



April 2, 2020

Re: Coronavirus (COVID 19)

Dear WN Vendors,

A Core Value of Wheeling-Nippon Steel is the safety of all of our stake holders and their well-being. We are closely following developments on the outbreak and are taking the appropriate steps, which are recommended by the CDC, to help support the ongoing health and safety of our stake holders. We are closely monitoring the LOCAL situation and may take more steps as the situation changes. The Governor of West Virginia has designated steel and steel products as an “essential” business and we are allowed to continue to operate which means we need your support during this time. This is in no way a “business as usual” environment and each of us must take the potential for the spread of the virus seriously and follow the recommended guide lines at all times.

As such, we are reminding our employees, including all who interact with our customers, suppliers and contractors, to take appropriate preventative measures. Social distancing, hand washing and staying home if sick continue to be the most effective counter measure to minimize the spread of the virus.

Please encourage your employees to follow these guidelines:

- regular and consistent hand washing for a minimum of 20 seconds
- Use of hand sanitizer when you can't wash hands.
- Avoid large gatherings and exercise social distancing, maintain a 6 foot distance from others
- Stay home or request to go home if you are not feeling well.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Use of disinfecting spray and wipes to help keep your work area sanitized.
- Cover your coughs and sneezes, discard facial tissues immediately and wash afterwards.
- If you have symptoms or are diagnosed with COVID-19 please let the company know.
- Wear a face mask if you are sick or if you are caring for someone who is sick.

In addition to the personal advice above

- We have also increased cleaning and sanitizing of all common spaces in our office and manufacturing areas. This includes cleaning the plant restrooms twice a day, seven days a week.
- We are enforcing social distancing by limiting the number of people who can be in a meeting room or operating pulpit. Maximum capacity is posted on the door, please respect this number.
- We have cancelled all large meetings
- We are encouraging employees/contractors to sanitize common tools or equipment that are shared. (Crane packs, phones etc.)
- We will limit travel of our employees to your facilities.
- We have changed schedules and work stations of some management personnel to enable proper social distancing.
- We will limit all outside visitors including contractors to an as needed basis only. Do not come to the plant unless you been specifically asked.
- We will limit face to face meetings with vendors or contractors and only meet when it is absolutely necessary.
- We expect our vendors/contractors to self- monitor their employees before coming to our plant. Please confirm that none of your employees have a temperature greater than 100.4 degrees F before coming to our facility and tell employees who are not feeling well to stay home.

- We expect our contractors to evaluate the work you will doing for us and take appropriate steps if the work you are performing will not allow proper social distancing. Facial coverings should be provided.

As we have all witnessed, the outbreak and spread of COVID 19 is hard to predict and can change quickly. Locally the occurrence of the virus is minimal however, we are taking this matter seriously. The unknown is our ability to predict the potential of government mandates that may come in response to limit the impact and further spread of the coronavirus. We will update you as we better understand the full scope and consequences of this virus.

Thank you for your dedicated service,

Best regards,

Patrick Pendleton

EVP Manufacturing