

March 16, 2020

Waterfield Technologies Employees,

Please see the important information below regarding our continued steps at Waterfield Technologies to prevent and prepare for any potential impact of COVID-19.

COVID-19 (coronavirus) Preparedness

This document provides guidance relative to the new coronavirus (named by the World Health Organization as “COVID-19”). Updates to this information will be made as we receive additional new information from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), state / local agencies or other credible sources of information.

Precautionary Measures for all Employees

Suggested precautions to reduce your risk of being infected by cold and flu viruses, including COVID-19:

- Per our policy, stay home when sick. Follow guidelines as outlined below before returning to work.
- Wash your hands frequently with soap and warm water for 20 seconds, especially after going to the bathroom, before eating, after blowing your nose, coughing, or sneezing.
- If soap and water aren't available, use a greater than 60% alcohol-based hand sanitizer throughout the day.
- Cover your mouth and nose when you cough or sneeze with a disposable tissue and discard. Cough in your arm only if a disposable tissue is not available.
- Avoid touching your eyes, nose, and mouth.
- Avoid close contact with people who have flu-like symptoms.
- Clean and disinfect frequently-touched surfaces.
- Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.
- Avoid handshaking. Use a fist bump, elbow bump, etc.
- Use your knuckle to touch light switches, elevator buttons, etc.
- Open doors with your closed fist or hip. Avoid grasping the handle with your hand if possible.

Waterfield Technologies Physical Facilities

Waterfield Technologies physical office locations will remain fully functional from critical systems and support standpoint; however, we are asking all employees to work remotely as a safety and precautionary measure.

- We expect no interruption in our ability to support our clients on a business as usual basis. Employees are provisioned to work remotely as effectively as they are able to from our physical office locations. Should you experience any issues impairing your ability to work remotely, please notify your direct supervisor and open a ticket with our internal support desk (support@waterfield.com, 800-324-0936).
- While we have requested employees work remotely until further notice, our office locations remain up and running to support critical systems and remain accessible for employees requiring a physical presence.

Waterfield Technologies Employee Business Travel

All non-essential employee travel should be suspended until further notice. If there is a question about what travel is essential, please contact your supervisor to discuss with senior management.

- If you believe your travel plans are essential for business, please contact your supervisor to request approval for travel. We do realize that travel in some cases will be necessary.
- If your personal plans call for travel, please keep in mind the potential risks to your health and the newly implemented policies here at Waterfield Technologies related to returning to work.

Customers, Vendors, Contractors and Suppliers

It is our priority to ensure a healthy work environment by taking steps to prevent exposure and transmission of cold and flu viruses, including COVID-19. We are sharing our approach openly upon request. We want to make sure all are aware of our attention to this situation. Specifically, we have taken numerous steps to increase and improve our housekeeping diligence for disinfecting our facilities, offices, packing materials and products.

Visitor Process and Questionnaire

Given the potential risks, we are discouraging contact with outside third parties. Beginning immediately and until further notice, business meetings with non-Waterfield Technologies employees should be conducted virtually (telephone or video conference) rather than through on-site visits. If the business matter requires an in-person meeting, then the following process shall be followed:

1. The Waterfield Technologies meeting host will request visit by sending email to Sue Gliva, HR Administrator, or Eric Taylor, Corporate Controller, for initial screening.
2. If deemed appropriate by reply email from Sue Gliva or Eric Taylor, then the host will send by email a simple 4 question health questionnaire to the visiting party.

3. Completed questionnaires are to be returned to Sue Gliva or Eric Taylor for screening and confirming OK for visit.
4. Sue Gliva or Eric Taylor will communicate decision to host.

If a Visitor Displays Symptoms

If an on-site visitor is displaying symptoms of a respiratory illness (fever, cough or difficulty breathing) take the following actions:

- It is important not to assume noticeable symptoms of respiratory illness are COVID-19. During the cold and flu season, it isn't unusual to encounter visitors or team member with various "cold-like" symptoms that are **not** COVID-19. As always, treat everyone with respect and dignity.
- Please notify your supervisor or manager immediately.
- Any visitor that must enter any Waterfield Technologies facility will be required to sanitize hands with provided supplies.

Supply Chain Partners

We must continue to work together with our valued supplier partners to mitigate the health and economic risks associated with the outbreak of this novel coronavirus (COVID-19). Our team members who work with these partners are committed to continued communication as we work through this evolving situation together. Thankfully, at this time we have not experienced any supply chain disruptions related to COVID-19.

We are monitoring the risk of supply shortages in order to ensure continuity of raw materials. We are evaluating steps to ensure all incoming products meet CDC guidelines for safety. We have asked that all our supply chain partners inform us about any known risks for their materials and actively communicate with us about any possible disruptions.

Travel Related Situations – If You Traveled

If you have traveled to an area affected by COVID-19, including China, Iran, Italy, South Korea or areas within the US (including cruises to any destination) or as identified by the CDC within the past 14 days you should not report to work for 14 days upon return.

If you traveled to an area outside of the above-named countries and have symptoms of respiratory illness, then you should NOT come to work. Please notify your supervisor or manager and contact your healthcare provider.

If you traveled to an area outside of the above-named countries and DO NOT have any symptoms of respiratory illness, you should come to work as usual.

Travel Related Situations – If a member of your household traveled:

If a member of your household traveled to an area affected by or exposed to COVID-19, including China, Iran, Italy, South Korea or areas within the US (including cruises to any destination) or as identified by the CDC, within the past 14 days, but they are not experiencing any symptoms of

respiratory illness (fever, cough or difficulty breathing), you should call your Supervisor to discuss the situation with Waterfield Technologies management before coming to work.

If a member of your household traveled to an area affected by or exposed to COVID-19, including China, Iran, Italy, South Korea or areas within the US as identified by the CDC, within the past 14 days, and they are experiencing symptoms of respiratory illness (fever, cough or difficulty breathing), then you should NOT report to work for 14 days from the household member's return. Please notify your supervisor.

If your household member returned from travel from any other area, and are experiencing symptoms, monitor your health (take your temperature twice a day and remain alert for cough or difficulty breathing) and follow good hygienic practices, such as washing hands with soap and water and avoid touching your face (eyes, nose, mouth).

Community Related Situations –Non-Travel Related

If you have been in contact with someone diagnosed with COVID-19, then you should not report to work for 14 days.

If you are experiencing symptoms of respiratory illness, then you should NOT come to work. Please notify your supervisor or manager and contact your healthcare provider.

Diagnosed with COVID-19

If a member of your household has been diagnosed with COVID-19, but you are not experiencing symptoms, notify your supervisor and contact your health care provider for medical guidance. The supervisor or manager will notify Waterfield Technologies senior management. Please stay home from work for at least fourteen (14) days and monitor your health (take your temperature twice a day and remain alert for cough or difficulty breathing) and follow good hygienic practices, such as washing hands with soap and water and avoid touching your face (eyes, nose, mouth).

If you are diagnosed with COVID-19, please stay home from work. Notify your supervisor or manager immediately. He or she will contact our Environment, Health and Safety (EHS) Director. The leadership team will work with local health authorities to determine notification and next steps on a case-by-case basis. Your privacy will be protected to the extent possible.

In all cases during this situation, monitor your health by taking your temperature twice a day if you feel feverish and remain alert for cough or difficulty breathing. Follow good hygienic practices, such as washing hands with soap and water and avoid touching your face (eyes, nose, mouth). Contact your healthcare provider if you develop any symptoms of respiratory illness.

Guidance to Supervisors

Please ask team members to provide a doctor's note in the event they call in sick with respiratory symptoms before returning to work:

- If your employee is out of work more than three (3) days. HR will facilitate any needed forms or documentation in accordance with our Short-term Disability and Family Medical Leave program and policies.

- If your employee has had symptoms of flu and / or COVID 19 for any period of time.

Per current policy a doctor's note is not required for return to work if your employee is out due to illness other than cold, flu or virus for less than 3 days.

Closing Thoughts

If you are feeling sick or think you have the flu, the CDC (<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>) recommends all employees should stay home if they are sick until at least 24 hours after their fever is gone (temperature of 100 degrees Fahrenheit or 37.8 degrees Celsius or higher). Your temperature should be measured without the use of fever-reducing medicines such as ibuprofen or acetaminophen.

Please consider keeping hand sanitizer available at each of your home's entrances and in your car. Preferably wash your hands or use sanitizer after touching objects used by others such as fuel pump handles, door handles, escalator railings, etc.

Thank you for your attention and adherence to our policies as we navigate through this situation. We will continue to monitor and follow guidance from public health agencies, the CDC, state and local authorities to ensure the safety and health of our employees, customers, visitors and community. Please keep an eye out for additional communication as this situation evolves.

The COVID-19 Task Force
Your Leadership Team