



March 13, 2020

All Employees:

Upon review of the Presidential Declaration and Governor Edwards's Proclamation pertaining to CoronaVirus, neither have limited our ability to perform work at this time. Therefore, we feel it is in the best interest of Diamond B, our employees and their families to continue with work as normal.

Please share this information with your employees. We understand some may be impacted by school closures etc. Please tell them to let you know if they foresee any impacts with their ability to get to work.

We should do all we can within reason to accommodate those who have family constraints. However, we don't want our crews to work unsafely nor short handed. Therefore, as you determine employees with constraints please communicate with your department managers so that they can make provisions to backfill employees from other crews.

Continue to observe best practice preventive measures as outlined in the letter from Wednesday and be sure sick employees do not come to work. For those who think they may have symptoms, direct them to this website <http://www.coronavirus.gov> where they can answer questions to evaluate if they need to be tested and, if so, will be directed to a testing location.

Be safe and stay healthy.

Phillip Bossier
COO