



March 18, 2020

Covid-19 Coronavirus Update

We initiated a number of measures last week. A reminder of the measures already in place:

- We continue to ask that employees who have **any** sickness or are displaying symptoms associated with the coronavirus to stay home or to go home if such symptoms develop during their time at work. While we cannot require employees to divulge details about their health, we would appreciate that an employee with coronavirus-like symptoms inform an HR representative so that we can best protect our colleagues.
- We are limiting inbound visitors and outbound employee travel to only those visits critical to the continued daily operation of the business. For critical inbound visitors, we are pre-screening those visitors prior to their arrival and again upon arrival. We cannot enforce the same restrictions for employee personal travel, but are encouraging employees to limit personal travel as well.
- We are encouraging good personal hygiene habits, both at home and at work. Posters throughout the facilities and on the intranet cover these habits. Posters on good habits and telemedicine have been posted as reminders.

In addition to these, other measures were added Monday March 16th:

- We implemented “**social distancing**” – limiting the types of personal contact and interaction that can help the virus spread.
 - All office personnel that could work from home and maintain their productivity were sent home Monday. Currently we have more than 75% of our office personnel working from home. Your contact with them is the same as if they were in the office. Their email and office phone extension will still provide you with communication channels for these employees. This will remain in place until April 3rd, unless changed by the State of Georgia or Federal Government.
 - All employees in the facilities are to maintain a 6 foot distance between one another.
 - All group meetings have been canceled with alternate methods (phone or virtual meetings) in place to accomplish the goals of the meeting.

- The break areas in and throughout our facilities are closed.

Our production employees on site physical presence is near 100%. This means that as of now we are still producing and shipping orders for all product lines. Our goal of on time shipments and serving our customers has not changed. We will continue to produce and ship orders as long as the shipping logistics of this allows.

As this situation continues to evolve, we will communicate with you any additional changes or updates. We will remain vigilant with our customer focus and request that you assist us with that in the coming days just as you have in the past.

We appreciate your continued dedication and patience. We hope that you and your families remain safe.

Thank you,

A handwritten signature in black ink, appearing to read 'Kerby Pope', written in a cursive style.

Kerby Pope
President and General Manager