



March 13, 2020

To all our valued team members,

We know there is a tremendous amount of anxiety and uncertainty over the spread of the coronavirus (COVID-19). We are taking extra measures to protect you while you're at work, including:

- Implementing extra sanitizing at the scale house, shipping, break rooms, restrooms, and work stations, such as control rooms and cabs or anywhere we routinely push buttons, knobs, etc.
- Minimizing contact with over-the-road truck drivers
- Dramatically limiting facility access to only pre-authorized visitors

Furthermore, we recognize the State of Louisiana has cancelled all schools until April 13, and this may cause hardships on some of our team members. As these situations evolve, we ask that you work with your respective supervisor and manager to address individual concerns.

If you believe you may have been exposed to coronavirus or are exhibiting symptoms of the virus, 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 (don't show up) to assist with diagnosis.
- Notify your on-site occupational-health nurse and supervisor if you are diagnosed with coronavirus.
- Do not return to work until you are cleared by, and have received appropriate return-to-work documentation from, your healthcare provider.
- Follow all absentee policies and procedures.

We will continue to update you all as we learn more.

IBIZ-Corona

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