

March 19, 2020

INFORMATIONAL ANNOUNCEMENT - COVID-19 VIRUS

To My Fellow Co-Workers:

It has come to our attention that the spouse of a Tuscaloosa Plant 1 Shop employee has been ordered by her employer to self-quarantine at home until March 25, 2020. These are the facts as we currently know them:

- Employee's spouse came into contact at work (medical facility) with a person who has tested positive for COVID-19 on March 11, 2019.
- We do not know the date of the test or when the test results came back.
- The employee notified their supervisor the evening of March 18, 2020, at approximately 7:40 PM that their spouse received the notice to quarantine at home that evening and for the spouse not to report back to work until March 25, 2020.
- The employee's supervisor contacted the employee later that evening at approximately 9:30 PM advising the employee to remain at home and not to report to work on Thursday and Friday, March 19 and 20, 2020.
- At the time of this writing, it is our understanding that neither the employee, the employee's spouse, nor their children have or are experiencing any symptoms.

Management met this morning at 8:00 AM to discuss the situation and will be staying in contact with the employee daily to check on their status. Based on the current situation and the mandatory quarantine order issued by the spouse's employer we have notified the employee not to report to work until at least March 25, 2020. Given that, we will be invoking the Case 2 section of our Salary/Pay Continuation – COVID-19 Temporary Policy issued March 16, 2020 for the employee, subject to written confirmation per the policy.

Let this be a reminder to everyone to maintain proper hygiene, social distancing, and other precautionary measures as outlined by the CDC and WHO. These measures, and good common sense, are our best weapons in this fight.

Finally, I want to publically thank our employee and spouse. **They did exactly the right thing and we very much appreciate their openness and transparency.**

Please keep the employee and employee's family in your prayers while they are under quarantine.

We will continue to monitor the situation and once additional information becomes available we will update everyone. If you have any questions, please do not hesitate to contact the HR Department.

A handwritten signature in black ink, appearing to read "Bob Giammaruti". The signature is fluid and cursive, with the first name "Bob" being particularly prominent.

Bob Giammaruti
Chief Executive Officer