

**Updated March 12, 2020**

*With the continued issues and concerns associated with COVID-19, we are doing everything we can to protect the health and safety of our team members, visitors and customers and minimize business disruption. Barry-Wehmiller has activated a Situation Response Team that is closely monitoring the situation and providing updates to our guidelines based on the latest information from the World Health Organization (WHO), Centers for Disease Control and Prevention (CDC), U.S. Department of State, as well as government-released guidelines and statistics from countries where the outbreak is occurring.*

*The precautions and procedures we've implemented are outlined below. Our business units or facilities may also have various site-specific procedures in place, depending on local government requirements or recommendations. **Please reach out to your Barry-Wehmiller point of contact if you have any questions about this policy.***

### TRAVEL RESTRICTIONS

Barry-Wehmiller is restricting travel as follows:

- **China:** ALL BW work-related **travel to and from China has been restricted** until further notice.
- **Italy:** ALL BW work-related **travel to and from Italy has been restricted** until further notice.
- **South Korea:** ALL BW work-related **travel to and from South Korea has been restricted** until further notice.
- **Cross country border travel** must be approved by divisional or business unit President.
- **All other work-related travel should be strongly reconsidered** and only carried out if critical to the business. Team members have been asked to consider utilizing technology instead of in-person meetings.

### SITE VISITOR SCREENING

Barry-Wehmiller has implemented the following onsite visitor process:

- Any non-essential in-person meetings with visitors to our offices and plants are being rescheduled.
- If an in-person visit is required, all visitors, including team members from other Barry-Wehmiller locations, will be required to fill out a health screening form before arrival. Coordinating the completion of this form is the responsibility of the team member hosting the visitor. The only exception to this would be Barry-Wehmiller locations near each other where there is a lot of collaboration and shared resources.
  - We will not allow visitors into our facilities with cold and flu-like symptoms or fever.
  - We will not allow visitors from areas of high concentration of COVID-19 (currently China, Italy, South Korea, and Iran) or who have potentially come into contact with someone who has tested positive for COVID-19.

- Visitors include:
  - Any third-party who is not a Barry-Wehmiller company team member (i.e. customers, vendors, etc.)
  - Individuals who are scheduled to make daily/weekly/periodic deliveries inside the building and beyond the reception area (i.e. cleaning staff, individuals making deliveries to the interior of the building, etc.)
  - A Barry-Wehmiller team member visiting from a site in a different city
  - A Barry-Wehmiller team member returning to work following travel to a high-risk area.

## ONSITE PRECAUTIONS

ALL Barry-Wehmiller team members have been asked to follow these precautionary measures:

- Take your temperature twice per day, before coming to work and after returning home. If temperature is 99°F or above (37.2°C), stay home from work and alert your healthcare provider, HR leader and leader.
- If you are experiencing other cold or flu-like symptoms including cough, shortness of breath, and/or sore throat, stay home from work and alert your healthcare provider, HR leader and leader.
- If you are returning from a high-risk area, self-quarantine at home for 14 days or until symptom-free.
- If you have recently visited, or been in close contact with someone who has visited, a high-risk area of the coronavirus outbreak, self-quarantine at home for 14 days.
- If you have recently traveled outside your home country for business or personal reasons, you must fill out a screening form upon return or entering another Barry-Wehmiller site to verify that you have not been in a high-risk area.
- Consider the use of technology as an alternative to in-person meetings/conferences and assess the possibility of allowing team members to work from home, if applicable.
- Avoid sharing food in common areas, thereby reducing the potential spread of germs.

## KNOWN EXPOSURE

Any Barry-Wehmiller team member who has a known exposure to someone with COVID-19, or with someone who is currently being investigated to determine if they have COVID-19, should begin following these self-quarantine protocols immediately:

- Contact your health care provider to seek testing for the virus and alert your leader and HR representative.
- Contact one of these members of the Situation Response Team, Alexis Zygmund, Ed Strouth or Rhonda Spencer as soon as possible.
- Remain in self-quarantine until the person under investigation (PUI) receives his/her test result.
- If the PUI tests positive for COVID-19, self-quarantine for those potentially exposed will continue for 14 days after potential exposure.

*These guidelines are intended to help protect the safety and wellbeing of our team members and all stakeholders in our facilities. All are expected to comply with them. By working together and being cautious, proactive and transparent, we hope to reduce any concerns you may have and assure that we are doing all we reasonably can to promote the health and safety of everyone in our span of care in the communities in which we do business.*