

August 13, 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 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. COVID-19 test results were negative and employee has been cleared to return to work 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. Employee test results have returned negative and employee has been cleared to return to 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 as his spouse's test results returned 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 48** (Tuscaloosa Salary) Employee was contacted by an attendee of a cookout they both attended over the weekend to inform the employee he is going to take a COVID-19 test on August 10 due to COVID-19 symptoms. Employee has been asked to remain at home pending the test results. Contact tracing was performed and it verified that the Employee was following face covering and distance protocols while on Company property. Test results of the individual have returned negative and employee has been cleared to return to per the CDC guidelines.
- **Employee 49** (Tuscaloosa Salary) Employee was at the same cookout as Employee 48 and out of an abundance of caution let us know that fact. Employee has been asked to remain at home pending the test results noted above. Contact tracing was not required as the employee has not been on company property since July 29. Test results of the individual have returned negative and employee has been cleared to return to per the CDC guidelines.

**LET'S NOT GET COMPLACENT.** Make sure you:

- Have access to sanitizer and wipes and/or a disinfectant in your home and work area,
- Are wearing appropriate face coverings (covering mouth **and** nose) when in close proximity (< 6 feet) to other people, and
- Maintain the appropriate person-to-person distancing (>= 6 feet).

It is important to stay vigilant and do the things that will help mitigate the spread of this pernicious virus.

Finally, 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
- Any person you have been in contact with over the last 10 days has been asked to take a COVID-19 test, or
- You have symptoms of COVID-19 yourself,

**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