

July 10, 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. 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 26** (Tuscaloosa Hourly) tested positive for COVID-19 as part of our testing the week of June 15. First and second re-test were negative. Authorization to return to per the CDC guidelines was granted on July 6.
- **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 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. Spouse's test came back negative and authorization to return to work per the CDC guidelines was granted for July 7.

- **Employee 39** (Skiatook Hourly) Employee was at a family member's home on June 29 when his sister came over with her children. Employee was notified by a family member late Sunday July 5 that his sister had a high fever and cough on July 1 and was instructed by her employer to take a COVID-19 test. Employee's last contact with his sister was on June 29. Employee decided to report to work Monday July 6 **and then** notify HR of the above at approximately 8:00 AM. Employee was instructed to immediately leave company property until further notice. Contact tracing was performed and **thankfully** it verified that the 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.

Given the actions of Employee 38 as noted above, I need to again stress this point: If any person you have been in contact with over the last 10 days notifies you that they are sick with COVID-19 type symptoms, or have been asked to take a COVID-19 test, **DO NOT REPORT TO WORK OR ENTER COMPANY PROPERTY!!!!** Please stay home and contact HR and/or your supervisor for further instructions. Reporting to work and entering company property under these circumstances is **HIGHLY IRRESPONSIBLE** and puts the health and safety of your co-workers at risk.

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