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To all employees:

I understand the uncertainty of the unfolding situation related to coronavirus containment efforts. Due to health concerns over COVID-19 and in an abundance of caution, we as a Company and as individuals need to be diligent in taking the appropriate precautions to help contain the spread of the virus. We must prepare for the potential impacts to our Company - the health and safety of the Bopat family is our ultimate priority.

**There are simple everyday actions you can take to help prevent the spread of all respiratory viruses. These include:**

- Avoid touching your eyes, nose and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray, or wipe at least daily.

If you are sick with **fever and cough**, to keep from spreading respiratory illness to others, you should:

- Stay home.
- Call your healthcare provider for advice about coming in for evaluation. Report any travel history or known contact with someone who has COVID-19.
- If you must be around other people (within 3-6 feet) wear a face mask and/or cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Clean and disinfect frequently touched objects and surfaces on a regular basis.

**What if I had close contact with someone, I believe to have COVID-19?**

- **STAY HOME from work until you have received advice from a healthcare professional about what you should do after possible exposure to someone with COVID-19.**
- Please notify the office BEFORE returning to work if you may have been exposed to COVID-19, so appropriate measures can be discussed to monitor for illness and reduce the risk of transmission in our community.

This correspondence is **NOT** all-inclusive, so please make use of additional resources to inform yourself on prevention and best practices. Information may be found at [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19).

If you choose to stay home, you will have the entirety of your annual vacation available. If use of sick leave is appropriate, Bopat will grant the use of your remaining sick leave, up to 40 hours, regardless of whether the sick leave has been earned for 2020.

We ask that all employees remain calm during these uncertain times and consider the impact of our decisions on those around us. COVID-19 is a global health crisis and we expect all employees to treat it as such. Bopat will adjust and respond as appropriate based on the directives from State and Federal authorities, as well as our customers.

I appreciate everyone understanding the gravity of the situation and doing what they can to help contain the spread of the virus, while helping us meet the contractual obligations to our customers.

Stay safe and healthy,

Bob Driggers