



2225 White Oak Circle, Suite 101
Aurora, IL 60502

March 26, 2020

Hidrostal Employees & Visitors

Re: Essential Business Designation/Covid 19 Risk Mitigation

As discussed in a prior communication, on March 20, 2020 the Governor of the State of Illinois imposed Executive Order No. 8. This mandate includes, among other things, the order for “non-essential business and operations must cease”. <https://www2.illinois.gov/Documents/ExecOrders/2020/ExecutiveOrder-2020-10.pdf>

According to this Executive order and the recent Department of Homeland Security communication regarding “essential” activities, Hidrostal does fall under the “Essential” category due to our majority of commercial activity in the Water/Wastewater, Oil & Gas, Power Generation and Pharmaceutical sectors.

Based on this, our services are categorized as “**Essential**” and we will remain open utilizing employee safety policies and procedures in place per U.S. CDC and OSHA guidelines for COVID-19.

CRITICAL MANUFACTURING

*Workers necessary for the manufacturing of materials and products needed for medical supply chains, transportation, **energy**, communications, food and agriculture, **chemical manufacturing**, nuclear facilities, the operation of dams, **water and wastewater treatment**, emergency services, and the defense industrial base.*

<https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>

<https://www.cisa.gov/critical-manufacturing-sector/>

In order to remain open, we are currently operating with the following CDC guidelines to the best of our ability. Most of these things are common sense, but habits are hard to break and you need to do your part. Please familiarize yourself with the following information and be sure you are individually doing your best as well:

<https://www.osha.gov/Publications/OSHA3990.pdf>

Some of the key takeaways are as follows:

1. If you have any flu-like symptoms – **STAY HOME!!!**
2. Wash your hands more frequently and more vigorously.
3. Do not allow any unauthorized visitors into the facility. Currently we are only allowing UPS/FedEx into the building. Truck drivers who come to the door should be instructed to give access to their trailer from outside and to remain in their vehicle until they are released to undock.

Effective immediately – all exterior doors will be locked to the outside. Any visitor accesses, other than described above, will require Management authorization.



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4. Social Distancing

- a. Increased spacing. Desks and lunchroom facilities are to be spaced out as much as possible. The lunchroom is closed for eating and the conference room is to be used. The tables are to be spaced out and only one person per table is allowed.
 - b. Minimize group meetings and have a target of 3 people maximum. If more people are required to participate – have the meeting in the conference room and adhere to the same guidelines as described above.
5. Work from home. If your job allows you to work from home – discuss with your Supervisor.
 6. Maintain good hygiene. Of course, frequent hand washing has been already discussed, but also be aware of your clothing, shoes and other basic sanitation issues. Minimize touching your mouth, nose or eyes and if you cough or sneeze do it into a Kleenex or into your arm – not your hands.
 7. Disinfection. Beyond our normal cleaning regimen, we will now be doing an enhanced daily disinfection of key touch points such as door handles, plumbing fixtures and commonly used surfaces.
 8. Common sense! Perhaps the most important thing of all!

If you are uncomfortable with working at this time, you have Paid Time Off days that can be used. As previously communicated, we are temporarily allowing you to borrow up to 10 days from future eligibility of PTO days which can be used before unpaid time is used. Things are dynamic and there may or may not be governmental assistance for you should you choose to take time off. FMLA may be available to you depending on the circumstance as well. Please see me or Dee to investigate this.

In closing, be safe and use common sense. The media seems more interested in promoting anxiety than communicating facts. Please rely on proper sources for factual information such as the CDC and the newly updated [www. https://www.coronavirus.gov/](https://www.coronavirus.gov/)

John P. Kelly