



Process Solutions • Fabrication Innovation

April 10, 2020

Yesterday, our Governor extended the Stay Home, Stay Safe Executive Order that will stay in effect until Thursday, April 30, 2020. This Executive Order instructs all non-essential industries to remain closed and tightened the restrictions on some essential businesses. During this pandemic, W. Soule is an essential critical infrastructure employer. As a contractor, the continued support we provide to our customers in the food, pharmaceutical, energy, public works, chemical supply chain, critical manufacturing, and defense industrial base industries will directly support our nation and families during this time of crisis.

Where feasible, office and administrative employees will be equipped to work remotely or scheduled in a manner to minimize the number of personnel in our offices so that social distancing can be maintained. Those essential to the day to day operations working from our offices include accounting function (including accounts receivable and payable), payroll, project administrators, information technology, safety, quality, estimating, drafting, purchasing, tooling and equipment personnel. In all cases we will continue to support the needs of our trades men and women who are keeping our customers going.

To our field leadership and trades men and women; continue to keep your safety and the safety of your co-workers a priority. As you start your day, and throughout your day, plan the work in a manner where social distancing can be achieved to the best of your ability.

To all employee's: If you are not feeling well stay home and contact your supervisor. All employee should continue to follow the recommendations of the CDC:

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wear a cloth face covering when out in public.
 - It is essential to remember that these types of face coverings are not PPE and have no regulated protection factor for the person wearing them. They simply aide in minimizing the droplets exhaled by an individual.
- Practice social distancing by keeping a distance of 6 feet from others.
- Avoid meetings with groups larger than 10.

These next few weeks will likely be more difficult than the preceding ones, as we all work to do our parts to shorten the curve. We are hopeful that we are near or at the peak of this pandemic. We have continued to have open communication with our group managers, field leaders, and employees and will do our best to be visible and available for your continued question during these times. If you have questions, please do not hesitate to reach out to your direct manager, Kelly Boehmer, Don Jackson, or another member of the Management Team.

Sincerely,

Brett Walters
Chief Operations Officer

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