



December 30, 2020

RE: Operating Schedule for Commerce Facility January- February 2021

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

Due to an increase in current and past due sales orders, the Commerce, GA SPDP plant will change their production schedule for January and February of 2021. This schedule change will be effective January 4, 2021. We will evaluate the current needs and determine if we return to the original schedule or keep to the amended schedule, prior to the end of February. Some areas may be asked to work Saturday's, given the business need.

The new SPDP schedule will be:

1ST Shift Monday-Friday 5am-3:30 pm

2nd Shift Monday-Friday 3pm-1:30 am

There are no changes to production schedules for either SSEP facilities in TX or GA. Office employees will be asked to continue to work from home until further notice. We will continue to evaluate the situation at the end of each month. There are certain situations where office personnel will be asked to come into the office based on specific work required.

We have scheduled for all high traffic areas such as restrooms and the breakrooms, to have an additional sanitizing and deep cleaning every Sunday.

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:

Diane F. Edwards

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**Diane F. Edwards
President
Roper Pump Company**