

Dear Sidney Team Member,

Enclosed is a letter from Brian Pour recapping the measures the Company, as a whole, is implementing to help ensure a safe and healthy work environment against the deadly COVID-19 virus. In addition to Brian's letter, I wanted to give more detailed information as to the actions the Sidney plant is taking to implement these safe practices and procedures. Below are just a few examples; plans are to review all of the actions in greater detail during the "Town Hall" meetings that will be held on your first day back to work.

- The plant will have been disinfected/sanitized twice by an outside company by the May 4th start-up date.
- All employees will have their temperature checked and submit a health questionnaire on a daily basis prior to reporting to their workstations. To help facilitate this requirement, ALL employees will need to enter the plant at the start of their shift through the Front Lobby. Team members will not be permitted to enter through the other various doors. Once your temperature has been checked and your questionnaire has been reviewed, you can continue through the hallway by the copy room and punch in; the time clock that was previously located directly outside of the cafeteria has been relocated to this hallway location to make it convenient to punch in. This clock is only to be used for punching in purposes.
- While the plant was not running, a 4th time clock was installed by Bay 26. This new clock, along with the other two clocks (one at the Bay 17 door and the other one at the base of the steps by the locker room) are to be used at the end of each shift to punch out. Each bay will be assigned a specific clock to use to punch out; the specific assignments will be reviewed during the Town Hall meetings.
- The hallway that was previously known as the employee entrance (in front of the Shipping office) is not to be used by Sidney personnel, except in an emergency; this entranceway is being strictly dedicated for outside truck drivers to use.
- The practice of splitting the plant up into two groups for breaks and lunches will be continued.
- To help maintain proper social distancing, markings have been placed on the floor and on various pieces of equipment. Additionally, maximum allowable numbers of people have been identified and posted for various offices, restrooms, cafeteria, the locker room, etc.. Please be mindful of these markings and postings and adhere to them.
- Disposable gloves will be available to team members who wish to use the microwaves or hot boxes.
- Supervisors' desks have been moved out to the manufacturing floor; one desk is located near Bay 9 and the other is near Bay 15. Gloves, OT sign-up sheets, etc. have been moved near each of the desks. Team members will be assigned to use a specific area; assignments will be discussed during the Town Hall meetings.
- In order to maintain proper social distancing, the number of available seats in the "smoke shacks" have been significantly reduced. Additionally, the plant will be split up and certain bays will be assigned to use a designated "smoke shack". Be advised, there will not be enough seats

for everybody; as a result, you are encouraged to use tobacco products in your personal vehicle.

- In addition to safety glasses and hearing protection, face masks will also be required to be worn. The company has plans to provide each employee with ten cloth masks; it will be each employees' responsibility to maintain them and wear them on a daily basis. Replacement masks will not be available. Employees who do not have a mask to wear will be sent home until they can return with an appropriate mask.
- All team members will be given a stylus that can be used at the time clocks, the AVI kiosk, equipment control panels, or other items that are frequently touched by other team members.
- The increased cleaning schedule that was put in place prior to the layoff will continue to be utilized for those highly-trafficked/highly-touched areas (ie - cafeteria, restrooms, door handles, hand rails, etc.). Alcohol prep pads will be available for team members to use to wipe down machinery controls that are used by multiple team members.
- A cleaning/disinfecting protocol will need to be implemented for forklifts and other powered industrial vehicles that are shared between the shifts. More information on this topic will be shared at the Town Hall meetings.
- The food wagon that frequently comes to the parking lot during 1st shift breaks will be discontinued until further notice.
- If you are at high risk or have a specific health concern that may be impacted, you are urged to contact your treating physician for further direction.

Be advised that we have not been through anything like this before and often times, we have to react and change our course of action very quickly; but through it all, be assured our goal is to provide the safest work environment we can. We need everyone's cooperation in these difficult times to fend off this deadly virus. Your cooperation is necessary not only to keep yourself safe, but to keep your co-workers, our family members, and our communities safe.

Thank you in advance for your cooperation.

A handwritten signature in black ink, appearing to read 'Ish Sparkman', with a long horizontal flourish extending to the right.

Ish Sparkman
Plant Manager