



Hello Everyone:

We are now one week into pre-shift temperature screenings, and the process is going well. We thank you for your cooperation. As mentioned in last week's announcement, some adjustments may be necessary. Beginning Monday, May 18th, the process will be adjusted as follows:

- From 5:50am through 7:00am, all employees arriving for work may park in their assigned lot, then walk to the entrance door to the Dry Blend Mixing Department in the rear of the facility, near the stairs. At that door, the employee's name will be cross-referenced to an employee list and non-contact screened for body temperature. Employees are asked not to arrive at work prior to 5:50am.
- Employees with a temperature that is less than 100.4°F will be allowed to enter the building for work. All external doors to the facility at 87 Hayward Road will be locked except the entrance door to the Dry Blend Mixing Department. During this time period, employees may enter the facility only through this door.
- Employees with a temperature that is 100.4°F or higher will be asked to move to a waiting area for 5 minutes for re-screening.
- If a second high temperature is read, the employee will be asked to leave the facility and consult their physician for further guidance. Please remember, a temperature that is 100.4°F or higher does not confirm you are COVID-19 positive.
- From 7:15am onwards, the temperature screening team will move to the ramp at the entrance door to the left of the Extruder 4 and Extruder 5, near the Human Resources department (at the far end of the parking lot in front of the office), where screenings will resume. At this entrance, employees will be asked to line up on foot, following social distancing guidelines, for the same screening process listed above.
- A similar process will be developed for all night shift staff.
- Craig Road employees are asked to arrive at 87 Hayward Road first for screening. Once cleared, they can proceed to Craig Road as their names will be sent to the supervisor for entrance into the building.
- Employees assigned to work in Buildings 13 and 14 will be met by their supervisor at the entrance to those buildings and allowed to enter if they have been cleared.
- Any visitors, truck deliveries, etc. are also required to follow the same screening procedure as Haartz employees.

Please be patient during this process as there are many people who need to be screened on a daily basis. We will continue to refine and minimize any impact of beginning your shift.

We appreciate your cooperation and teamwork and wish that you, and your loved ones, stay safe during these trying times.

A handwritten signature in black ink that reads "Douglas K Bishop".

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