



Dear Barnhardt Associates,

As we enter into the next weeks there are several things to share with you regarding COVID-19.

The virus: Is spread in large droplets by coughing and sneezing. All surfaces where these large droplets land are infectious for about a week on average. This virus only has cell receptors for lung cells (it only infects your lungs) The only way for the virus to infect you is through your nose or mouth via your hands or infected cough or sneeze onto or into your nose our mouth.

Travel

Travel is a primary source of COVID-19's spread. The first case of the virus in N.C. was traced to the person's visit to the long-term care facility in Washington state at the epicenter of the U.S. outbreak. The second case in N.C. is linked to the person's travel to Italy. That said, many of us have long-standing travel plans for business trips overseas and within the CONUS. I have curtailed unnecessary travel abroad and personnel visits to and from the plants for non-operational reasons. This is why we request that you inform us of your travel — any time during the COVID-19 outbreak. Please notify us of your travel to:

- Countries with the [Center for Disease Control's \(CDC\) Travel Warning Level](https://www.cdc.gov/coronavirus/2019-nCoV/index.html) <https://www.cdc.gov/coronavirus/2019-nCoV/index.html> which currently are South Korea, China, Italy, Iran, and Venezuela and more.
- "Affected areas," as defined by the [World Health Organization \(WHO\)](https://www.who.int/): <https://www.who.int/> "Affected areas are considered those countries, provinces, territories, or cities experiencing ongoing transmission of COVID-19, in contrast to areas reporting only imported cases." Under this definition, Seattle is an affected area and currently Kennewick is not. You can see affected areas in real-time using the [Johns Hopkins Coronavirus COVID-19 Global Cases map](https://coronavirus.jhu.edu/map.html). <https://coronavirus.jhu.edu/map.html> You can also locate your local state Department of Health and Human Services website for information in your state.

COVID-19 Testing and Quarantine

For the same reason that we request you notify us of your travel, we also request that you inform us if you are self-quarantined, have been tested for COVID-19, or are under recommended quarantine. Send email to: kerri.jenkins@barnhardt.net

UPDATES ON HOW BARNHARDT IS PREPARING

Pandemic Risk

We continue to refine our Pandemic Contingency Plans, our plan-for-action that ensures a coordinated effort across all areas of the industry. It also ensures that we respond and act fairly without discrimination.

Associates Exhibiting Signs of Illness

Several of you have reached out to ask how we handle Associates who appear sick during the day. Managers have been reminded that they are to send any Associate who appears ill to Novant Health or Primary Care provider for evaluation. Anyone, exhibiting flu like symptoms are not to come into the plants but should remain home and contact their medical provider. **If an Associate feels ill at all, STAY HOME.**

Barnhardt Employee Travel and Quarantine

All non-essential work travel, e.g., conferences and professional development travel, will be evaluated on a case-by-case basis and approved by the President.

Barnhardt Associates who have traveled to an affected area will self-quarantine for the requisite 14 days. If they are symptom-free, throughout the 14 days, they will return to work at Barnhardt Manufacturing only after clearance from their medical provider.

Cleaning

Ensure you continue your scheduled a comprehensive cleaning of work and common use areas, due to the increase in flu cases. Remember the precautions:

1. **NO HANDSHAKING!** Use fist bump, slight elbow bump etc.
2. **USE ONLY** your knuckle to touch light switches, elevator buttons. Use gasoline dispenser with a paper towel or use a disposable glove.
3. Open doors with a closed fist, do not grasp the handle with hand, unless there is no other way to open doors. Especially bathroom and commercial doors.
4. Use disinfectant wipes at the stores when they are available, including wiping the handle and child seat in grocery carts.
5. Wash **YOUR HANDS WITH SOAP AND WATER FOR 10-20 SECONDS** and/or use a greater than 60% alcohol-based hand sanitizer whenever you return home from ANY activity that involves locations where other people have been.
6. Use hand sanitizer after touching objects, keep in your house and car.
7. **DO NOT TOUCH YOUR FACE**, keep hands away.
8. Cough or sneeze into a disposable tissue and discard, using your sleeve or clothing can host the virus for a week.
9. Latex or nitrile disposable gloves for use when shopping, using gasoline pumps and other outside activity when you come into contact with contaminated areas.

COVID-19 Team

The Team continues to meet regularly, updating contingency goals and objectives including our Novant partner as a medical advisor.

I will continue to update you regularly via email.

We continue to closely monitor COVID-19. The above resources listed are all excellent ways to stay abreast of the situation. Keep following the Stay Healthy Tips, and if you have any questions or concerns, please do not hesitate to reach out.

Sincerely,

Lewis B. Barnhardt
President/COO
3/12/2020

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