



F.H. STOLTZE LAND & LUMBER COMPANY

Lumber Manufacturers

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www.stoltzelumber.com

March 30, 2020

Dear Customers, Vendors, & Contractors;

As the coronavirus (COVID-19) Pandemic evolves, F.H. Stoltze Land & Lumber Co. continues to mitigate the risk of any contamination or spreading of the virus to ensure the health and safety for you and our employees. In reviewing our Plant site Visitor Restrictions put in place per our memorandum dated March 16th, 2020, we have implemented additional restrictions to our policy listed below:

Visitor Restrictions

As we continue to ensure the health and safety of our employees, as well as operate our business, it is important that we make every effort to also ensure the safety of our work environment. For that reason – consistent with the CDC and WHO guidelines – we are enacting the following policy screening, limiting, and/or restricting visitors to F.H. Stoltze Land & Lumber Co. plant and main office location effective March 16, 2020 this policy will remain in place until the threat of (COVID-19) has passed and we can resume normal business operations.

- Any visitor to F.H. Stoltze who has traveled from, to or through countries on the **CDC Health Notice list** is prohibited from entering the plant location and offices. This list located on CDC's website at <https://wwwnc.cdc.gov/travel/notices>
- We are asking all visitors who are exhibiting symptoms of illness to exhibit restraint and not request access to our site or offices out of respect for our employees.
- Any visitors to F.H. Stoltze plant or office site must check in at our main office for access approval. The nature of their visit must be deemed "business critical" meaning:
 - It is absolutely essential for business operations to continue and lack of in-person attendance would be materially detrimental to operations.
- If it is essential work or procurement of supplies that can be conducted – even if not ideal – by phone, video conference or email communications then this does not meet the "business critical" threshold and access to the plant location and offices are restricted.



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- All deliveries to the plant site for essential supplies such as fuel and lubes, repair and maintenance parts and supplies must be kept at a minimum and only on a as needed basis. ***In addition, all vendors/suppliers that need access to our plant site are now required to wear the below PPE while on the plant site and interacting with F.H. Stoltze employees.***
 - Gloves
 - N95 face mask or equivalent face shield
- ***Due to the high demand of the above mentioned PPE during this pandemic F.H. Stoltze is not able to provide the required PPE to access out plant site, if you are not able to provide the above required PPE, we ask that you call ahead and make arrangements to deliver parts and supplies either outside at our main office location or unloading per our department managers respective offices outside.***

If you have any questions or concerns you may contact our main office at 406-892-7000, we apologize for any inconvenience this may cause and appreciate your help and understanding in complying with our revised visitation policy