

July 27, 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. Test results for the employee's father were positive for COVID-19 and as a result, the employee and his family received COVID-19 tests on July 24 and all were negative. Employee is cleared to return to work July 27.
- **Employee 19A** (Tuscaloosa Salary) Employee had symptoms of COVID-19 near the conclusion of a family vacation. Employee received a COVID-19 test and the results were positive. Given that the employee was not on company property since the late afternoon of July 17, contact tracing was not required. Authorization to return to work will be provided once employee is 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. Both the employee and sister have tested negative for COVID-19 and the employee is cleared to return to work.

- **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. Girlfriend's COVID-19 test results were negative and employee is cleared to return to work July 27.
- **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. Employee received a negative COVID-19 test result and was cleared to return to work.
- **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. Employee's daughter's COVID-19 test results were negative and employee is cleared to return to work July 27.
- **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. Fiancé's COVID-19 test results were negative and employee is cleared to return to work July 27.
- **Employee 45** (Tuscaloosa Salary) Employee had symptoms of COVID-19 near the conclusion of a family vacation. Employee received a COVID-19 test on July 25 and is waiting on the result. Given that the employee was not on company property since the late afternoon of July 17, contact tracing was not required. 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". The signature is stylized and cursive.

Bob Giammaruti
Chief Executive Officer