

**May 25, 2020**

NAL Team Members,

It is my hope that all of you had a safe and relaxing weekend with your family and friends. I would also like to thank those of you who have served our country for your service. Additionally, let us not forget the reason for this day of recognition to honor those who gave the ultimate sacrifice for us and the freedoms we enjoy.

For those of you scheduled to work this week, if you or someone in your home is exhibiting COVID-19 symptoms such as running a fever of 100.4 or higher, shortness of breath, head/body aches or loss of taste/smell, **please stay home** and contact your supervisor and/or local Human Resources Department. Furthermore, this includes if someone in your home has been tested for COVID-19, and you are waiting on the results. If you have been in direct contact with someone that has tested positive for the virus, you should stay home as well and contact the HR Department.

All of us have an obligation, to communicate potential risks and to do our part with social distancing at all times. We had recent incidents where social distancing wasn't followed outside of work resulting in potential exposures. Additionally, when asked about possible exposures, potential risks were not communicated in a timely manner. The guidelines of our NAL Playbook are only as good as our commitment to follow them.

We sincerely appreciate your commitment and cooperation to keep all of us safe and healthy.

Best Regards,

Kirk Gadberry  
NAL President and COO