

**May 28, 2020**

Everyone:

We are happy to bring more people back to work each week. Our communities are also starting to open back up and provide more services.

However, we can't let our guard down when it comes to safety and our commitment to the COVID-19 NAL Playbook. It's important to keep social distancing whenever possible and wear our masks at all times except when designated otherwise. One common mistake is to remove masks upon entering the break rooms or other shared areas. Masks should be worn at all times unless you are in designated areas that don't require them. Social distancing is key not only at work but also in our personal lives. Please try to avoid large social gatherings that put you at risk of exposure to COVID-19. And finally, when you arrive for screening each morning, please turn off your air conditioning as you approach the parking lot (except Salem) and remove any hat or head covering so we can obtain an accurate body temperature from you.

We are now at a point where we should recognize the protocols of the Playbook just like any other safety directive. As of June 1<sup>st</sup>, we will start to apply progressive corrective action to violations of the COVID-19 NAL Playbook. Please understand our intent is not to police the program, but to coach everyone on the expectations for our continued health and safety.

Also, as of June 1<sup>st</sup>, we will go back to our standard attendance policy whereas points will be assessed as necessary. Those Team Members not able to work due to COVID related illness, high risk condition or daycare issues will be able to apply for FMLA to cover their absence. Those situations will be reviewed on an individual basis and current policies and procedures will be applied.

Again, we are glad to see more Team Members returning and appreciate your continued support and patience as we work through this challenging time. If you have further questions, please contact your supervisor, manager or local Human Resources Department.

Thank you,

Chad Thompson  
Corporate Human Resources General Manager