



**December 18, 2020**

**RE: COVID-19 UPDATES**

**To: All Roper Pump Company Employees (GA & TX)**

This has been a difficult year for many reasons and we have had to adapt our business as market conditions and health concerns have occurred. At this time, we are currently experiencing additional business disruption caused by supply chain issues, and workforce continuity caused in part by COVID-19 quarantines as well as previously scheduled employee vacations. Due to these issues **we will limit the number of employees in the Gear plant to a small crew for December 21<sup>st</sup>, 22<sup>nd</sup>, and 23<sup>rd</sup>.**

**There are no changes to production schedules for the SSEP GA or SSEP TX plants. Office employees are to remain working from home through December, 31<sup>st</sup>, 2020. We will communicate plans for office employees in January at a later date.**

Additional cleaning and sanitizing of all areas has been scheduled to be conducted during this time as well. The employees that are not scheduled to work next week will need to either use vacation or choose no points, no pay. For those employees who do not have enough vacation time remaining for the 2020 year, we are allowing up to 20 hours of vacation to be borrowed from 2021 vacation balances. This will be a onetime allowance and not a practice moving forward.

**Employees will need to contact HR no later than noon Monday, December 21, 2020 if they do not wish to use vacation** for December 21, 22, and 23. If no contact with HR is made by this date, vacation time will be used.

Maintaining a safe environment and business continuity will take everyone working together. **We have recently been notified that employees are coming to work while not feeling well. If you do not feel well, DO NOT COME TO WORK.** Please contact HR and your supervisor.

As a reminder, below are actions each of us can take to keep our workforce safe. It is even more critical than ever that all employees remain prudent in following these steps.

1. MASKS: Masks are to be worn by all employees and visitors while in conference rooms, training rooms, shared office spaces, shared plant areas and when approached in your work area and social distancing is not possible.
  - a. Masks should be worn properly as intended and not under the nose or around the chin, negating the protective measures of wearing the mask. Please see below for the correct way to wear a mask. **Employees found not following our mask policy are subject to disciplinary actions up to and including termination.**
  - b. Roper Pump Company will provide masks to employees. Employees may contact their supervisor or Human Resources if they need additional masks. Disposable and cloth masks are available for employee use.



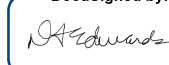
***What steps you can take:***

- **Stay at home, if you are sick:** If you or a family member become ill and start to show the following symptoms, do not come to work: Fever, Cough, and Shortness of Breath. If you or a family member continue to have these symptoms and remain undiagnosed, do not come to work. Work with your manager and Human Resources to review options as well as documentation needed for approved time off.
- **Avoid close contact with people who are sick.**
- **Avoid touching your eyes, nose, and mouth.**
- **Cover your cough or sneeze with a tissue, then throw the tissue in the trash.**
- **Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.**
- **Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.**

You may review more information regarding the COVID-19 virus on the CDC website:

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

**Sincerely,**

DocuSigned by:  
  
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**Diane F. Edwards**  
**President**  
**Roper Pump Company**