

March 13, 2020

To All Our Working Partners,

We previously communicated our family of companies' commitment to the safety and wellness of our people, and adjustments to our operating procedures for the months of March and April in order to mitigate potential risks of exposure to the 2019 Novel Coronavirus (COVID-19). We are now providing additional information to address a number of concerns.

First and foremost, we want to maintain a safe workplace and encourage practices that protect the health of employees, customers, visitors or others with whom we come in contact. We also want to continue to operate our business.

We are directing all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees, as well as visitors to our sites, are reminded of the following:

- Stay home when you are sick.
- Wash your hands frequently with warm, soapy water for at least 20 seconds.
 - Use hand sanitizer if soap is not available.
- Practice respiratory hygiene.
 - Cough or sneeze into your bent arm or a tissue.
 - Discard used tissues in the trash.
- Avoid touching eyes, nose and mouth.
- Maintain a safe physical distance from people who are sick with respiratory symptoms.
 - Avoid contact such as handshakes
- Clean frequently touched surfaces.

Second, if you are concerned that you may have been exposed to COVID-19, please follow these rules (based on current CDC guidance) in determining whether you should stay home or come to work:

1. If you have flu symptoms, stay home, until at least 24 hours after your symptoms have gone away
2. If you have traveled from China, Iran, Europe, stay home
3. If you traveled on an airplane within 2 seats of a person with lab-confirmed COVID-19 infection (as notified by airline), stay home
4. If you're living with a person with symptoms and lab-confirmed COVID-19 infection, stay home
5. If you have had close contact (within 6 feet) with a person with symptoms and lab-confirmed COVID-19 infection, stay home

Third, we understand that when our people are unable to come to work there are questions about time off, wages, and benefits. Our family of companies provides PTO and other benefits to compensate employees who are unable to work due to illness, and additional benefits may be available through federal, state and provincial governments, depending on the specific scenario and geography. Your Manager will have additional information in this area. Federal, state and provincial governments are taking action and the situation is evolving rapidly.



If you have any questions about these items, please contact your Manager, Director, or Human Resources.

In making decisions, we continue to weigh what is most important to our business. It is, and always has been, the safety and health of our people, which includes our customers, vendors and, of course, our own staff. With that clearly in mind, we do not want to compromise the safety and health of anyone and look for your support in following these guidelines.

As we said in our last communication, this is a rapidly evolving situation and we will continue to communicate additional adjustments to our operating procedures as information becomes available and new decisions are made.

Sincerely,

Ian, John, Kevin and Dave