

July 29, 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 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 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. Employee received a negative COVID-19 test result and was cleared to return to work.
- **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.
- **Employee 46** (Tuscaloosa Hourly) Employee began having symptoms on July 26 and received a COVID-19 test on July 28 that was positive. 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