

Midwest Glass Fabricators, Inc.

Memorandum

March 25, 2020

On March 23, 2020 Michigan Governor Gretchen Whitmer issue Executive Order 2020-21 (COVID-19), "Temporary Requirement to Suspend Activities That Are Not Necessary To Sustain or Protect Life". (the "Order").

The Order is construed broadly to prohibit in-person work that is not necessary to sustain or protect life. Unless as noted in section 7 of the Order, individuals currently living within the State of Michigan are ordered to stay at home or at their place of residence. The Order further provides guidance and exceptions in which an individual may leave their home or place of residence including travel as follows per **Section 7**:

7(a)(1) To engage in outdoor activity.

7(a)(2) To perform their jobs as critical infrastructure workers after being so designated by their employers.

7(a)(3) To conduct minimum basic operations, as described in section 4(b), after being designated to perform such work by their employers.

7(a)(4) To perform necessary government activities.

7(a)(5) To perform tasks that are necessary to their health and safety, or to the health and safety of their family or household members (including pets).

7(a)(6) To obtain necessary services or supplies for themselves, their family or household members, and their vehicles.

7(a)(7) To care for a family member or a family member's pet in another household.

7(a)(8) To care for minors, dependents, the elderly, persons with disabilities or other vulnerable persons.

7(a)(9) To visit an individual under the care of a health care facility and other similar facilities.

7(a)(10) To attend legal proceedings for emergency purposes as ordered by a court.

7(a)(11) To work or volunteer for businesses or operations to provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals.

Section 4(a) indicates no person or entity shall operate a business or conduct operations that require workers to leave their home or places of residence **except to the extent that those workers are necessary to sustain or protect life** or to conduct minimum basic operations. For the purposes of this Order, **workers who are necessary to sustain or protect life are defined as "critical infrastructure workers," as described in sections 8 and 9.**

Midwest Glass Fabricators, Inc. (MWGF) has reviewed sections 8 and 9 of the Order. MWGF has determined that both the business and its valued employees meet the definition and intent as "necessary to sustain or protect life" as defined as "Critical Infrastructure". Accordingly, MWGF has designated their employees as "Critical

Infrastructure Workers” for the purposes of Section 7(a)(2) per the Order above. Additional details on determination can be found in section 8 and 9 of this document.

Section 5(a) Businesses and operations that employ critical infrastructure workers may continue in-person operations, subject to the following conditions consistent with sections 8 and 9, businesses and operations must determine which of their workers are critical infrastructure workers and inform such workers of that designation.

MWGF has determined that critical infrastructure workers include the employees in the following Functions and/or Departments:

Production:

Including employees in the Cutting, CNC, Straight Line, Quality Control, Tempering, Metals and Door Assembly, Lamination Line, Maintenance, and Production Management and Support departments.

Logistics:

Including employees in Shipping/Receiving, Drivers and employees at the Louisville Kentucky Hub.

General Administration and Sales:

Including employees in Human Resources, Accounting, Information Technology, Ownership and Other Management, Order Entry, Customer Service Representatives (phone only), Commercial Engineering and inside sales. Outside sales representatives are considered essential but are directed to work only from home or place of residence.

5(b) In-person activities that are not necessary to sustain or protect life must be suspended until normal operations resume.

MWGF has evaluated in-person activities and has determined that although outside sales personnel are essential to the operation, in-person activity is not necessary. Accordingly, outside sales personnel are directed to stay in place and conduct MWGF from home. All other in-person activities are considered necessary to the MWGF mission these activities are an essential service to sustain or protect life.

5(c) Businesses and operations maintaining in-person activities must adopt social distancing practices and other mitigation measures to protect workers and patrons including:

5(c)(1) Restricting the number of workers present on premises to no more than is strictly necessary to perform the business’s or operation’s critical infrastructure functions.

MWGF will evaluate short-term production needs on a daily basis and utilize only personnel needed to fulfill production and business operation requirements. All unnecessary personnel will be requested to shelter at home and/or otherwise comply with the Order.

5(c)(2) Promoting remote work to the fullest extent possible.

MWGF will promote remote work to the fullest extent possible including outside sales personnel and business operations personnel where technology and other factors are available to provide a productive remote environment.

5(c)(3) Keeping workers and patrons who are on premises at least six feet from one another to the maximum extent possible, including for customers who are standing in line.

MWGF will promote safe social distancing practices at all times including staff and management training, printed material reminders in key locations, and other techniques as deemed necessary and effective. In addition, front entrance doors to the building will remain locked at all times discouraging customer and non-employee entrance and in-person interaction. Customer pick-up will be routed to one entrance at which point they will be evaluated for symptoms and reminded of social distancing protocols before being allowed to enter.

5(c)(4) Increasing standards of facility cleaning and disinfection to limit worker and patron exposure to COVID-19, as well as adopting protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.

MWGF will increase facility cleaning and disinfection procedures as follows:

Employees will be provided access to cleaning products and supplies and instructed to disinfect their personal areas at least twice daily or every four hours. Personal hygiene will be stressed in restroom and other appropriate areas emphasizing proper hand washing and/or hand sanitizing.

Should an active employee report that they have been in contact with a person confirmed positive for COVID-19, that person will be directed not to return to work for the later of least 14 days or until contacted by MWGF and recommend to otherwise follow the guidance of the Order.

Should an active employee of MWGF be confirmed positive for COVID-19, MWGF will follow the guidance as outlined by the CDC “Environmental Cleaning and Disinfection Recommendations” section “Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility” which include:

- I. Notify employees of the confirmed case noting regulations of disclosure by the ADA.
- II. Close off areas used by the ill person until cleaning and disinfection procedures have been completed.
- III. Clean and disinfect all areas and common areas used by the ill person including work area, restroom surfaces including door and door knob surfaces, entrance/exit areas.
- IV. If a surface is dirty, it will be cleaned using a detergent or soap and water prior to disinfection.
- V. For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol and most common EPA-registered household disinfectants should be effective.;
- VI. Continue with routine enhanced disinfectant routine previously established.

5(c)(5) Adopting policies to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person who is known or suspected to have COVID-19.

MWGF will instruct employees to remain at home if they are displaying respiratory symptoms or have had contact with a person who is known or suspected to have COVID-19. Managers will be instructed and guided on how to recognize symptoms, isolate suspected employees to mitigate risk and action steps to remove employee from premises until symptoms and/or recommended isolation/quarantine protocols have elapsed.

5(c)(6) Any other social distancing practices and mitigation measures recommended by the Center for Disease Control.

MWGF has reviewed the social distancing practices and mitigation measures recommended by the Center for Disease Control (CDC). Specifically, MWGF has reviewed the recommendations for “Workplace” categories for “None to Minimal”, “Minimal to Moderate” and “Substantial. Based on that review, MWGF has noted many of the recommended CDC practices and mitigation measures are already incorporated to some degree in the Order.

MWGF has considered and will evaluate on an individual basis the cancellation of non-essential work travel along with non-participation and/or cancelling MWGF sponsored conferences and trade shows.

Section 8 For the purposes of the Order, critical infrastructure workers are those workers described by the Director of the U.S. Cybersecurity and Infrastructure Security Agency in his guidance of March 19, 2020 on the COVID-19 response. Amongst the several cited examples includes “Critical Manufacturing”.

MWGF has reviewed the Director of the U.S. Cybersecurity and Infrastructure Security Agency guidance of March 19, 2020 and has concluded that MWGF and our employees either directly, or indirectly through providing materials and products to our customers, meets the definition of “**Critical Infrastructure**” both in fact and appearance. This includes the categories of Healthcare/Public Health, Law Enforcement, Public Safety and First Responders, Food and Agriculture, Transportation and Logistics, Public Works, Communication and Information Technology, Other Community-Based Government Operations and Essential Functions, Critical Manufacturing, Chemical, and the Defense Industrial Base Categories.

Section 9(b)(1) Critical infrastructure workers also include a business or operation that employs critical infrastructure workers may designate suppliers, distribution centers or service providers whose continued operation is necessary to enable, support, or facilitate the work of its critical infrastructure workers.

The core of MWGF business model is to support the Glazing Industry with timely high-quality fabricated glass and ancillary glass products that meets the Glaziers exact specifications. The Glazing Industry in turn provides essential infrastructure services to all categories as either directly recognized or indirectly referred in the Director of the U.S. Cybersecurity and Infrastructure Security Agency guidance of March 19, 2020.

This memorandum is designed to provide guidance and plan of action to MWGF staff and employees as well as document MWGF careful consideration and compliance with the direct and spirit of State of Michigan Governor Gretchen Whitmer Executive Order 2020-21 (COVID-19) dated March 23, 2020.



James Iaquinto
President/CEO
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