



December 4, 2020

From: John Brett, President & CEO, ArcelorMittal USA

To: All ArcelorMittal USA Employees

Subject: COVID-19 Employee Update

Our top priority will always be the health and safety of our employees, vendors, customers, and communities, and we need to focus on that in the weeks and months ahead. We all need to remain focused on the preventative actions for COVID-19. Please wash your hands, wear a mask and practice social distancing here at work and when you are in the community. Thank you for your efforts and for following the guidelines below.

Any changes in our guidelines have been [highlighted](#).

Section 1: COVID-19 Preventative Actions:

1.1 You should continue to follow the preventative steps to avoid the spread of COVID-19:

- a. Hand wash with soap and water for 20 seconds, multiple times per day, or use hand sanitizer if hand washing is not an option.
- b. Avoid touching your face, nose, and eyes.
- c. Practice social distancing of 6 feet from each other, when possible.
- d. Hard surfaces in personal work areas (such as offices that contain desks), computers, phones, etc. should be cleaned and disinfected at the end of the workday, if possible, by the person using that work area.
- e. Employees are to self-monitor for symptoms of COVID-19, which includes persistent cough, shortness of breath or any other acute respiratory symptoms, or fever (100.4°F or above), if you have these symptoms you should stay home and contact your personal healthcare provider.

1.2 Mask Wearing

- a. ArcelorMittal is providing face masks to be worn over the nose and mouth. At a minimum, masks are required if you cannot maintain a social distance of 6 feet or more and also when you leave your individual work area. Please note that some buildings may also require masks be worn when you enter or leave the building, depending on state or local ordinances. Individual local and state rules regarding mask wearing should always be followed.

- b. Given that the supply of masks is limited, the distribution will be controlled and may include:
 - i. Surgical style masks will be available at a rate of one (1) per workday for those wearing these masks (note that these masks can be disposed of with the normal trash) or three (3) cloth masks. If your mask becomes damaged or contaminated, please request another mask.
 - ii. All masks and personal protective equipment issued by the company are intended for use at ArcelorMittal sites.
 - iii. If you are issued a mask, it will be documented.
 - iv. You are allowed to bring and wear non-company issued facial coverings provided they do not pose a significant safety risk.

Section 2: Employee Scenarios - Symptoms, Exposure, or Potential Exposure:

2.1 If you have **COVID-19 symptoms outside of work:**

- a. If you have symptoms of COVID-19 outside of work which includes persistent cough, shortness of breath or any other acute respiratory symptoms, or fever (100.4°F or above), you should stay home and contact your personal healthcare provider.
 - i. You are required to notify your manager/call off center or follow your facility's normal call-off procedures.
 - ii. You will need to follow the guidance as outlined in Section 3: Return to Work (page 4).

2.2 If you exhibit or if you observe another individual exhibiting **COVID-19 symptoms at work:**

- a. If you exhibit or if you observe another individual exhibiting symptoms of COVID-19 at work which includes persistent cough, shortness of breath or any other acute respiratory symptoms, or fever (100.4°F or above):
 - i. You are required to contact your supervisor/manager immediately. The supervisor/manager will instruct you or the individual to go home. Once home, you are to contact your personal healthcare provider.
 - ii. Unless there is an (apparent) emergency condition such as respiratory distress, your supervisor/manager will send you home and not send you to the clinic. This is to limit the potential spread of the virus. In the event of emergency conditions, EMS will be contacted.
 - iii. You will need to follow the guidance as outlined in Section 3: Return to Work (page 4).

2.3 If you were in **close contact** (closer than 6 feet for a cumulative total of 15 minutes or more during a 24 hour period, beginning 48 hours before symptoms or, for asymptomatic people, 2 days prior to the test specimen collection) with an individual who has **symptoms** of COVID-19:

- a. You should self-monitor for symptoms of COVID-19, which includes persistent cough, shortness of breath or any other acute respiratory symptoms, or fever (100.4°F or above).
- b. You are not required to quarantine unless you develop symptoms of COVID-19 or have a documented medical order.
- c. You will need to follow the guidance as outlined in Section 3: Return to Work (page 4).

2.4 If you **test positive** with the COVID-19 virus:

- a. Do not report to work.
- b. Contact the party identified in Attachment 1 (page 7) to report your positive test, either Pivot (professional contact tracer that ArcelorMittal has hired to assist in this process) or HR.
- c. Pivot or HR will ask you a series of questions and will contact appropriate management who will initiate quarantine directives for coworkers and ensure the cleaning of work areas where you have been.
- d. You will need to follow the guidance as outlined in Section 3: Return to Work (page 3).

2.5 If you are in **close contact** (closer than 6 feet for a cumulative total of 15 minutes or more during a 24 hour period, beginning 48 hours before symptoms or, for asymptomatic people, 2 days prior to the test specimen collection) with an **individual who has tested positive with COVID-19**:

- a. You must not report to work.
- b. You are required to notify your manager/call off center or follow your facility's call-off procedures.
- c. You will undergo a 10-day quarantine period from your last exposure to the person who tested positive.
 - i. You have the option to return to work after 7 days if you test negative with a **PCR test** for the COVID-19 virus in the 5-7 day window since exposure and remain asymptomatic. You will be required to adhere to the return to work provisions detailed in Section 3.2 b.
- d. If you provide documentation that you have tested positive and have recovered within the previous 3 months, and you remain asymptomatic, you will not be required to quarantine again.
- e. If you are taking care of an immediate family member who has tested positive with the COVID-19, you may be eligible for FMLA.
- f. You will need to follow the guidance as outlined in Section 3: Return to Work (page 4).

2.6 If you are in **close contact** (closer than 6 feet for a cumulative total of 15 minutes or more during a 24 hour period, beginning 48 hours before symptoms or, for asymptomatic people, 2 days prior to the test specimen collection) with **an individual who was in close contact with another individual who has tested positive with COVID-19**:

- a. You should self-monitor for symptoms of COVID-19, which includes persistent cough, shortness of breath or any other acute respiratory symptoms, or fever (100.4°F or above).
- b. You are not required to quarantine unless you develop symptoms of COVID-19.
- c. You may return to work as described in Section 3: Return to Work (page 4).

Section 3: Return to Work

3.1 If you are returning to work after missing work due to symptoms or diagnosis of COVID-19:

- a. You are not required to submit a release to work note from your personal healthcare provider in order to return to work. In order to return to work, there must be at least 10 days since symptoms appeared. If there are no symptoms, there must be at least 10 days since a positive test specimen was taken. In either case, the most recent 24 hours must be without symptoms (consistent with CDC guidance).

- b. You are to follow your facility's 'return to work' procedure. However, if your facility's normal 'return to work' procedure requires a release to work note from your personal healthcare provider that will not be required.
 - i. Your facility may complete the 'return to work' process telephonically, where possible.

3.2 If you are attempting to return to work after quarantine (travel related, close contact with positively tested individual, or other governmental quarantine mandates, etc.) but have not had symptoms or received a diagnosis of COVID-19:

- a. You are not required to obtain a release from your personal healthcare provider.
- b. You are not required to clear an occupational health clinic associated with your facility unless you are returning prior to the expiration of the 10 day quarantine as allowed for in Section 2.5 c.i. If returning early, 7 days after exposure, you will be required to do the following daily until what would have been the expiration of the normal 10 day quarantine:
 - i. You must go to your on-site clinic, EMT station, or other designated plant location prior to reporting to your department to have your temperature taken, and provide evidence of a negative **PCR COVID-19 test** result taken no sooner than 5-7 days after exposure.
 - ii. Consistent with Section 1.1 e. you must self-monitor for symptoms of COVID-19, which includes persistent cough, shortness of breath or any other acute respiratory symptoms, or fever (100.4°F or above), if you have these symptoms you should stay home and contact your personal healthcare provider.
 - iii. In addition to the face mask wearing requirement in Section 1.2 a., you must wear your face mask at all times in the workplace.

3.3 If you are attempting to return to work after (1) close contact with an individual who has COVID-19 symptoms and you have not had any symptoms or received a diagnosis of COVID-19 or (2) close contact with an individual who was in close contact with another individual who had tested positive with COVID-19 and you have not had any symptoms or received a diagnosis of COVID-19:

- a. You are not required to obtain a release from your personal healthcare provider.
- b. You are not required to clear an occupational health clinic associated with your facility.

Section 4: Attendance

4.1 Attendance issues relating to absences for COVID-19 (to take care of dependent children out of school or other similar issues) will be handled on a case-by-case basis. Questions should be addressed with your local Labor Relations/Human Resources representative.

Section 5: Meetings, Conferences, and Non-ArcelorMittal In-Person Training

5.1 Maximize the use of conference calls, Skype, Teams, etc. instead of in-person meetings/training. If an in-person meeting/training must occur, all meeting/training attendees should, when possible, maintain a distance of 6 feet from each other.

5.2 All conferences and any non-ArcelorMittal in-person training must be approved by the appropriate plant manager or equivalent site manager.

Section 6: Embedded Contractors and Vendors

- 6.1 Embedded contractors should continue to report to work if they do not exhibit the symptoms of COVID-19 which includes persistent cough, shortness of breath or any other acute respiratory symptoms, or fever (100.4°F or above).
- 6.2 Essential vendors can continue to enter our AM USA facilities only if they are approved by the plant manager or equivalent site manager. Essential activities may include downturn maintenance or vendor stocking programs that are required for ongoing operations.
- 6.3 Vendors are not permitted at AM USA plant or staff areas for sales related activities or meetings.

Section 7: Visitors

- 7.1 No visitors will be allowed into any of the AM USA plants or staff areas.

Section 8: Work from Home

- 8.1 All AM USA plants and offices remain open.
- 8.2 Working from home provisions are subject to applicable local and state ordinances.
 - a. If you have underlying conditions that put you at high risk for COVID-19 or defined as high risk by the CDC and you wish to request an accommodation to continue to work from home, you can may make that request through our normal disability/accommodation process that begins with contacting your local HR department. This process includes a review of appropriate documentation from your personal healthcare provider that substantiates the medical necessity for the accommodation that is being requested. Human Resources will work with your manager/supervisor to review job requirements and the request for accommodation.
 - b. The CDC currently categorizes the following conditions as at increased risk for severe illness from COVID-19:
 - i. Individuals 65 years and older in age (documentation from your personal healthcare provider is not required)
 - ii. Cancer
 - iii. Chronic Kidney Disease
 - iv. COPD
 - v. Immunocompromised state (weakened immune system) from solid organ transplant
 - vi. Obesity (BMI of 30 or higher)
 - vii. Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
 - viii. Sickle cell disease
 - ix. Type 2 diabetes mellitus
 - x. Pregnancy
 - c. Your return to the office will be in accordance with state and local requirements. If you have questions about those requirements, please contact the COVID-19 Task Force at AMUSACoronavirus@ArcelorMittal.com.
- 8.3 Employees that have company issued laptops should bring them home daily as conditions are continually changing.

Section 9: Travel

9.1 For business travel:

- a. All business travel (domestic and international), with the exception of day trips to ArcelorMittal facilities that do not include air travel, has been suspended until January 4, 2020. All exceptions must be approved by the appropriate vice president of your plant/staff area.
 - i. All international travel or non-essential travel to any area that has a CDC, state or local travel advisory, will require you to self-quarantine for 10 days from the date of return. Travel includes any form of travel. You have the option to return to work after 7 days if you test negative with a **PCR test** for the COVID-19 virus in the 5-7 day window after the date of return as long as you remain asymptomatic. You will be required to adhere to the return to work provisions detailed in Section 3.2 b.

9.2 For personal travel:

- a. You will not be permitted to return to work for 10 days from the time that you return from your trip if:
 - i. You choose to take a cruise (regardless of destination), or
 - ii. You travel internationally regardless of the form of travel
- b. You must inform your manager/supervisor if your trip meets any of the travel criteria above.
- c. Employees are not prohibited from domestic travel but should follow any local or state guidelines regarding quarantine.
- d. You have the option to return to work after 7 days if you test negative with a **PCR test** for the COVID-19 virus in the 5-7 day window after the date of return as long as you remain asymptomatic. You will be required to adhere to the return to work provisions detailed in Section 3.2 b.

9.3 ArcelorMittal is deemed an essential business. Please carry the essential business letter with you as you travel to and from work.

Reporting to work knowingly at risk for harboring a contagious disease or violating policies that are put in place to prevent the spread of COVID-19 may be considered a health and safety violation and employees can be disciplined up to discharge.

If you have any questions, please address them to AMUSACoronavirus@ArcelorMittal.com.

Attachment 1

Reporting COVID-19 Contact List

<u>Facility</u>	<u>Name</u>	<u>Position</u>	<u>Phone</u>	<u>Email</u>
Burns Harbor	Pivot		916-382-8770	
Cleveland	Pivot		916-382-8770	
Coatesville	Pivot		916-382-8770	
Conshohocken	Babaian, Joanne	Manager	610.832.7088	joanne.babaian@arcelormittal.com
Hibbing	Dittrich, William	Area Manager	218.262.5921	William.Dittrich@arcelormittal.com
Hibbing	Erickson, Tina	Section Manager	218.262.6802	TinaRae.erickson@arcelormittal.com
IN Tek & IN Kote	Pelletier, Joshua	Manager	574.654.1005	joshua.pelletier@arcelormittal.com
IN Tek & IN Kote	Hough, Jill	Sr. Representative	574.654.1335	jill.hough@arcelormittal.com
Indiana Harbor	Pivot		916-382-8770	
Minorca	Vidmar, Daniel	Manager	218.305.3349	Daniel.Vidmar@arcelormittal.com
Minorca	Stavnes, Carol	Representative	218.305.3436	Carol.stavnes@arcelormittal.com
Monessen	Pivot		916-382-8770	
Piedmont	Pivot		916-382-8770	
Princeton	Pivot		916-382-8770	
Riverdale	Pivot		916-382-8770	
Steelton	Maldonado, Julie	Manager	717.986.2385	Julie.Maldonado@arcelormittal.com
Steelton	Motter, Patrice	Representative	717.986.2331	patrice.motter@arcelormittal.com
Warren	Pivot		916-382-8770	
Weirton	Meager, Dana	Manager	304.797.5048	dana.meager@arcelormittal.com
Weirton	Thomas, Robert	Sr. Representative	304.797.4669	robert.e.thomas@arcelormittal.com
<u>Staff Area</u>	<u>Name</u>	<u>Position</u>	<u>Phone</u>	<u>Email</u>
All Staff Areas	Pivot		916-382-8770	