

# SESSA SHEET METAL CONTRACTORS, INC.

## FABRICATORS & ERECTORS

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April 17, 2020

To all employees,

As some of you may know the project at Sheppard Pratt has been shut down for a few days. This is due to two confirmed cases of COVID-19. All Sessa employees that are on that project should be monitoring themselves for possible symptoms. If you are sick, you should STAY HOME, notify the office and seek a physician's examination to rule out COVID-19. The current symptoms of COVID-19 are fever, cough and shortness of breath. Based on the knowledge that we have, not many of our employees were in close contact with the infected. We will continue to monitor this situation.

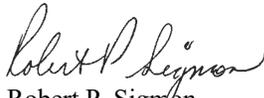
We have entered a time of uncertainty. Here at the office we are continually learning and adapting to the current situations. Guidelines are being issued weekly on items such as The CARES Act, FFCRA, Emergency Sick Leave, Emergency Family Medical Leave Act, Unemployment and the list goes on. We are working diligently at providing all employees the information required to make some the tough decisions you may be forced to make in the near future.

Copies of the Emergency Handbook Amendment were sent out at the beginning of this month. If you need another copy please contact Kara at [kheckel@sessasheetmetal.com](mailto:kheckel@sessasheetmetal.com). This amendment describes, in detail, what will fall under the FFCRA. I suggest everyone do their best at researching their options in regards to missed time during this virus outbreak.

Lastly, I want to touch delicately on reimbursement for lost wages. This virus outbreak has, and may continue to bring, a financial burden on all of us. As I said above, we will continue to provide you with the information needed, in order for the employee to make the decisions best fit for them and their family. Due to the fluidity of the situation, we are having to take all scenarios on a case-by-case basis. Frankly speaking, there are going to be scenarios in which an employee will be faced with accepting unpaid leave. I cannot exaggerate enough the importance of informing yourself on all guidelines and options available to you. Again, I ask that all questions and concerns regarding missed time caused by COVID-19, be directed to Kara Heckel in Human Resources. Kara can be contacted directly via email at [kheckel@sessasheetmetal.com](mailto:kheckel@sessasheetmetal.com) or by phone at 443-250-3127.

We again, thank you for all that you do and continue to do during this current State of Emergency.

Sincerely,



Robert P. Sigmon  
Vice-President

### Resourceful Links:

CISA - <https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>

MD Orders and Guidance - <https://governor.maryland.gov/covid-19-pandemic-orders-and-guidance/>

DOL COVI-19 and the workplace - <https://www.dol.gov/agencies/whd/pandemic>