



TO: All Employees

DATE: 3/23/2020

FROM: Tom Umhoefer and Carol Willfahrt

SUBJECT: Essential Business

Governor Evers is announcing a shelter in place order effective tomorrow (Tuesday, March 24) for the State of Wisconsin. We anticipate similar orders for Kentucky and other states will follow. These orders instruct people to stay home and non-essential businesses to close.

**Felker operations will be exempted from shelter in place due to our classification as an essential (critical infrastructure) business by the U.S. Department of Homeland Security Cybersecurity & Infrastructure Security Agency.**

Essential businesses provide critical infrastructure, including health care and public health, public safety, food and agriculture, media, critical manufacturing and associated supply chains. As a critical infrastructure supplier our responsibility is to stay open and keep our products flowing, while taking extraordinary steps to ensure the safety of our workforce.

It will be Felker Brothers responsibility to ensure a safe environment for our workforce. We will be establishing additional procedures, immediately and ongoing, to provide social distancing and improved hygiene.

It will be your responsibility to ONLY participate in essential functions, which include travel to purchase necessary items such as groceries, medical supplies and gas, and including travel to and from work. Any tasks you do not need to complete, or which can be completed remotely, should be done in such manner.

It will be all of our responsibility to keep our workplaces COVID-19 free and to work safely. This includes:

- Do NOT report to work if you are experiencing symptoms (to include fever of 100.4 F and above, cough or symptoms of respiratory illness).
- SCRUB IN. SCRUB OUT. Wash your hands with soap and water frequently, and especially before eating or drinking.
- Cover your mouth with tissue or elbow if coughing or sneezing.
- Keep 6' distance at all times.
- Try to avoid touching your face.
- Stay at home when not participating in an essential function.

Felker Brothers is closely following Federal guidelines set by Centers for Disease Control and Prevention (CDC) and OSHA. But we also require full support from everyone to keep all of our workplaces COVID-19 free.