FELKER

BROS. CORP.

TO: All Employees   DATE: 3/18/2020

FROM: Carol Willfahrt

SUBJECT: COVID-19

Felker Brothers is continuing to monitor the COVID-19 status and recommendations from the CDC, local and national government. Recommendations from all three of these agencies include: practice good hygiene and social distancing at all times.   These include:

1) Keep a distance of 6' feet between individuals.   Social separation is crucial--next to handwashing!
2) Wash hands OFTEN with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer
3) Shield coughs and sneezes with a tissue, elbow, or shoulder (not bare hands).
4) Routinely clean frequently touched surfaces, such as workstations, keyboards, doorknobs, etc. Recommend using a paper towel or shirt sleeve when opening doors to avoid skin contact.
5) Restrict travel – travel (even between facilities) should be limited to what is absolutely necessary. Restrict outside vendors/contractors coming on-site as much as possible.
6) Wash hands OFTEN with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer.   (This is worth repeating)

Symptoms of COVID-19 include: **fever (100.4 F or higher), coughing, and/or difficulty breathing.**

Wisconsin Employees: If you or a family member have these symptoms, **call the 24-hour Nurse Line/Care My Way at 1-800-549-3174** or download the Care My Way mobile app today to get advice on whether you should receive the COVID-19 test or be seen at a health care facility. If in doubt -- please call the number above.

Kentucky Employees: If you or a family member have these symptoms, call Dr. on Demand at **1-866-427-7478** or download the Drondemand mobile app.

We will continue to provide updates on this topic.   To insure all employees access to updated communication, we will include posting these memos on our website at www.felkerbrothers.com.   Updates will be located under the "Felker News" tab (located in the middle section of the page near the right side.