



# WARREN ROOFING & INSULATING CO.

Commercial Roofing & Sheet Metal Contractor Since 1922



THE PLAIN DEALER

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Dear Warren Roofing and Insulating Co. Team,

With the spread of the coronavirus and the recent spikes across the country, we must remain vigilant in mitigating the outbreak. In this unprecedented time, our work environment is changing rapidly. The Company is considering methods to protect our employees following guidance from the CDC and other governmental authorities. With the newly implemented mandate that requires face coverings in public, the Company will provide face masks to all employees. These masks are not respirators, but the Company is informed by the manufacturer that they provide protection to employees from exposure to airborne droplets of the virus. We believe by following the guidelines set out by the Company we can help slow the spread of COVID-19.

**The following guidelines are mandatory for all employees:**

- Wear a mask at all times while indoors
- Comply with social distancing requirements
- While outdoors masks are not mandatory **unless** you are within 6 ft of another person
- If PPE is necessary for the job you can wear a respirator in place of a mask
- Use mask to completely cover your nose and mouth
- Put mask on properly and adjust it as necessary throughout the day
- Wash your hands and face after removing the mask before touching your face
- Keep your mask clean & request a new mask if it becomes damaged or in any way unsanitary
- Keep mask away from running machinery or equipment & keep on your person when not in use
- Wash hands often & avoid touching face

If you have any questions concerning the masks, please contact Dave Meyer at (440) 703-4329. If you experience any symptoms of COVID-19 (fever, cough, difficulty breathing) or any other symptoms of illness, please contact your Supervisor immediately or Safety Team. Although this virus puts an extra burden on all of us, as always, it is critical to maintain a safe, healthy work environment for everyone.

Sincerely,

Trevor Cost, President