



TO: All Employees

DATE: 3/20/2020

FROM: Carol Willfahrt

SUBJECT: Travel Advisory

The safety of our employees, customers, communities, vendors & visitors remain our priority here at Felker Brothers Corporation. As the COVID-19 (coronavirus) outbreak continues to evolve & spread globally, Felker Brothers is monitoring the situation closely & will update our policies based on current recommendations from the Centers for Disease Control and Prevention, the World Health Organization, as well as our state and local governments.

In order to mitigate risk of spread, all business travel & visits to our facilities have been temporarily suspended. **Felker Brothers strongly recommends our employees refrain from all air travel until further notice, and we are instructing any employee returning from travel (within the last 14 days) to any community where a COVID-19 outbreak is present, or where exposure is suspected, to complete a health questionnaire (call 715-486-2126 for instructions) and obtain approval before re-entering our facilities.** We ask you to call this number if any of the following apply:

1. You have recently traveled to an area with known local spread of COVID-19? If yes, when and where.
2. You have come into close contact (within 6 feet) with someone who has a laboratory confirmed COVID-19?

**If you have a fever (greater than 100.4 F) OR symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing, please contact the following resources prior to calling Human Resources:**

**Wisconsin Employees:** If you or a family member have these symptoms, **call the 24-hour Nurse Line/Care My Way at 1-800-549-3174** or download the Care My Way mobile app today to get advice on whether you should receive the COVID-19 test or be seen at a health care facility. If in doubt -- please call the number above.

**Kentucky Employees:** If you or a family member have these symptoms, call Dr. on Demand at **1-866-427-7478** or download the Drondemand mobile app.

Based on the information provided, employees may be asked to self-quarantine for the protection of themselves and all our employees.

Your participation and cooperation are important to help us take precautionary measures to protect you and everyone here at Felker Brothers. Thank you for your time.