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2800 E. Randol Mill Rd.
Arlington, TX 76011
Ph: 817-649-7056 Fax: 817-649-3154
<http://www.texasalmet.com/>

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To: Concerned Parties

From: Tony Vaughn
President

Subject: Texas Almet COVID-19 (a.k.a. Coronavirus) Plan

The following outlines Texas Almet's plan should COVID-19 become prevalent in the local area. Note that the company and its employees will comply with any federal, state or local government requirements that exceed the requirements in this document.

Persons with COVID-19 exhibit Acute Respiratory Symptoms including Fever, Cough and Shortness of breath in levels ranging from Mild to Severe per the CDC.
<https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html> These symptoms will be used to determine if an employee should remain at work.

References:

Coronavirus.gov = <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

CDC Guidance for Business = <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Cleaning and Disinfection = <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

1st Level – COVID-19 cases have occurred within the State of Texas resulting from apparent “community spread” origin (i.e. cases not resulting from exposure during travel or known contact with a traveler, or transported to this state for treatment)

- Any employee with acute respiratory symptoms regardless of known allergies or other potential cause will:
 - Be checked daily for fever, any employee found to have fever of 100°F or above will be sent home until they no longer have a fever for 24 hours and a lack of fever can be confirmed on return.
 - Be expected to wear a surgical mask while at the facility
- Employees will be asked to wash their hands with soap and water or use hand sanitizer frequently.
- Absences resulting from acute respiratory symptoms will be considered “excused” until otherwise determined by management.

- Posters will be placed on bulletin boards and near entrances regarding the spread of disease (<https://www.cdc.gov/nonpharmaceutical-interventions/pdf/slow-spread-germs-item1.pdf>)
- Travel by employees will be limited to essential travel only. Visitors will be discouraged.
- An employee will be assigned wipe down all doorknobs, handles and other frequently touched items with a mild bleach (1/3 cup of bleach per gallon of water) solution on a continuous basis.

2nd Level - COVID-19 cases have occurred within Tarrant or Dallas counties resulting from apparent “community spread” origin (i.e. cases not resulting from exposure during travel or known contact with a traveler, or transported to this area for treatment)

- Any employee with acute respiratory symptoms regardless of known allergies or other potential cause will:
 - Be checked twice daily for fever, any employee found to have fever will be sent home
 - Employees sent home may not return until they have been free of fever greater than 100°F and any other symptoms for at least 24 hours without use of fever reducing or symptom-altering medications (such as cough suppressants) for at least 24 hours OR are given a release to return to work by a licensed physician.
 - Be expected to wear a surgical mask while at the facility
 - At management’s sole discretion: Employees with respiratory symptoms but without fever may be asked to visit a physician to determine that they are not contagious.
- Employees will be required to wash their hands with soap and water or use hand sanitizer every two hours.
- All visitors / vendors / truck drivers will be asked to wash their hands or use hand sanitizer on entry.
- All personnel will be asked to maintain maximum possible personal distance.
- Meetings in confined spaces s/b avoided.
- The CDC guidelines for prevention shall be posted on bulletin boards and discussed with employees (<https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>)
- Travel by employees and visitation by customers or vendors will be avoided to the maximum extent possible.
- An employee will be assigned wipe down all doorknobs, handles and other frequently touched items with a mild bleach solution (1/3 cup of bleach per gallon of water) on a continuous basis.