

July 6, 2020

INFORMATIONAL ANNOUNCEMENT - COVID-19 VIRUS

To My Fellow Co-Workers:

I hope everyone had a good, and safe, 4th of July holiday. Welcome back.

The following is an update on the status of our employees affected one way or another by COVID-19. Since my last update, we have had two (2) employees be cleared to return to work and one (1) employee added to the list. Updates are identified in **YELLOW** below.

- **Employee 15A** (Tuscaloosa Salary) Spouse was feeling ill, received a COVID-19 test and the results were positive. Contact tracing was not required as employee has not been on company property since June 12 as a result of our enhanced COVID-19 protocols. Authorization to return to work will be provided once employee is cleared per the CDC guidelines. *(Note: the letter designation "A" means this is the second time the employee has been on this list).*
- **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. Employee and daughter have both tested negative. Authorization to return to work will be provided today as the employee and his family were cleared per the CDC guidelines.
- **Employee 26** (Tuscaloosa Hourly) tested positive for COVID-19 as part of our testing the week of June 15. First re-test was negative. Waiting for the results of the second test. Authorization to return to work will be provided once employee is cleared per the CDC guidelines.
- **Employee 28** (Sapulpa Salary) received a COVID-19 test as standard protocol prior to outpatient surgery and tested positive on Wednesday June 17. Authorization to return to work will be provided once employee is cleared per the CDC guidelines.
- **Employee 35** (Skiatook Hourly) was having COVID-19 symptoms and received a test June 24 and the results received on June 25 were positive. Contact tracing was performed and it verified that Employee was following face covering and distance protocols while on company property. Authorization to return to work will be provided once employee is cleared per the CDC guidelines.

- **Employee 37** (Skiatook Salary) The mother of a child that attends the same daycare as his child tested positive on July 2 for COVID-19. That mother, who was tested on June 29, continued to pick up and drop off her child at the daycare. Employee had picked up his child from the daycare during that same time period. Employee was advised to remain off work, monitor for symptoms and will follow up on Sunday with HR. Contact tracing was performed and it verified that Employee was following face covering and distance protocols while on Company property. Authorization to return to work was provided July 5 as the employee and his family were cleared per the CDC guidelines.
- **Employee 38** (Tuscaloosa Hourly) Employee's spouse was notified on July 3 not to report to work due to a possible exposure to a co-worker who has tested positive for COVID-19. Spouse has been instructed to take a COVID-19 test on Monday, July 6. Employee was instructed not to report to work on July 3 nor report to work until his spouse's test results are reviewed by HR. Contact tracing was performed and it verified that Employee was following face covering and distance protocols while on Company property. Authorization to return to work will be provided once employee is cleared per the CDC guidelines.

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