

**From:** Scott Poole  
**Sent:** Sunday, March 22, 2020 3:14 PM  
**Subject:** COVID-19 Update as of 3 p.m.

**COVID-19 update as of 3 p.m., March 22, 2020:** Louisiana Governor John Bel Edwards has issued a statewide stay-at-home order that will take effect at 5 p.m. tomorrow, Monday, March 23. Because forest and wood products are considered an “essential industry” during this pandemic, RoyOMartin and its subsidiaries will conduct business as usual tomorrow.

That means the following: team members should report for work as normal to the manufacturing plants, corporate office, and other locations; and our facilities will accept deliveries and load and unload trucks. We will be making updates to the RoyOMartin Facility Status Line accordingly: 866-739-8295.

Our team members’ safety, health, and wellbeing is our top priority, and we are taking extra measures to protect you while at work.

We urge you to continue taking precautions now to protect yourself and your families throughout the coronavirus pandemic.

If you believe you may have been exposed to coronavirus or are exhibiting symptoms of the virus, contact your supervisor prior to your scheduled shift. Additionally, we strongly urge you to:

- Follow public-health guidelines from the CDC and seek medical risk assessments early.
- To avoid infecting others, contact Legacy Health & Wellness or your primary healthcare provider by telephone first to assist with diagnosis.
- Do not show up for work until you have been cleared to do so.

If you feel well and are not exhibiting symptoms of coronavirus, follow the CDC guidelines found at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

We will continue to update you as we learn more. Thank you for taking these necessary precautions.

*E. Scott Poole*  
*President & COO*