

# SESSA SHEET METAL CONTRACTORS, INC.

## FABRICATORS & ERECTORS

529 N. HAVEN STREET  
BALTIMORE, MD 21205  
(410) 327-7000 FAX (410) 327-0304

Thomas N. Sessa  
CEO  
Kimberly A. Sessa  
Vice President

Scott A. Wahl  
President  
Robert P. Sigmon  
Vice President

March 31, 2020

To all employees,

I hope this letter finds you well. We wanted to reach out, first and foremost to say thank you, for being dedicated to your employment with Sessa Sheet Metal. We have been evaluating many sources for information regarding the current outbreak of COVID-19. As you may know as of March 23, 2020, as per the Executive Order Number 20-03-23-01, all non-essential businesses are to suspend operation. This executive order was superseded by Executive Order Number 20-03-30-01 on March 30, 2020. Based on our review of the current Interpretive Guidance provided by the office of Governor Larry Hogan, along with the Cybersecurity and Infrastructure Security Agency (CISA), we have been considered an essential business and will remain in operation until further notice. Links to the documentation can be found below.

May I remind you that all policies within our current handbook, must still be adhered to. During this time, I ask that all questions and concerns regarding missed time caused by COVID-19, be directed to Kara Heckel in Human Resources. We are working diligently at providing a policy to work with this liquid situation, based on the newly developed legislation. 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>