

March 16, 2020

All Hourly Flat Rolled Products Employees,

We are writing you today concerning the COVID-19 Pandemic and its impact on Kaiser Aluminum's operations at Trentwood and Alutek. This past week the global spread of COVID-19 reached a critical pace, spurring a National and Washington State of Emergency, school closures, travel restrictions, quarantine/isolation measures, and cancellations of major events. These measures will have an impact on all our daily lives.

Please know we intend to continue to operate this facility and meet the needs of our customers while providing for the safety and health of our employees. We share your concern for the well-being of your family, friends, and community. In an effort to alleviate workplace concerns we are communicating our current operating plan.

Needless to say, we will comply with all Federal, State, and Local Laws, as well as all corporate directives. We will continue to monitor these items in the days, weeks, and potentially months to come, and will regularly communicate information with all of our employees.

To date we have posted information related to COVID-19 and associated personal hygiene instructions throughout the facility. In addition, we are in the process of ensuring all of our soap dispensers and hand sanitizing equipment are in good working order and filled with the appropriate products. Proper, frequent use of soap and/or hand sanitizer by each and every one of us is an important element in the fight to slow the spread of the virus. Again, instructions are posted throughout the facility and available on the Human Resources Webpage. In addition to these items, we are in the process of distributing cleaning solution to work centers and breakrooms throughout the facility. As recommended by the Center for Disease Control (CDC) and the World Health Organization (WHO) a 10:1 solution of water and bleach is appropriate for disinfecting surfaces. Once in place, we will require employees to clean working surfaces at the beginning, in the middle, and at the end of shifts at a minimum. With the additional emphasis on sanitation, we are also increasing our janitorial resources to increase the cleaning frequency of bathrooms and shower rooms.

We are requesting all employees observe specific rules of personal hygiene, as well as social distancing in the workplace. This includes the above-noted items, but also includes keeping your distance from fellow employees at the facility. The CDC and WHO recommend a minimum distance of three (3) to six (6) feet, and to stay away from symptomatic folks completely. We are currently evaluating employees working together in control rooms, pulpits, and break areas. For now, we ask employees to maintain their distance and only be in control rooms and pulpits together when absolutely necessary. Today many areas stagger their breaks, and we request employees to continue the practice and whenever possible conduct your breaks at different times. **All of these precautions are necessary to protect all Kaiser employees, including those who are vulnerable due to age and/or underlying health conditions. We need every employee to take our current situation very seriously and to take individual ownership of the items we control.**

Additionally, we need our employees to think about their wellness outside the workplace. The Federal and State Governments have communicated various restrictions to slow the spread of the virus to 1) protect the at-risk members of our community, and 2) slow the rate of infection in an effort to protect health care systems. We ask employees to conform to these restrictions and hygiene recommendations when away from our facilities.

With all of these changes taking place so quickly, we understand our employees will be under more stress than usual. It is imperative for everyone to be safe in the workplace by being present. This is not easy when there is so much going on in the world around us, but your safety and the safety of your coworkers depends on your focus while at work.

COVID-19 Communication

As indicated in prior communications, we require all employees who are symptomatic (fever, dry cough, and/or shortness of breath) to report off of work through our pre-existing process. It is recommended you utilize our free Telemedicine as previously communicated for treatment of your condition(s). In addition, you are required to contact the Nurse Case Manager (NCM) by calling 1-855-266-7243 Enter ID 524737 (KAISER) and press #. Please note employee health information related to COVID-19 will be kept confidential.

As the virus continues to spread through our community, there is a likelihood we will have cases at our facilities. This means we will have employees with suspected contact, confirmed contact, and positive tests. Employees certified to be in these categories will not be allowed to report to work until they have been cleared to do so. If this is the case, we have robust leave systems in place to address the time away from work, as well as compensation. These programs include:

- Accrued Sick Time (AST)
- Sickness and Accident (S&A) – Trentwood P&M
- Clerical & Technical 90-Time Benefits
- Short Term Disability (CIGNA) – Alutek
- Family Medical Leave
- Washington Paid Family Medical Leave (effective October 1, 2020)
- Attendance Points (No Fault Attendance Control Policy) / Grievance Process
- Accrued Vacation Days/Weeks

In addition, employees impacted by COVID-19 may be eligible for State Unemployment, as well as Federal Sick Leave Benefits. These programs are still in development, so we will be monitoring their progress to assist our employees.

If there is a known case of COVID-19 at the facility, the impacted area will be temporarily idled, an outside cleaning contractor will be brought in, and the area will be cleaned before resuming operations. The employees with confirmed contact with the infected employee will be removed from the workplace until they are cleared back to work through the NCM. This means they will be subject to self-isolation for 14 days and/or produce a negative test for COVID-19. Employees who were not in direct contact with the affected employee will be reassigned work within the facility until the impacted area has been cleaned.

The COVID-19 Pandemic is extremely fluid and we will all need to take it day-by-day and recognize we will need to adapt to frequent changes until the spread is stabilized. It is imperative that we remain calm and support each other through this difficult time. The relationship between the United Steelworkers and Kaiser Aluminum differentiates us from our competitors, and provides us the foundation to lead us through our challenges. The Company and Union will continue to collaborate to address the health and wellness of our employees, as well as protect our business.

Please watch for additional communications, and review the available COVID-19 information available on the Human Resources Webpage.

We are all in this together, and we greatly appreciate your ongoing dedication to our team.

Sincerely, ,



Dan Wilson
President, Local #338



Jason Walsh
Senior Vice President, Flat Rolled Products