

All Flat Rolled Products Employees:

I am writing you concerning Governor Inslee's "Stay Home – Stay Safe" Executive Order enacted yesterday (March 23, 2020). For more information visit: <https://coronavirus.wa.gov/whats-open-and-closed>. Please see the highlights below:

Gov. Jay Inslee has issued a Stay at Home, Stay Healthy order in Washington state which will be effective for a minimum of two weeks. The order requires every Washingtonian to stay at home, except for people:

- Pursuing an essential activity, like shopping for groceries or going to a medical appointment.
- Getting takeout food. (Food deliveries also are permitted).
- Going to work at an **essential business**.
- Going outside for walks and exercise, as long as social distancing of **six** feet is maintained.

What's open:

- All grocery stores, pharmacies, gas stations, food supply chains and other things necessary for continued operations will remain open.

What's prohibited:

- Effective immediately: All gatherings of people for social, spiritual and recreational purposes are prohibited. This applies to both private and public gatherings which include everything for sleepovers for children to weddings and funerals. All of these type of events must be postponed for public health and safety.
- Effective in 48 hours: All businesses, except for **essential businesses**. Businesses that can operate using telework should continue to do so. For businesses where individuals cannot work from home, the governor's office provided guidance on what businesses are essential, building on the federal government's and California's definition of Essential Critical Infrastructure Workers. Businesses and entities that provide other essential services must implement rules that help facilitate social distancing of at least six feet.

As defined by the order, Kaiser Aluminum Washington is an "essential business" as the Department of Homeland Security – Cybersecurity and Infrastructure Security Agency has identified Kaiser part of the "[Critical Manufacturing Sector](#)" due to our role in Primary Metals Manufacturing - Alumina and Aluminum Production and Processing, as well as the important piece of the Aerospace and Defense sectors that we serve.

This is good news for Kaiser, but we **must** continue to be diligent in following all of the CDC and Kaiser Rules associated with Personal Hygiene, Facility Cleaning, and Social Distancing protocols. This is of utmost importance for all of our individual health and safety, as well as that of all our Teammates.

Attached you will find letters (Alutek/Trentwood) you should keep on your person as you travel to and from the workplace. Please print copies of the appropriate letter and keep it in your vehicle(s) you utilize to get to and from work. We do not believe you will be stopped by law enforcement, but if you are, simply present this letter. Please report any issues you experience to Human Resources as soon as practical.

I am requesting Managers, Facilitators, and Supervisors notify their employees without access to email of our plans, and print copies of the appropriate letter for their Team. They will also be posted on the Human Resources webpage, under the [COVID-19 Information page](#).

Please feel free to contact Human Resources if you have any questions or concerns.

Thank you,

Jason