

April 28, 2020

## INFORMATIONAL ANNOUNCEMENT - COVID-19 VIRUS

To My Fellow Co-Workers:

I want to give you all an update, since the last one on April 21, on our employees currently affected in some form or fashion by the COVID-19 virus.

- Employees 1 thru 11 have all returned to work. 😊

It is very gratifying to report that we currently have no co-workers affected by COVID-19 at this time. As always, I want to continue to extend my personal thanks to every one of those employees mentioned the past several weeks that communicated their situation with us immediately. It is good to everyone back to work.

Now, this is not over by a long shot folks. As each state in which we have co-workers start to open back up, we need now, more than ever, maintain the good hygiene and social distancing practices/habits we have all come accustom to these past many weeks. We will be evaluating the reopening guidelines published by Alabama, Oklahoma and Texas in the coming days and will be providing additional guidance at that time. For now, we remain at Tier 3 of our COVID-19 Response Plan. Thus, if you are working from home, we will continue this practice until further notice. Same goes with, travel, shop visitors/vendors, in person meetings and shop/office facility cleaning. In short, please continue to do what we have been doing until told otherwise.

Level	Response	Current Level
Level 1	Increased cleaning, disinfection and employee self-awareness (increased personal hygiene and if sick, remain home and see your doctor for treatment).	
Level 2	Level 1 plus minimize face-to-face meetings with individuals inside and outside of the Company and use voice and video conferencing whenever possible. Business travel outside the continental US is suspended. ** Visitors/suppliers/outside services by appointment/invitation only.	
Level 3	Level 1 & 2 plus all non-essential business related travel within the continental US is suspended unless approved by the CEO.** Essential visitors only - shop inspectors (US based only) and critical outside services/supplies by invitation only. Employees able to productively telecommute may do so with their manager's permission.	Houston, Sapulpa, Skiatook, Tuscaloosa
Level 4	Level 1, 2 & 3 plus mandated temporary (up to 60 days) office/plant closures. Closures mandated by Federal, State and/or Local Governments.**	
Level 5	Level 1, 2, 3 & 4 plus mandated indefinite (>60 days) office/plant closures. Closures mandated by Federal, State and or Local Governments.**	

As a team we have done a very good job at keeping all our four (4) facilities open. But it is really only half time, let's not lose the game by playing a careless second half.

Thank you and be safe and stay well.

A handwritten signature in black ink, appearing to read "Bob Giammaruti".

**Bob Giammaruti**  
Chief Executive Officer