



March 11, 2020

Managers & Supervisors-

As you know, public awareness pertaining to Coronavirus (COVID-19) is currently very high. Please know that Diamond B's existing illness, sick time, and leave policies are in place to help those who become ill and to keep other employees from getting ill, regardless of illness – coronavirus, flu, cold, etc. In an effort to educate or remind everyone of these policies, information is being sent to every employee with their pay stub this week and again next week. Additionally, I ask that you share this letter in your next area and crew huddles, tomorrow.

1. Take steps to protect yourself from getting sick.

- Clean your hands often.
(We encourage employees to carry hand sanitizer for personal use. Also, sanitizer, wipes, or hand wash stations will be furnished to supervisors whose crews don't have access to running water.)
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid sharing food, dishes, utensils, and other personal items.
- Avoid close contact with people who are or believed to be sick.
- Clean and disinfect frequently touched surfaces daily.

2. Know the symptoms. – visit www.cdc.gov

<u>Coronavirus (COVID-19)</u>	<u>Cold or Flu</u>	<u>Allergies</u>
Dry Cough	Fever / Body Aches	Itchy Eyes, Nose, &/or Throat
Low Grade Fever	Fatigue	Sneezing
Shortness of Breath	Cough / Congestion	Congestion
Exposure to Virus	Exposure to Virus	

3. Stay HOME if you're sick.

- See a doctor and follow their orders.
- Notify your supervisor and HR if you are sick (see illness, sick time, and leave policies).
- Obtain a doctor release before returning to work.
- Cover coughs and sneezes and then immediately wash your hands.
- Wear a facemask if you are sick.

Diamond B is committed to reviewing, considering and responding to governmental healthcare advisories when or if any are issued. Our intention is always to keep our Diamond B family safe and healthy. If at any time, you feel that you and your crew may be unknowingly being placed in an unsafe or unhealthy environment, please immediately notify your supervisor.

Be safe and stay healthy.

Sincerely,
Phillip Bossier
COO