



### **COVID-19 Employee Notice 031620**

1. All employees reporting for work at the Rieck Services office, fabrication shops, warehouse or field employee visiting these facilities will need to report to the main office entrance on the southeast corner of the Rieck Services office. For the protection of everyone a no-touch temperature check will be conducted. Anyone with a fever will not be given access and will be directed home. This will be effective 03/18/2020.
2. Rieck Services will be maximizing the use of remote working arrangements and social distancing. All employees that have the capability to work remotely should inform their supervisors. Supervisors should develop work schedules that will maximize social distancing. If an employee needs additional IT support to work remotely or work more efficiently, the manager should contact Tom Graham and available resources will be prioritized. If an employee cannot work remotely managers should try to arrange workspace and schedules to maximize social distancing. These arrangements should be put in place as soon as possible. Managers should report their remote working and social distancing plans to Steven Fabrigar no later than close of business 03/18/20.
3. Vendor visits to the Rieck facilities should only be conducted if necessary for operations. Vendors will be receiving notifications not to come to our facilities. Please do not schedule any vendor visits and cancel any visits you may have scheduled that does not meet the above criteria. This is in effect immediately.
4. There is currently legislation pending that will expand sick leave and other benefits. Once this legislation is passed and rules are issued by the executive branch, Rieck Services will issue instructions on how to access the benefits that employers will be helping to implement.
5. Customer site visits by non-field employees should only be conducted when operationally needed. Capabilities to interact with customers virtually have been enhanced. Managers should coordinate with Tom Graham to coordinate implementation as soon as possible.
6. All meetings including internal meetings should be no more than 10 people. This modifies previous notice when the limit was established at 12. Only essential meetings should be held.

Doug Mayse  
President Rieck Services