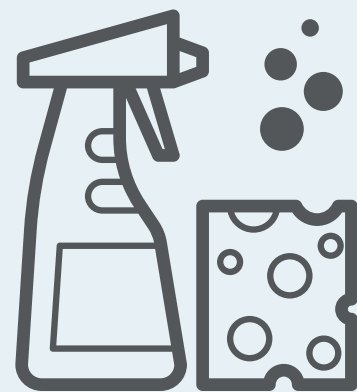


# How We're Helping to Keep You Safe

The events surrounding COVID-19 are constantly changing and we want to remain fully dedicated to the safety, health, and well-being of our team. Please use this guide as a safety protocol and for various steps you can take to ensure your safety.

## Increased Cleaning.

Disinfect work areas and common areas.



## Suspend Visitors.

Do not allow anyone besides employees to enter the facility.



## Provide Disinfectant.

Provide and make readily available to use in work areas whenever and wherever possible.



## Adjusting Work Shifts.

Reduce the number of people in a particular area at one time.



## Company-Wide Procedures.

Implement protocols in case an employee is suspected or confirmed to have COVID-19.



## Personal Protective Equipment.

Provide PPE, whether it be face coverings or gloves, in the work environment.

