



Western Pneumatics, Inc.

Pneumatic Conveying & Material Handling
Machinery Group & Finger Jointing
Industrial Installation

Custom Fabrication
Dampers
Agricultural Products

Tanks & Pressure Vessels
Biomass
Parts & Service

March 24, 2020

Western Pneumatics COVID-19 Internal Policy Clarifications

As you may be aware, the U.S. Department of Homeland Security recently published a *Memorandum on the Identification of Essential Critical Infrastructure Workers* regarding COVID-19 which includes:

"If you work in a critical infrastructure industry, as defined by the Department of Homeland Security . . . you have a special responsibility to maintain your normal work schedule."

The national guidance specifically identifies **"workers who support the manufacture and distribution of forest products, including, but not limited to timber, paper, and other wood products"** as part of the **Essential Critical Infrastructure Workforce**.

It is important to remember each aspect of the industry is dependent on all other aspects of the industry – no one sector can operate in isolation. For the business continuity of the forest products and housing construction industries, people and businesses are relying on the continuing support of Western Pneumatics to fulfill these critical needs. We are committed to keep our facilities running safely, while supporting our customers, suppliers and communities.

There are many messages in the media and from local authorities right now regarding continuation of work. We are continuously monitoring the various regulations in each area to determine the proper course of action. We appreciate your patience and flexibility.

In response to COVID-19, WPI has communicated additional health and safety measures including handwashing awareness, home quarantine for suspected illness, hand sanitizer usage, social distancing, and the use of technology to limit face to face communication.

At this time, we are operating as near to 100% as we can. In order to maintain our production capabilities while remaining healthy, it is important that each of us examine our work habits and make decisions on how we can protect our own personal health and the health of our families and community while maintaining production and continuing to support an industry critical to the economy and infrastructure of our country.

While there are aspects of our jobs that could be accomplished by working remotely from home, our primary duty, to support manufacturing and production cannot. Much of what we do is dependent on communication and access to information that is only readily available when working from the office. That being said, we are doing our due diligence and investigating working remotely as an option for those positions where working at home is possible. Given the nature of what we do and the number of individuals we need to accommodate, this takes time.

We encourage all employees who are comfortable with it to continue to come into the office as usual, while observing proper safety procedures. This will allow us to manage the business most effectively and support those who are unable to work from home.

The following are the accepted guidelines for office employees requesting to work from home:

1. Must be able to answer yes to these questions.
 - a. Do I feel it is safer for my health to work from home opposed to the office?
 - b. Can I perform constructive job functions from home and be productive?
 - c. Do I have adequate internet or WIFI connections at home and can I access the WPI servers required to perform my job remotely?
 - d. Do you feel you can be supportive of team members in your department?



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- e. Am I able to work alone without essential supervisory support?
2. If you have a situation with childcare, or the need to care for a family member, please see Earline in Human Resources.
3. If you are not comfortable coming into the office, please speak with your direct supervisor and they will discuss the options available to you.
4. At the first sign of sickness, contact your supervisor immediately via phone or email and stay home. We are committed to containing the spread of this virus and will not take any chances.

NEW GUIDELINES AND RULES BEING IMPLEMENTED

- Follow the guidelines in place for employee procedures and protocol. We always recommend using the hierarchy and chain of command rules to alleviate confusion amongst the ranks. If questions arise talk to your supervisor and do not go around them to talk to a higher person in management. If they cannot answer your question, they will take the initiative to get an answer and follow up with you.
- All employees need to continue to be creative and make lists of areas to monitor and ideas of how to improve the safety of our employees at the offices and plant sites.
 - Inspect and look at workspaces, lunchrooms, coffee bars and offices and make suggestions to sanitize better.
 - Offer help or make suggestions for how WPI is receiving and shipping products; are we sanitizing boxes, tools and equipment at receiving to ensure they are clean and ready to distribute to employees.
 - Continue to use latex hand protection whenever possible.
 - If possible, do not use handrails on site or hold on to escalators off site to keep free of germs.
- WPI is immediately stopping all face to face meeting with four or more employees. These should be replaced with conference calls. Any in-person meetings should be held in conference rooms with proper social distancing protocol.
- Managers must designate a responsible person or themselves to police their respective departments for keeping social distancing guidelines and large gatherings from happening. Post the responsible party's name at the respective managers office for all to know who to contact in the event we need intervention.
- When away from the office, continue to practice the same health and safety guidelines. They are always most effective when practiced consistently.

Going forward, we want to limit how many pieces of COVID-19 Virus information each employee is having to process and how it's being presented to the entire organization and from whom. The following procedures are being initiated beginning Thursday March 26th, 2020

1. Decisions will continue to be made by ownership and management throughout the coming days and weeks and conveyed to the HR Director for announcements to employees.
2. COVID-19 virus information and updates will be directed to all employees and communicated by the HR Director only.
3. Any and all new information will be posted daily on the dashboards (if available) around the offices and shops, as well as the employee news hub link www.westernpneumatics.com/wpemployeenewshub.html by 9:00 AM PST - 11:00 CST. All new information that is received after 9:00 AM will be posted the next day unless unusual circumstances prevail.
4. All department managers and leaders are being asked to bring ideas and postings to the HR Director for proof reading and approval by the owners and our executive managers.

Please be safe, maintain a positive attitude, be considerate and treat all persons with respect during these trying times.

Regards,

WPI PRESIDENT