

June 11, 2020

INFORMATIONAL ANNOUNCEMENT - COVID-19 VIRUS

To My Fellow Co-Workers:

I want to give you all an update, since the last one on June 9, on our employees currently affected in some form or fashion by the COVID-19 virus.

But before I do that, I want to reiterate with everyone what you, as an employee, **MUST DO** with respect to exposure or potential exposure to the COVID-19 virus.

If you have had:

- Direct contact with anyone who tested positive for COVID-19,
- Direct contact with anyone who has been tested for COVID-19 but has not yet received the results,
- Direct contact with anyone that has been asked to self-quarantine due to COVID-19,
- Direct contact with anyone who themselves has been in direct contact with anyone that has tested positive for COVID-19,
- Direct contact with anyone who themselves has been in direct contact with anyone who has been tested for COVID-19 but has not yet received the results,
- Direct contact with anyone who themselves has been in direct contact with anyone who has been asked to self-quarantine due to COVID-19,

Do **NOT** come to work!!!! Contact your supervisor and Human Resources **IMMEDIATELY**!!!!

Human Resources will give you instructions on what to do and will follow up with you on when you will be allowed back on company property. Under **NO CIRCUMSTANCES** are you to enter company property unless you have direct authorization from Human Resources.

Despite our best efforts, we have had an employee come to work that has been directly exposed to the COVID-19 virus through contact with a family member who tested positive.

- **Employee 16** (Tuscaloosa Salary) His daughter was notified on Saturday June 6, 2020 that a friend of hers she was with on Thursday June 4, 2020 tested positive for COVID-19

and that she (the daughter) was in contact with Employee 16 over the weekend of June 6 and 7, 2020. Employee 16 knew that his daughter was then tested for COVID-19 on Sunday, June 7, 2020 and he was advised on late Tuesday, June 9, 2020 that her test result came back positive. In a stunning lack of judgement, Employee 16 did not notify either his direct supervisor or Human Resources about his daughter's exposure to, nor testing for, COVID-19 and came in to the office on Monday and Tuesday June 8 and 9, 2020. Employee 16 was instructed the evening of Tuesday June 8, 2020 to self-quarantine at home until further notice.

Note: I want to stress here that because Employee 16 came into close proximity (<6 feet) with a COVID-19 infected individual, it does not mean he has COVID-19. Only the test results can tell us that. Currently both he and his daughter are asymptomatic at this time. However, over June 8 and 9, 2020, Employee 16 came in close contact with the following employees.

- Employee 17 (Tuscaloosa Salary) He came into close proximity (< 6 feet) with Employee 16 on June 8 and 9 and was instructed on late Tuesday, June 9, 2020 to self-quarantine until further notice. He received a COVID-19 test on Wednesday June 10, 2020. Test results are expected on or before this Monday June 15, 2020.
- Employee 18 (Tuscaloosa Salary) He came into close proximity (< 6 feet) with Employee 16 on June 8 and 9 and was instructed on late Tuesday, June 9, 2020 to self-quarantine until further notice. He will be receiving a COVID-19 test on Thursday June 11, 2020. Test results are expected on or before this Tuesday June 16, 2020.
- Employee 19 (Tuscaloosa Salary) He came into close proximity (< 6 feet) with Employee 16 on June 8 and 9 and was instructed on late Tuesday, June 9, 2020 to self-quarantine until further notice. He will be receiving a COVID-19 test on Thursday June 11, 2020. Test results are expected on or before this Tuesday June 16, 2020.
- Employee 20 (Tuscaloosa Salary) He did not come into close proximity (< 6 feet) with Employee 16 on June 8 and 9 but out of an abundance of caution will be receiving a COVID-19 test on Thursday June 11, 2020. Test results are expected on or before this Tuesday June 16, 2020.
- Employee 21 (Tuscaloosa Hourly) He stated that he came in close proximity (<6 feet) with Employee 17 and requested he be allowed to self-quarantine which was approved. Employee 21 received a COVID-19 test on Wednesday June 10, 2020 and test results are expected on or before this Monday June 15, 2020. Employee shall remain under self-quarantine until his test results are known.

- Employee 22 (Tuscaloosa Hourly) He stated that he came in close proximity (<6 feet) with Employee 17 and requested he be allowed to self-quarantine which was approved. Employee 22 requested that he remain under self-quarantine until Employee 17's test results are known.

As the above clearly demonstrates, with respect to COVID-19 it is **very important** for everyone to realize how the careless actions of just one individual can negatively impact the lives of so many other individuals and the lives of their families. Again, I want to stress that we **DO NOT KNOW** if Employee 16 has the COVID-19 virus. Once we receive the test results we will let you all know immediately.

Finally, please re-read the first part of this memo regarding what do if you are knowingly exposed, or potentially exposed, to COVID-19. Until this week, all previous employees, fifteen (15) in all, did the right thing and communicated their situation with us immediately. Although it was later determined that none of the fifteen (15) were actually infected with COVID-19, their selfless actions allowed us to take the necessary steps to help mitigate further spread of the virus among our employee population in the event they were. I want to again publically thank them all for doing the right thing.

Please feel free to reach out to Randall or myself if you have any questions about the above. We will be more than happy to answer any questions you may have.

Thank you.

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

Bob Giammaruti
Chief Executive Officer