



May 22, 2020

To all fellow Ajax Turner Team Members,

I wanted to take this opportunity to review with you our policy on notification of potential team member exposure based on suspected or positive confirmed COVID-19 cases. As we've mentioned before, our #1 priority is the safety of our team members, our families, and customers. However, federal privacy laws, as well as our own respect for the privacy of our team members, prohibit the company from reporting the name of an infected team member to the company as a whole.

In accordance with CDC and OSHA guidelines, if a team member notifies us of having COVID-19 symptoms, or exposure to someone else who has tested positive for COVID-19, we will immediately require that the team member return home and contact their doctor. That team member must provide either a negative test or a note from their doctor stating that they are asymptomatic before returning to work.

Once we are informed of a positive COVID-19 test of a team member, that team member must remain in quarantine until cleared by a negative test before coming to work. Additionally, we will identify where and with whom this team member had close interaction with (3-6 feet) in the last 14 days. We will immediately reach out to anyone who may have come into contact with this person, however we cannot disclose the name of this individual based on privacy protection laws. If the infected team member is part of the sales, service, or merchandising teams, and has called on an account within the last 14 days, we will also notify our customers of the positive test, without disclosing the name of the individual.

We have implemented rigorous sanitization protocols within our facility and equipment and continue to adjust them based on emerging recommendations by the CDC and other governmental agencies. If a team member is suspected or confirmed to have COVID-19, we will disinfect and sanitize any workspace, equipment, and common areas that the team member in question may have come in contact with.

It is imperative that we continue to adhere to social distancing guidelines, wear proper PPE, wash/sanitize hands, workspaces, and equipment often. These guidelines should be followed at work and at home. As a reminder, if you feel sick or have been exposed to anyone who has tested positive for the COVID-19 virus, please do not come to work. Contact your supervisor, a member of our HR department, and seek guidance from your health care provider.

We will begin taking temperature readings of everyone entering our facility daily beginning May 26<sup>th</sup> and each team member, contractor, or visitor will be asked a series of questions regarding COVID-19 symptoms. We will deny entry to anyone displaying a temperature of 100.4 degrees or higher, or who is symptomatic, per CDC guidelines

If any team member feels uncomfortable performing their job duties during this COVID-19 crisis, they have the option to use accrued paid leave, or stay at home without pay, but also without any form of penalty. All we ask is that you notify our HR team members (Eric, Valerie, or Daniel) in addition to the manager who you directly report to if you feel uncomfortable working. Should you have any concerns, please direct them to your manager or HR.

Thank you again for your all that you do for our company and our customers.

Scott