



## COVID-19 Mill Steel Plant Prevention Procedures

In response to the COVID-19 virus, Mill Steel Co. wants to assure you that we are taking action to maintain continuity in our business operations, and we continue to place the health and well-being of our associates, customers, and business partners as our highest priority.

The following procedures are now in place at all Mill Steel Regional Processing and Distribution Centers until further notice to help maintain the safety of all:

- Driver access to our facilities is restricted to the specified entry points noted below. This will typically be the shipping and receiving areas and door numbers will be provided upon arrival at each site.
  - Melvindale Access: Doors 5 (shipping) and 6 (receiving)
  - Grand Rapids Access: Doors 1 (shipping) and 3(receiving)
  - Jeffersonville Access: Doors 4/5 (outbound) Door 2 (inbound)
    - Jeffersonville Mill Steel Framing Access: Door 9
  - Birmingham Access: Door 3 (shipping and receiving)
  - Houston Access: Location 2
- Restrooms are closed to visitors until further notice. Please utilize the portable restrooms located near the access points mentioned above.
- All visitors are required to wash or sanitize their hands at the provided sanitization stations prior to signing in for their respective inbound/outbound move.
  - The CDC recommends washing hands with warm water and soap for at least 20 seconds or rubbing hands with at least 60% alcohol sanitizer until hands are completely dry.
- Vending machines within all facilities are no longer available for public use.
- Loading/Unloading protocol is as follows:
  - After signing in, drivers are required to return to their truck and wait for phone call instruction from Mill Steel shipping/receiving personnel.
  - Drivers are not permitted outside of the Shipping/Receiving move sign-in stations. All other areas are restricted. When loading or unloading, please stay as close to your truck as possible at all times.
  - In the event of a driver having back to back inbound/outbound move, drivers must exit the plant and re-enter at the approved location.
  - Once the load has been secured, proceed to the shipping desk. Sanitize hands prior to signing and picking up your move paperwork.