

March 31, 2020

## INFORMATIONAL ANNOUNCEMENT - COVID-19 VIRUS

To My Fellow Co-Workers:

I want to give you all an update on our employees currently affected in some form or fashion by the COVID-19 virus.

- Employee 1 (Tuscaloosa Hourly) is back to work as of March 27, 2020. No symptoms ever manifested in him or his family.
- Employee 2 (Tuscaloosa Hourly) is back to work as of March 30, 2020. No symptoms ever manifested in him.
- Employee 3 (Skiatook Hourly) is back to work as of March 30, 2020. No symptoms ever manifested in him or his spouse.
- Employee 4 (Tuscaloosa Salary) under self-quarantine as of March 26, 2020, as his adult son is being tested for COVID-19. Employee has been ordered to remain home until test results are made available. No results as of this writing.
- Employee 5 (Skiatook Hourly) under self-imposed quarantine as of March 26, 2020, by his doctor. He is being tested and has been ordered to stay home until results are made available. No results as of this writing.

Again, I want to extend my personal thanks to every one of those employees mentioned above that communicated their situation with us immediately. They did the right thing and helped protect all of us from this pernicious virus.

Yesterday we sent update #4 to our customers and suppliers that manufacturing operations at SHECO Industries (Southern Heat Exchanger, Worldwide Exchangers, and Worldwide Air Coolers) are continuing in all four (4) of our locations and all office activities continue either on site or remotely as roles dictate. We will continue to operate based on the US Department of Homeland Security CISA guidance on Critical Infrastructure as the employees of SHECO Industries fall under the Critical Manufacturing description and thus are exempt from State and Local "Stay at Home" and "24 Hour Curfew" orders.

We continue to closely monitor the situation and are following the guidance from governmental and public health authorities to ensure we take appropriate actions to protect our employees. We remain operating at Level 3 of our COVID-19 Response Plan. I want to remind everyone that you now have access to all COVID-19 communications, including our response plan, issued to employees and customers. Please go to [www.sheco.com](http://www.sheco.com) or [www.worldwidehx.com](http://www.worldwidehx.com) and there you will see link at the top of the page that will take you to this and all previous communications related to COVID-19.

That said, we should all continue 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 have reviewed by now*** 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
- Wash your hands 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

We continue to take 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
- Practicing social distancing in all common areas as much as possible
- Allowing those that can to work from home
- Only essential visitors permitted to enter Company property

If you believe the above is not being done, contact your HR representative immediately with your concerns.

Finally, as many of you have probably seen, the US Congress passed and President Trump signed into law the Coronavirus Aid, Relief and Economic Security Act (CARES Act) in to law on March 27, 2020. There is a section in this law for companies with less than 500 employees that may benefit the Company and, in turn, all of us employed by the Company. If anything comes of this, I will let you all know.



As always, if there are any questions you would like addressed, please submit them to your HR representative in writing and we will answer them as quickly as possible.

Thank you and be safe and stay well.

A handwritten signature in black ink, appearing to read "Bob Giammaruti", written in a cursive style.

**Bob Giammaruti**  
Chief Executive Officer