



1 April 2020

## Jindal Tubular COVID 19 Action Plan

The recent outbreak of the coronavirus that causes the COVID-19 infection presents a new workplace hazard. The purpose of this communication is to provide you with information about the coronavirus and what we can do to keep our workplaces safe. The situation is very dynamic and changes by the minute.

We continue to monitor the COVID-19 crisis, taking guidance from governments and health authorities. With new information, we make decisions to protect the health and safety of our employees, our customers, our suppliers and our communities as well as the safety of our facilities

We know that each of you is taking precautions to keep your workforce safe, healthy and able to work. We have engaged with our employees to verify safe work practices and affirm new protocols as necessary to ensure a safe and hygienic work environment for all. Regardless of location, please continue to follow safe practices including hygiene, avoid large public gatherings, adhere to travel restrictions, and ensure your employees stay away from work and others if they are sick.

At Jindal Tubular, we also have put additional precautions in place:

- We sent our people in non-critical function roles home to work remotely. The isolate and work from home directives are in place to protect all our workers.
- When reporting absenteeism, supervisors must report the illness, symptoms, or cases of precautionary self-isolation to Human Resources via [Bart.Shacklock@jindaltubular.us](mailto:Bart.Shacklock@jindaltubular.us) or through their HR Advisor. This will ensure proper tracking and support our response efforts. In particular, if diagnosed with COVID-19:
  - Report this immediately to HR and to your Supervisor
  - Return to work must be cleared by a medical professional
  - If the family member is diagnosed with COVID-19, medical clearance for the employee or contractor will be required to return to work.
- Otherwise, if the illness is symptomatic of COVID-19 but no-official COVID-19 diagnosis has been made, the worker may return to work when they have been fever-free for at least 48 hours unassisted by medication
- Minimizing the number of people who are required at each work site
- Enforcing screening activities and controlled access to identify any personnel who may have been exposed to the virus or who are exhibiting symptoms
- Communicating and reinforcing proper hygiene to employees and contractors
- Increasing the frequency and targeted cleaning at our facilities
- Implementing social distancing at worksites in kitchens and common areas
- Ensuring safe work practices, including Personal Protective Equipment (PPE) are in place to deal with COVID-19

**Sales & Marketing Office:** Tower Plaza, 1201 Louisiana St, Suite 520, Houston, TX 77002 **Phone:** +1 713-457-5757 **Fax:** +1 713-690-9001

**Works:** 13092 Sea Plane Rd, Bay St. Louis, MS 39520 USA **Phone:** +1 228-533-7779 **Fax:** +1 228-533-0213



- Conducting tail gate meetings outdoors where possible and in smaller groups to maintain social distancing
- Suspending all non-essential travel

We also request that you continue to monitor government sites for the most up-to-date information as it continues to evolve. Please keep informed daily through the appropriate sources such as:

- World Health Organization (WHO)
- Centers for Disease Control and Prevention (CDC)
- Federal Government
- Department of Health and Human Services

If you have any concerns, please reach out to your contact in Jindal Tubular or write to [Bart.Shacklock@jindaltubular.us](mailto:Bart.Shacklock@jindaltubular.us)

Stay Healthy and Keep Safe

Sincerely,

Jindal Tubular Management