

June 23, 2020

INFORMATIONAL ANNOUNCEMENT - COVID-19 VIRUS

To My Fellow Co-Workers:

The following is an update on the status of our employees affected one way or another by COVID-19. We had a positive test result in Houston late yesterday. Information on that is below.

- Employee 16 (Tuscaloosa Salary) remains in self-quarantine.
- Employee 24 (Tuscaloosa Salary) daughter (who lives with employee) tested positive for COVID-19 on June 17. Employee, who tested negative for COVID-19 on the same day, will be self-quarantining until June 30, 2020. Authorization to return to work will be provided once employee is cleared per the CDC guidelines.
- Employee 25 (Tuscaloosa Salary) son (who lives with employee) tested positive for COVID-19 on June 18. Employee, who tested negative for COVID-19 on June 16, will be self-quarantining until June 30, 2020. Authorization to return to work will be provided once employee is cleared per the CDC guidelines.
- Employee 26 (Tuscaloosa Hourly) tested positive for COVID-19 as part of our testing last week. Employee will be self-quarantining until June 30, 2020. Authorization to return to work will be provided once employee is cleared per the CDC guidelines.
- Employee 27 (Houston Hourly) was in contact with an individual on June 12, 2020 who later tested positive for COVID-19. Employee was tested and the results came back negative. Employee will remain self-quarantined for an additional 7-days. If employee does not have symptoms and remains temperature free 72 hours prior to June 29, employee will be permitted to return to work.
- Employee 28 (Sapulpa Salary) received a COVID-19 test as standard protocol prior to outpatient surgery and tested positive on Wednesday June 17. Employee will be self-quarantining until June 30, 2020. Authorization to return to work will be provided once employee is cleared per the CDC guidelines.
- Employee 31 (Houston Salary) was not feeling well and at our request took a COVID-19 test. The test came back yesterday positive and as a result the employee will be self-quarantining for fourteen (14) days. Authorization to return to work will be provided

once employee is cleared per the CDC guidelines. Contact tracing was performed and it verified that all employees were following face covering, distance and hygiene protocols.

From our positive COVID-19 test result in Houston, you can see how important it is to follow the CDC guidelines on face coverings, distancing and hygiene. If our Houston employees were not following those guidelines/protocols, we very well may have had our second temporary shutdown in as many weeks. I want to express my sincere thanks to the Houston team for their diligence in following those guidelines/protocols and to those employees above that notified us of their own COVID-19 situation. It was, and is, greatly appreciated.

If there are any questions, please do not hesitate to contact Randall or myself.

Thank you.

A handwritten signature in black ink, appearing to read "Bob Giammaruti". The signature is fluid and cursive, with the first name "Bob" being particularly prominent.

Bob Giammaruti
Chief Executive Officer