

August 3, 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 30A (Sapulpa Salary) Employee was with his sister on July 25 and the sister later tested positive for COVID-19 on July 29. Employee has not been in the office since July 25 and has not had any symptoms. Given the employee continued to be symptom free without the aid of fever reducers, employee will be cleared to return to work on August 3 per CDC guidelines.
- 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 results. 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.
- Employee 47 (Tuscaloosa Hourly) Employee's spouse's employer required her to take a COVID-19 test due to a co-worker testing positive on July 31. Employee has been instructed to remain off work until his spouse'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.

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