

EMPLOYEE MANAGEMENT CONSULTANTS, INC.

EMCO

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TO: Mr. Ed Auer

FROM: Jon L. Tulino

DATE: March 25, 2020

SUBJECT: National Emergency Employee Bonus -West Kittanning SNS

Ed, regarding your email dated March 21, 2020 concerning the issued "Letter of Understanding (LOU), Work Jurisdiction During Pandemic" the Employer does not intend to execute the issued Letter of Understanding, per our discussion today, March 25, 2020.

As we discussed, the Employer has always worked with their employees on an individual basis and will continue to do so in accordance with the current collective bargaining agreements, State and Federal laws regarding employment matters. Due to the present pandemic conditions, this regular business practice has intensified because of the various uncertainties. The Employer has and will engage an appropriate evaluation process of situations to seek reasonable solutions to issues.

Also, per our conversation, the Employer does however want to recognize their employee's efforts and commitment in response to this National Emergency. Therefore, the Employer has established a one-time targeted national emergency bonus payment for hourly bargaining unit employees, as follows:

- Hourly paid bargaining unit employees will receive a bonus payment of fifty-cents (\$.50) per hour for all hours worked during the periods of March 16, 2020 through April 12, 2020. An applicable bonus payment will be in addition to an hourly employee's current applicable regular hourly rate of pay.
- To be eligible for the bonus payment an hourly bargaining unit employee must be on the active payroll roster and employed on April 12, 2020.
- The bonus will be issued as lump sum payment, no later than the second payroll period following April 12, 2020.

If you have any questions, please let me know, Sincerely, Jon

TO: Our valued employees FROM: Management RE: Coronavirus or COVID-19

The health and safety of our employees and our customers has always been our top priority. In the current environment, it's important for all of us to monitor the rapidly-evolving situation involving the Coronavirus or COVID-19, so we thought it would be helpful to provide an update on how we are handling the situation to this point.

Therefore, out of an abundance of caution, we would like to take the following steps to address COVID-19.

We ask any employee not feeling well to stay at home and consult with their doctor and immediately communicate personally and directly with management in regard to your situation. Please understand all employees are still required to follow established call-off and attendance procedures. Appropriate notification and information are critical for yours and everyone concerned, safety and wellbeing.

If any employee has recently come in contact with someone known or suspected to have the virus, please notify the Company so a suitable evaluation and proper time-off arrangements can be made.

We ask that employees adopt a "no hand-shake policy", and when possible, employees should maintain a reasonable distance from other employees and customers.

Be advised, cleaning supplies are available to employees so they may wipe down their work areas and equipment routinely and/or as often as necessary.

Everyday preventative actions are more important than ever to help prevent the spread of respiratory diseases, including but not limited to:

- Washing your hands often with soap and water for at least 20 seconds, especially after using a restroom, before eating, and after blowing your nose, coughing, or sneezing.
- Avoiding close contact with people who are sick.
- Staying at home when you are sick. (Again, Employees are still required to follow established call-off procedures).
- Covering your cough or sneeze with a tissue, then throwing the tissue in the trash, coughing/sneezing into your inner arm if necessary.
- Avoid touching your eyes, nose, mouth.
- Using an alcohol based (at least 60% alcohol) sanitizer, if soap and water is not readily available.
- Drinking plenty of water to stay hydrated.

Please comply with and maintain effective social-distancing recommendations. We would also encourage employees to stay informed at official government websites such as: <https://www.cdc.gov/coronavirus/2019-ncov/about/index.html> for the latest on the COVID-19 situation.

The Company takes the care and safety of our employees very seriously and we will take all prescribed precautions necessary to maintain a safe and healthy environment at work. Should you have any questions or concerns, please direct them to the Store Manager.

Your efforts to help contribute to the health and welfare of our employees during this troubling time are greatly appreciated. Please be safe and stay healthy.