

EMPLOYEE COVID-19 ACKNOWLEDGEMENT

Our first concern will always be the health and safety of our employees. However, COVID-19 is an insidious virus that is not completely preventable, and its transmission is still surrounded by the unknown. We have taken and will continue to take steps to minimize your risk of contracting the virus at work, but we cannot promise you a virus-free workplace. Frankly, no employer can do that.

You are a critical part of our efforts to maintain a virus-free workplace, however. By signing this acknowledgement below, you agree to the following terms:

1. You will take your temperature every day immediately before reporting to work. If you have a temperature of 100.4 or higher, you will not return to work until fourteen days after your temperature returns to normal.
2. You will not report to work if you have had contact with anyone who has been exposed to COVID-19 or suspects such an exposure, until 14 days after your last contact with that person.
3. You will not report to work if you have, within the last month, traveled to any country or area that is subject to a COVID-19 travel restriction.
4. You will not report to work if you exhibit any of the commonly-known COVID-19 symptoms, and you may not return to work until 14 days after your symptoms subside. The known COVID-19 symptoms include, in addition to elevated temperature of 100.4 degrees or higher:

Cough
Shortness of breath
Loss of smell and/or taste
Fatigue, muscle aches, chills, shaking, and/or
Persistent headaches
5. To the fullest extent possible, you will maintain social distancing in the workplace at all times.
6. You will wear a face mask in the workplace whenever you are within 25 feet of a coworker.
7. You will thoroughly wash your hands for 20 seconds with hot water and soap regularly throughout your workday.
8. You will regularly sanitize your work area during the day using sanitizing wipes or similar products.

9. You will thoroughly cleanse any common area such as the kitchen immediately after your use of the area.
10. In the event you are unable to satisfy any of the conditions above, you will immediately exit the workplace and promptly inform Human Resources of the situation.
11. If you observe any workplace conditions that could be conducive to COVID-19 transmission, you will immediately report them to Human Resources.

By signing this acknowledgement below, you personally agree to all of these conditions, and you personally acknowledge the risks of COVID-19 associated with your return to the workplace. Again, we cannot promise a virus-free workplace, nor can any employer. It is up to you to take all necessary steps to protect yourself in addition to the steps the Company has taken on behalf of you and all our employees.

Signed

Date