

To Our Visitors, Suppliers, Carriers and Delivery Personnel During This Critical Time

Due to COVID-19, Valmont® has implemented a new policy for visitors, vendors and contractors at all of our facilities to ensure the safety of our employees and visitors. The practices and guidelines we are following come from the World Health Organization (WHO) and the Centers for Disease Control (CDC).

Key Points for Valmont Visitors and Guests:

- All visitors at any of our facilities must be pre-approved during this period
- Visitors who are pre-approved will be asked to complete a COVID-19 Visitor Form on arrival, which includes questions about recent travels
- Information from the visitor form will be used to further determine whether an in-person meeting is advisable
- Avoid handshakes; wash hands frequently with soap and water, or use an alcohol-based hand sanitizer
- Rather than invite visitors into our offices, use Zoom or Skype
- Visitors are asked to use designated restroom facilities and drinking fountains

Key Points for Carriers and Delivery Personnel:

- All Valmont carriers have been notified that intake and departure procedures have been updated
- We are encouraging the use of drop-trailers so drivers don't have to enter the facility
- For live loads, drivers should wait to be escorted to the loading area by an employee
- Drivers are requested to stay in their tractor until they remove straps or secure loads prior to departure
- Drivers have been asked to carry their own pens to sign shipping documents

Key Points for Valmont Shipping and Receiving Protocol:

- Establish a single-point-of-contact at each facility. Administrative personnel who fill in at this position must follow the same protocols
- Where possible, designate a "holding point" for delivery vehicles at the entrance to the facility
- Use nitrile gloves, masks and hand sanitizer when interacting with drivers and paperwork. Purchase additional pens for single-use signing