

July 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. Updates are identified in **YELLOW** below. *(Note: the letter designation "A" means this is the second time the employee has been on this list).*

- **Employee 14A** (Tuscaloosa Salary) Employee's father was advised to take a COVID-19 test on July 22 as a precaution. Employee's children were with their grandfather over the weekend and out of caution, employee was instructed to stay at home until his father's test results are known. Contact tracing was performed and 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.
- **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 was granted as his spouse was cleared per CDC guidelines.
- **Employee 17A** (Tuscaloosa Salary) Employee's son was exposed to a teammate that tested positive for COVID-19. Employee's son was tested for COVID-19 on July 23 with a negative result received the same day. Employee is cleared to return to work per 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 was granted as employee was cleared per the CDC guidelines.
- **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.

- **Employee 40** (Tuscaloosa Hourly) Employee's girlfriend's supervisor tested positive for COVID-19 on July 17. Employee's girlfriend received a COVID-19 test on July 18 and is awaiting results. Contact tracing was performed and 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.
- **Employee 41** (Tuscaloosa Hourly) Employee was notified July 22 that his nephew tested positive for COVID-19. Last contact with nephew was July 19. Employee is taking a COVID test today (July 22). Contact tracing was performed and 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.
- **Employee 42** (Tuscaloosa Hourly) Employee was notified July 22 that his nephew tested positive for COVID-19. Last contact with nephew was July 19. Employee is taking a COVID test today (July 22). Contact tracing was performed and 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.
- **Employee 43** (Tuscaloosa Hourly) Employee's daughter came down with a fever on July 16 and the employee was sent home the same day. Daughter currently does not have fever or symptoms but waiting on test results. Contact tracing was performed and 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.
- **Employee 44** (Tuscaloosa Hourly) Employee's fiancé's boss tested positive July 23 for COVID-19. Fiancé will be tested today, July 23, for COVID-19. Contact tracing was performed and 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.

Reminder: 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.

That said, I want to personally thank all of the employees above and those in the past that have done the responsible thing and contacted their supervisor/HR and notified us of their situation. It is and will continue to be very much 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", written in a cursive style.

Bob Giammaruti
Chief Executive Officer