



MATRIX SERVICE COMPANY

March 17, 2020

Subject: Coronavirus/COVID-19

Dear Valued Matrix Supplier:

At Matrix Service Company and our subsidiaries, the safety and well-being of people is our number one core value. As such, in an effort to keep our employees and others safe, and continue to serve our customers, we have closely monitored the status of the coronavirus (COVID-19).

In our own operations, we have:

- Restricted all non-essential international and domestic business travel
- Restricted access to our offices and project sites by outside visitors, suppliers, vendors, and others to include only essential guests and implemented a screening process before allowing entry
 - Note: If you wish to visit one of our offices or project sites, you must contact your Matrix host/sponsor first to determine if the visit is essential.
- Mandated that employees with symptoms consistent with the virus stay home and seek appropriate medical testing before returning to work.
- In lieu of travel, transitioned internal and external face to face meetings to video conferencing and use of other technology, as appropriate.
- Implemented the option of telecommuting for all office/admin personnel whose job functions can be completed remotely, and established procedures for employees to work remotely in the event an office location is closed.
 - All electronic documents and business records/functions supported by technology are accessible remotely, and data is backed up daily. The Company also operates two separate and redundant Disaster Recovery Centers.

As part of proactive measures recommended by the Centers for Disease Control and Prevention (CDC), and consistent with our obligations under OSHA standards, we are also implementing the following policies related to travel for all sub-contractors and suppliers of materials and/or services to any Matrix office, facility, or jobsite:

For any personnel expected to physically work at, deliver materials or provide services at a Matrix office, facility, or jobsite, or to meet Matrix personnel at an off-site location:

- Personnel who have traveled to or through any area identified as a 'Level 2' or 'Level 3' risk by the [CDC's COVID-19 Risk Assessment](#), must remain off Matrix property, including locations where any Matrix employees are present, for a minimum of 14 days and be cleared by a medical professional before returning.
- Personnel must not have been in contact with any individual who has been diagnosed with or exposed to COVID-19.

- Personnel must not have shown symptoms consistent with COVID-19 in the previous 14 days. The most common symptoms are fever, cough and shortness of breath. Additional information can be found [here](#).

If an employee or representative of your company fails to meet any of the three requirements above, a completed Exception Request Form, in addition to medical clearance, will be required in order to return to work at a Matrix office, facility, or jobsite. Completed forms and questions can be submitted to your respective Matrix Procurement / Supply Chain representative.

If an employee or representative of your company has been, or is currently, at a Matrix facility and it is determined that the conditions above have not been met, the employee should immediately leave the property, notify their employer and contact your respective Matrix Procurement / Supply Chain representative.

Additionally, please provide:

- The current status of impacted materials and/or services to Matrix and identify any potential disruptions or issues with availability for the foreseeable future
- Details of your risk mitigation plan addressing the threat of coronavirus, including minimizing business disruptions as well as your employee interactions with Matrix personnel
- All information may be forwarded directly to your respective Matrix Procurement / Supply Chain representative.

We appreciate your support as this situation continues to evolve. If you have any questions, please contact your procurement representative or send your questions directly to me.

Sincerely,

Matrix Service Company



Move to a higher standard™

SUB-CONTRACTORS AND SUPPLIERS OF MATERIALS AND/OR SERVICES TO ANY MATRIX OFFICE, FACILITY, OR JOBSITE

EXCEPTION REQUEST FORM – CORONAVIRUS/COVID-19

COMPANY NAME	Click or tap here to enter text.
COMPANY CONTACT	
Name	Click or tap here to enter text.
Title	Click or tap here to enter text.
Email	Click or tap here to enter text.
Telephone Number	Click or tap here to enter text.
EMPLOYEE EXCEPTION REQUEST INFORMATION	
Name	Click or tap here to enter text.
Title	Click or tap here to enter text.
Email address	Click or tap here to enter text.
Telephone Number	Click or tap here to enter text.
MATRIX SPONSOR/PRIMARY CONTACT	Click or tap here to enter text.
REQUEST FOR EXEMPTION DETAILS	<p>Has the employee traveled to or through a CDC-identified risk area?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide travel details including date, time, duration, itinerary, layovers, and nature of trip.</p> <p>Click here to enter requested information.</p> <p>Has the employee had contact or exposure to anyone known to have been diagnosed with or exposed to COVID-19?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide name of contact, relationship to employee, dates and duration of exposure.</p> <p>Click here to enter requested information.</p>
If exposed to COVID-19, has the employee been cleared by a medical professional?	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Enter date of clearance and name of Medical Provider here.</p>
Describe the nature of work, work location, and/or planned visit to Matrix	
Additional comments	

COMPLETED FORM SHOULD BE FORWARDED TO YOUR RESPECTIVE MATRIX PROCUREMENT / SUPPLY CHAIN REPRESENTATIVE WITH A COPY PROVIDED TO THE MATRIX SPONSOR

