

September 8, 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.

- **Employee 50** (Skiatook Salary) Employee's spouse tested positive for COVID-19 on September 2, 2020 and employee has been instructed to remain off work until further notice. 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.

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 (\geq 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