

February 28, 2020

INFORMATIONAL ANNOUNCEMENT

COVID-19 VIRUS (CORONAVIRUS)

To My Fellow Co-Workers:

As all of you have most likely heard via the news media by now, the COVID-19 Virus (Coronavirus) has reached the US but has, so far, been mainly contained. That said, we should all be doing our part to prevent the spread of this and other viruses by taking preventative measures. The US Centers for Disease Control (US CDC) has provided guidelines for Prevention and Treatment ***that everyone should review*** with respect to COVID-19 (the entire bulletin can be seen at <https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>) some of which are:

- Avoid close contact with people who are sick
- Avoid touching your eyes, nose, and mouth
- Stay home when you are sick
- Cover your cough or sneeze
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating and after blowing your nose, coughing or sneezing

To that end, we are taking the following steps in all our facilities to help mitigate not only this virus, but any viruses such as the common cold or flu:

- Providing hand sanitizer in all common areas
- Regular cleaning and disinfection of all common areas
- Providing cleaning and disinfection supplies for break and office areas



Finally, effective immediately, travel outside the US by SHECO Industries employees on company business is suspended until further notice. We will continue to monitor both the US and International situation regarding the COVID-19 virus and communicate additional travel restrictions if deemed necessary.

Again, we are doing the above out of an abundance of caution in an effort to help keep everyone well. We will continue to monitor the situation and provide updates as events dictate. If you have any questions, please do not hesitate to contact the HR Department.

Bob Giammaruti
Chief Executive Officer