



## Southwest Wheel and COVID-19

Southwest Companies is a family-oriented group of companies that includes Southwest Wheel, Southwest Gooseneck and Southwest Trailers. We are committed to the safety and well-being of our employees, customers suppliers and their families.

These are challenging times and as business owners, it's our responsibility to manage the balance between responsible health preventative measures and keeping our team members financially stable. We are keeping our doors open at this time and monitoring the day to day developments. In the meantime, we are taking the following steps to help slow the spread of COVID-19:

We have implemented all of the CDC recommendations for the containment of this virus, including the following steps:

- Any employee who is sick will stay at home until he or she recovers fully.
- Any employee who exhibits any symptoms of this illness at work will immediately be sent home.
- Any employee who is caring for a sick family member will be required to stay at home.
- All personnel are required to practice respiratory etiquette (coughing or sneezing into tissues).
- Frequent hand washing with soap and water with an alcohol-based hand sanitizer is being strongly urged.
- Frequent sanitizing of surfaces in the office (desks, computer components, doorknobs, etc) is being practiced.
- Non-essential travel is cancelled.
- Large workforce business and social gatherings are cancelled.

Although no one on our team has shown any symptoms of having been infected with the COVID-19 virus, we are very mindful of our responsibility to protect our customers and staff.

Other internal measures to monitor and minimize risk of infection from outside sources such as suppliers and other supply chain members have been implemented.

We will continue to monitor the situation and will immediately implement any additional measures recommended by the CDC.

Please feel free to contact us with any questions.