

To: All Employees

From: Joe Grilli

Date: 3/16/2020

Subj: Coronavirus Hygiene Practices (slide 1 of 2)

- Please wash your hands regularly, which includes prior to punching in or after punching out
- If you must sneeze or cough, then please make sure you sneeze/cough into the fold of your arm
- Exercise “Social Distancing” practices for the following:
 - When getting in line to punch in or out, please provide adequate space between each other
 - On breaks or lunches, it is recommended to not share food or drinks with one another
 - Try to keep safe distances, as best you can, in your work environment
 - We will eliminate the need to have meetings in offices and/or the training room for the near future

(continued)

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- We reached out to our cleaning company last week to request that additional sanitizing practices are put into place and they began this past weekend at implementing them into our facility.
- These are all basic practices that we should all be aware of and practicing during these challenging times. As more information becomes available, then we will provide everyone with an update. If you have any questions regarding the Coronavirus Hygiene Practices, then please feel free to contact Rachel Heavilin or myself.

Thank you,
Joe Grilli