



December 21, 2020

To: All Cleveland Cliffs Employees at Former ArcelorMittal USA Sites

Subject: COVID-19 Employee Update

There are significant updates to this issuance of employee guidelines to harmonize the COVID-19 protocols across our newly acquired operations and offices. I ask that you take the time to read them carefully. These guidelines are in place to protect the health of our employees in the workplace and to keep our business operating efficiently. There will be additional changes in the future as we continue to work on harmonization. Future changes include a daily health screening tool that requires all employees to answer a short survey before reporting to work each day, as previously communicated in the message from Lourenco Goncalves.

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. Cleveland Cliffs is providing face masks to be worn over the nose and mouth. **The face mask must be worn at all times with the following exceptions:**
 - i. **If you have a medical condition that makes wearing a face mask unsafe and have received approval from Health Services to wear a face shield as an alternative to a mask.**
 - ii. **If wearing a mask is unsafe during the performance of a particular work task and you have received approval from your site's operational lead**
 - iii. **While eating or drinking**
 - iv. **While working alone in a close office with a sign on the door stating "knock before entering, mask required when entering."**
 - v. **While working alone in a confined space (e.g., closed crane cabs, closed mobile equipment cabs, and single-occupant pulpits).**

- 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 Cleveland Cliffs.
 - 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. It is recommended that you take a COVID-19 test.
 - iii. 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 that individual to go home and contact their personal healthcare provider.
 - ii. If the symptoms are an (apparent) emergency condition such as respiratory distress, the supervisor/manager will contact EMS.
 - iii. If you have symptoms, it is recommended that you take a COVID-19 test
 - iv. 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 10 consecutive minutes or longer or 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 (but not a confirmed positive test result)** 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 Cleveland Cliffs 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 10 consecutive minutes or longer or 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 the date of your first exposure to the person who tested positive.
 - i. You have the option to return to work after 7 days if you test negative 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.
 - ii. If you are living with a positive COVID-19 individual, you will have to fulfill the full 10 day quarantine at a minimum and self-monitor for symptoms.
- 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 10 consecutive minutes or longer or 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 of COVID-19, but you did not take a COVID-19 test:

- 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 72 hours fever free with greatly diminished symptoms.

- 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 returning to work after missing work due to symptoms of COVID-19, and you tested negative for 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 24 hours fever free with greatly diminished symptoms.
- 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 returning to work after missing work due to diagnosis of COVID-19:

- c. 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 fever free with greatly diminished symptoms.
- d. 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.
 - ii. Your facility may complete the 'return to work' process telephonically, where possible.

3.3 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:
 - i. Provide evidence of a negative COVID-19 test taken no sooner than 5-7 days after exposure.
 - ii. 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. Your facility may complete the 'return to work' process telephonically, where possible.

3.4 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-Cleveland Cliffs 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-Cleveland Cliffs 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 Cleveland Cliffs 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 Cleveland Cliffs plant or staff areas for sales related activities or meetings.

Section 7: Visitors

7.1 No visitors will be allowed into any of the Cleveland Cliffs plants or staff areas.

Section 8: Work from Home

8.1 All Cleveland Cliffs plants and offices remain open.

8.2 All employees who can work remotely are required to work from home for the foreseeable future to reduce the potential for exposure in the workplace. For those teams that need to have some coverage in our plant or office environments, a rotation should be established to reduce the number of people in the workplace to the maximum extent possible.

Section 9: Travel

9.1 For business travel:

- a. All business travel (domestic and international), with the exception of day trips to Cleveland Cliffs facilities that do not include air travel, has been suspended **until further notice**. All exceptions must be approved by the appropriate vice president of your plant/staff area.

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
 - iii. You have the option to return to work after 7 days if you test negative for COVID-19 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.
 - iv. You must inform your manager/supervisor if your trip meets any of the travel criteria above.
- b. Employees are not prohibited from domestic travel but should follow any local or state guidelines regarding quarantine.

9.3 Cleveland Cliffs 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	