

July 1, 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 have had five (5) employees cleared to return to work, as highlighted in yellow below, over the past two days.

- 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 cleared to return to work as family member's follow up test results were negative.
- 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 cleared to return to work as family member's follow up test results were negative
- 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 was cleared and returned to work June 29 per passing the guidelines noted above.
- 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 received two negative test results on June 25 and June 26 and is cleared to return to work.**
- **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 received a negative COVID-19 test result and has been cleared to return to work.**
- **Employee 35** (Skiatook Hourly) was having COVID-19 symptoms and received a test June 24 and the results received on June 25 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.
- **Employee 36** (Skiatook Hourly) spouse was asked by her employer to take a COVID-19 test due to one of her co-workers testing positive for COVID-19. Spouse was transported to testing site on June 26. Employee 36 has been instructed not to return to work until his spouse's test results have been received by HR. Contact tracing was performed and it verified that Employee 35 was following face covering and distance protocols while on Company property. **Spouse's results were negative and employee is cleared to return to work.**

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", written in a cursive style.

Bob Giammaruti
Chief Executive Officer