

June 12, 2020

INFORMATIONAL ANNOUNCEMENT - COVID-19 VIRUS

To My Fellow Co-Workers:

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

- Employee 16 (Tuscaloosa Salary) His test results came back this afternoon negative. However, he will remain under self-quarantine until further notice.
- Employee 17 (Tuscaloosa Salary) His test results came back yesterday negative and is scheduled to return to work Monday, June 15, 2020.
- Employee 18 (Tuscaloosa Salary) He received a COVID-19 test on Thursday June 11, 2020. Test results are expected on or before this Tuesday June 16, 2020. Given that Employee 16 has tested negative, he will return to work Monday, June 15, 2020.
- Employee 19 (Tuscaloosa Salary) He received a COVID-19 test on Thursday June 11, 2020. Test results are expected on or before this Tuesday June 16, 2020. Given that Employee 16 has tested negative, he will return to work Monday, June 15, 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 received a COVID-19 test on Thursday June 11, 2020. Given that Employee 16 has tested negative, he will return to work Monday, June 15, 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. Given the test results for Employee 17 are negative, Employee 21 will return to work Monday, June 15, 2020.
- 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. Given the test results for Employee 17 are negative, Employee 21 will return to work Monday, June 15, 2020.

Thus, Employees 17 thru 22 inclusive will be able to return to the plant/office this Monday. We were very, very fortunate that this turned out the way it did. That said, I want to reiterate with everyone **again** 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.

As always, 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