

June 25, 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.

- Employee 16 (Tuscaloosa Salary) remains in self-quarantine. Authorization to return to work will be provided once employee is cleared per the CDC guidelines.
- 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.
- Employee 32 (Tuscaloosa Hourly) went to dinner on June 20 with an employee (#33), friend and his girlfriend. The girlfriend received a positive COVID-19 test result today, June 24. Employee has been instructed to take a COVID-19 today, June 24. Authorization to return to work will be provided once employee is cleared per the CDC guidelines. Contact tracing was performed and it verified that Employee 32 was following face covering, distance and hygiene protocols while on Company property.
- Employee 33 (Tuscaloosa Hourly) went to dinner on June 20 with an employee (#32), friend and his girlfriend. The girlfriend received a positive COVID-19 test result today, June 24. Employee has been instructed to take a COVID-19 today, June 24. Authorization to return to work will be provided once employee is cleared per the CDC guidelines. Contact tracing was performed and it verified that Employee 33 was following face covering and distance protocols while on Company property.
- Employee 34 (Houston Hourly) was having COVID-19 symptoms and received a test today. Authorization to return to work will be provided once employee is cleared per the CDC guidelines. Contact tracing was performed and it verified that Employee 34 was following face covering and distance protocols while on Company property. Employee was last on Company property June 19.
- Employee 35 (Skiatook Hourly) was having COVID-19 symptoms and received a test yesterday and the results were received today and were positive. Authorization to return to work will be provided once employee is cleared per the CDC guidelines. Contact tracing was performed and it verified that Employee 35 was following face covering and distance protocols while on Company property.

Four more employees (32, 33, 34, and 35) were added to the list above since this past Tuesday and I anticipate there will be more in the weeks to come. In the four latest instances the employees were following the CDC guidelines on face coverings and distancing helping us avoid another very expensive temporary shutdown. I want to express my sincere thanks to all employees for their diligence in following those guidelines/protocols and to those employees above that notified us of their own COVID-19 situation. It 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".

Bob Giammaruti
Chief Executive Officer