



AltEn, LLC
1344 County Road 10
Mead, NE 68041

Date: Monday, March 16, 2020
To: All Vendors, Contractors, Visitors at AltEn, LLC
From: Scott Tingelhoff, General Manager
Re: Response to COVID-19 (Coronavirus)

Safety is always a priority at AltEn. Due to COVID-19 (Coronavirus) and our desire to ensure the health and safety of our vendors, contractors, visitors, and our employees, we are actively taking precautions to do so.

The following guidelines will be effective immediately and will be in place until further written notice:

1. All of the grain receiving truck drivers will be met outside of the scale and warehouse (weather permitting) to receive their paperwork/information and to return any necessary paperwork back to the driver at his/her truck to help minimize the amount of contact between our staff and yours.
2. All of the ethanol loadout drivers may enter the plant as normal but we will have an area set up specifically for them to complete all of their paperwork. The area will be sanitized after each visitor.
3. We are limiting all vendor and contractor visits to those that are only absolutely necessary.
4. We are asking our employees to practice social distancing and to attempt to keep a distance of at least 6 feet during their interactions with contractors, vendors, and other employees whenever possible.
5. If a contractor, vendor, or employee has traveled to a location where there might be a higher risk of exposure, such as a cruise or international travel, we are asking them to not come on site for at least 14 days from the time they left any Level 3 Travel Health Notice Countries and practice social distancing per the CDC recommendations.
6. If a contractor, vendor, or employee has come into contact with an individual who has tested positive for COVID-19, we are asking them to not come on site for at least 14 days from the time of their last contact with the individual.
7. If a contractor, vendor, or employee has tested positive for COVID-19, we are asking them to not come on site until they are no longer symptomatic and contagious.

For more information please visit www.cdc.gov, www.osha.gov, or www.who.int.

Sincerely,

Scott Tingelhoff
General Manager