

## MEMORANDUM

**TO:**

**FROM:**

**DATE:**

**SUBJECT:**

---

At the company, we are taking the concerns regarding the coronavirus very seriously. We continue to prioritize the health and safety of our employees, customers, suppliers, and community. We couldn't do this without you. We truly appreciate all of your efforts and hard work during this challenging time.

As I am sure you are aware, various states have put in place executive orders which mandate the closure of all non-essential businesses. The Company is proud to supply products that service many critical industries including. The Company has been deemed an "Essential Business" and will continue to stay open to support the engine production of our customers.

In the event that someone who works at the company tests positive for COVID-19, the following protocol will apply;

- The individual who is confirmed to have COVID-19 (with medical documentation) will be required to remain off-site and may return when they are free of fever and any other symptoms for at least 72 hours without the use of fever-reducing or other symptom-altering medicines and at least 7 days have passed since symptoms first appeared.
- The company will identify all employees who were in close contact with this individual. These individuals will also be notified and advised to self-quarantine for 14 days. Close contact shall be defined as any contact within 6 feet for a period of 30 minutes or more with an individual positive for COVID-19. For this reason, social distancing is critical.
- A minimum quarantine period of 14 days is required for any employee who is deemed to have been in close contact with an individual with COVID-19. This is a minimum. If during a 14-day quarantine period, an employee is diagnosed with COVID-19, this individual will be required to remain off-site and may return when they are free of fever and any other symptoms for at least 72 hours without the use of fever-reducing or other symptom altering medicines and at least 7 days have passed since symptoms first appeared.

Despite all efforts to keep the company employees safe from illness, the risk of exposure is still present. As a reminder, if you are sick or experiencing any symptoms STAY HOME and contact a physician. Any employee, who reports to work and exhibits visible signs of illness, will be sent home immediately.

Help protect yourself and your coworkers from the spread of this virus by wearing a face mask or shield, washing and sanitizing your hands and work area continuously throughout your shift, practice social distancing (6 feet away) and report any illnesses to the company.

Again, we thank you all for your support. Please see Human Resources with any questions or concerns.