during loading and unloading.
- 10) Business-essential outside services (uniforms, propane, RO/DI water...) will continue. Fritz employees responsible for these outside services will communicate the social distancing guidelines to these providers.
- 11) No visitors or non-essential vendors will be allowed and non-essential outside services such as coffee and vending will be discontinued.

Communication is essential. Please make sure that your supervisor and HR have a mobile phone number and personal email address for you. Corporate communications and policy updates will be communicated through corporate email, personal email and text messages. Please monitor your email and text messages for further updates.

Company Safety Policies

Please follow the Company's safety policy including Company rules related to the use of personal protective equipment, including the use of gloves, eye and face protection, and respiratory protection. If you have any questions about the Company's safety policies or the use of personal protective equipment, please contact Safety or HR.

The company reserves the right to revise any policies as it deems appropriate, in its sole discretion, and with or without advance written notice.