

# COVID-19 update



Coronavirus (COVID-19) Update for the delivery of goods on the site

March 19, 2020

Message to carriers,

In line with our commitment to health and safety, Alcoa continues to take many comprehensive measures to reduce the spread of the coronavirus (COVID-19) and protect our employees and our operations.

We have implemented procedures and restrictions in accordance with the guidelines of the health authorities and governments of the countries where we operate.

Alcoa focuses on protecting the health and safety of its employees and those with whom we interact in the course of our business. Therefore, we ask that you carefully read the instructions below and distribute them immediately to your employees and to all those who collaborate (or may collaborate) directly with all Alcoa personnel.

Loading and delivery procedure at Alcoa or any Alcoa customer premises as follow:

- AT ALL TIMES, Stay at least 2 meters (6 feet) or at arm's length from anyone at all times.
- When not needed, stay in your truck.
- If possible, prepare the truck outside of Alcoa premises for unloading or loading.
- The use of our facilities such as toilet, shower or coffee machine is prohibited, unless required by local regulations.
- Do not leave the loading dock without consulting the shipping and receiving staff.
- Entry into the offices is authorized, but at all times, there must be no contact between the trucker and people in the area.
- The trucker must use his own pen to sign, if we must provide him with one, disinfect it well after use.

Do not leave your vehicle if you:

- Have symptoms of a possible COVID-19 infection (fever, cough, shortness of breath, flu-like symptoms, etc.)
- Have stayed in a high risk country in the past 14 days.
- Have been in close personal contact with a COVID-19 patient in the past 14 days.

If yes, for any of the above, share this information with the security guard at the entrance, who will consult with the site's health team for advice on next steps.

Sincere friendships