

March 16, 2020

Dear Team Members -

We are closely monitoring the Coronavirus (COVID19) situation and wanted to reach out to all of you about our approach for the next few days and possibly weeks. As you know, the medical, social and regulatory issues surrounding this crisis are changing day to day, if not hour to hour.

We are closely monitoring the situation. We will stay in touch with you as things develop and let you know if we plan any change in policy.

In the meantime:

- **Do not come to work if you are sick**
- **If you start to experience symptoms at work, please go home immediately**
- **Continue to use good health hygiene with frequent hand washing, good etiquette around coughing and sneezing, and “social distancing” (staying about 6 feet away from others in your work area).**
- **If you or a family member is diagnosed with COVID19, please let us know right away so that we can work with you to keep others from being exposed to the virus.**

As always, the safety of our customers, and that of our co-workers, families and loved ones, is our first priority. We’ll continue to do everything we can to keep our workplaces free of this virus and to respectfully and compassionately work with any employee who is affected by this outbreak.

If you have questions, speak to your direct supervisor or Jill in HR at 515.278.9774.

**Best regards,
The Consolidated Leadership Team**