

June 2, 2020

## INFORMATIONAL ANNOUNCEMENT

### Local Curfew Orders

To My Fellow Co-Workers:

As I am sure all of you are aware, curfew orders are being issued in many cities and municipalities due to the current civil unrest in our nation. For those of you that must travel to and from work during times when a curfew may be active, I ask that you first and foremost maintain your personal safety by avoiding as much as possible areas that may be experiencing civil unrest. Second, please remember to keep with you the attached letter and company ID which were issued to you back in March. If you need a new letter and/or ID, please contact HR and we will get you what you need.

If you are stopped by a uniformed officer, sheriff or national guardsman, please present your letter and ID to him/her and ask to be permitted to proceed. If for any reason they ask you to return to your home, please do so and once safely there, immediately contact your supervisor and/or HR and advise them of what happened.

Again, your personal safety is of utmost importance. Please use your best judgement during this time of civil unrest.

Thank you, stay safe and stay well.

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

**Bob Giammaruti**  
Chief Executive Officer