

March 13, 2020

## **Fritz Industries Current Response to Outbreak of Coronavirus COVID-19**

Our number one priority has been and will continue to be our commitment to our employee's health and safety.

We are closely monitoring developments surrounding the outbreak of Coronavirus. (COVID-19) The risks of the virus causing COVID-19 should be taken very seriously, but at the same time, we should guard against overreaction. Because the situation is so dynamic, we will update you when information changes as we are able to do so.

While the Company is following and reviewing a variety of resources in this situation, it is most closely reviewing information being provided by the World Health Organization, the U.S. Centers for Disease Control and Prevention, the United States Department of Health and Human Services and the United States Department of State. We will also be monitoring the guidance of our state and local officials.

### **Know the Symptom of COVID-19**

For confirmed COVID-19 infections, reported illnesses have ranged from infected people with little-to-no symptoms to people becoming severely ill and dying. Current information suggests that older adults and persons with underlying health conditions or compromised immune systems might be at greater risk for severe illness from this virus and they should take more precautions to avoid exposure.

Besides knowing how it can be transmitted, recognizing the symptoms is an important step. Symptoms may appear two to 14 days after exposure to the virus. This can allow the virus to be spread without an individual showing symptoms.

### **COVID-19 symptoms include:**

1. Fever
2. Cough
3. Shortness of breath

### **How to Prevent the Spread of COVID-19**

There is currently no vaccine to prevent the COVID-19 infection. The best way to prevent infection is to avoid being exposed to this virus. Everyday preventive actions to help prevent the spread of respiratory viruses include:

- Clean your hands often with an alcohol-based hand sanitizer that contains at least 60-95 percent alcohol or wash your hands with soap and water for at least 20 seconds. Soap and water should be used if hands are visibly dirty.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze.
- Put your used tissue in a waste basket.
- If you don't have a tissue, cough or sneeze into your upper sleeve, not your hand.
- Avoid close contact with people who are sick.
- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops and doorknobs with cleaning agents that are usually used in these areas, following the directions on the label.
- Stay home when you are sick.
- Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. **At this time, the CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.**

### **Company Policy Related to COVID-19**

- If you become ill at work with acute respiratory illness symptoms (i.e. cough, shortness of breath), notify your supervisor so that you can be separated from other employees and be sent home immediately. If you are able to notify your supervisor by telephone or email, you should do so.
- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100° F), signs of a fever and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick. If you believe you have been exposed to the virus causing COVID-19 and you are fever-free without the use of fever-reducing or other symptom-altering medicines for more than 24 hours, the Company may still ask you not to report to work or may ask you to work remotely.
- If you have a confirmed case of COVID-19, please contact your supervisor by phone or email. You will not be allowed to report to work for at least 14 days.
- If you have a confirmed case of COVID-19, the Company will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act.
- Any employees exposed to a co-worker or family member with a confirmed case of COVID-19 will be asked to conduct a risk assessment to assess their potential exposure pursuant to CDC guidance.
  - The risk assessment requires employees to assess their risk level and whether they are symptomatic or asymptomatic.
  - Depending on your individual risk assessment, you may not be allowed to report to work for at least 14 days. During this 14-day period you are permitted to work remotely, depending on your position and in the Company's sole discretion.
  - Depending on your risk exposure, the Company may recommend that you self-observe your symptoms until 14 days after your last potential exposure. The Company may recommend that you check your temperature before arriving at the workplace to ensure that you are still asymptomatic.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and self-quarantine. The CDC provides guidance for how to conduct a risk assessment of their potential exposure.
- If you are able and asked to work remotely and you need equipment or technical support to do so, please contact your supervisor.

### **Company Policy Related to Sick Leave**

During this uncertain time, if you determine you are unable to work or are uncomfortable at work, you can choose to stay home. To ensure you feel supported making this choice, the Company will waive our attendance notification and occurrence policy through the end of April, but please call in as usual to let us know. In order to be paid for this time, you may use your regular PTO.

If any of our facilities are part of a mandated quarantine or if you are required to quarantine, you will receive up to two weeks of pay, and absences during the time you are out will not count against attendance. We've chosen two weeks because it matches the recommended time for quarantines related to this virus. If you are required to quarantine, you will need to provide medical proof that you or a family member has been diagnosed with COVID-19.

Should you have a confirmed case of the virus, you will receive up to two weeks of pay. If you are not able to return to work after that time you may use your regular PTO. If you are required to be out for an extended period of time, please consult with HR as to the requirements for utilizing the Company's short and long-term disability plans.

For the health and safety of all of your coworkers, it is essential that you do not report to work if you suspect you have COVID-19. If you suspect that you or a family member that resides with you has COVID-19, please seek immediate medical treatment and do not report to work. If you are showing any symptoms of COVID-19, you should not report to work until either (1) a healthcare provider examines you and confirms that you do not have COVID-19, or (2) a healthcare provider diagnoses you with COVID-19 and then clears you to return to work. If you have contracted COVID-19, and you believe you became infected with the disease while working for the Company, including during work-related travel, please immediately alert HR so that you can assess your exposure risk.

Please follow the Company policies related to sick leave and for reporting that you will be absent. If you have sick leave or other paid leave, please use it. If you do not, please contact HR to arrange for discretionary leave. For all medically confirmed cases of COVID-19, including anyone with complications from the disease or anyone requiring extended leave to recover, please contact HR to obtain information about Short Term Disability Leave, Long Term Disability, Family Medical Leave, and/or other discretionary medical leave. If you are unable to contact HR, please have a family member or other person contact HR to obtain the necessary paperwork for you.

If you have a confirmed case of COVID-19 the Company will need you to provide an authorization from your healthcare provider authorizing you to return to work. The Company will keep all employee health information confidential. If a healthcare provider confirms you do not have COVID-19, and you have recovered from your illness, please return to work as you would normally from a common illness like the cold or flu.

If you contract COVID-19 and suffer from any complications that impact you upon your return to work, please contact HR to discuss whether there are any reasonable accommodations that can be made to assist you while you recover.

#### **Company Travel Policy Related to COVID-19**

Effective immediately all international travel for business is suspended until further notice. Required business domestic air travel should be approved by your supervisor.

#### **Company Safety Policies**

Please follow the Company's safety policy including Company rules related to the use of personal protective equipment, including the use of gloves, eye and face protection, and respiratory protection. If you have any questions about the Company's safety policies or the use of personal protective equipment, please contact HR.

**The company reserves the right to revise any policies as it deems appropriate, in its sole discretion, and with or without advance written notice.**