

TO: All Employees

DATE: 3/16/2020

FROM: Carol Willfahrt

SUBJECT: Business Update regarding Coronavirus (COVID-19)

As we continue to monitor the CDC recommendations and what is occurring locally, we are implementing the following additional precautions in an effort to reduce the potential spread of COVID-19:

- 1) Limit group meetings via using “Go-To” meetings when possible. Less people in a conference room is preferred.
- 2) Keep a distance of 6’ feet between individuals when/if possible.
- 3) Limit travel – travel (even between facilities) should be limited to what is absolutely necessary. Limit outside vendors/contractors coming on-site as much as possible.
- 4) Wipe down workstations often. (Similar to using exercise equipment at a facility – wipe it down before and after use).
- 5) Employees using Workforce Management are encouraged to clock in and out on your computer rather than using your fingerprint on the time clock.

As clarification to the 3/14/2020 communication – employees needing to be off from work for their children’s childcare, as well as for medical care for self or immediate family members, will receive the short-term disability benefit (thru April 30, 2020).

All of these measures are being taken to help keep our employees safe and healthy and we ask for your support in doing so. We recognize this is a difficult time for many individuals and are trying to reduce some of the stress caused by the current situation. We are asking individuals consider alternatives (i.e. working a different shift to assist with child care needs) to allow continued operations so we are able to take care of our employees AND serve our customers.

Thank you.