October 15, 2020

To: All Roper Pump Company (GA & TX)

We recently had an employee in our Commerce facility test positive for COVID-19. It has been two days since the employee has been in the facility. Employees who may have worked in the area have been notified. The work areas of the employee have been closed off and will be deep cleaned and sanitized by the end of the day.

We are continuing to follow and maintain the guidance of the federal Centers for Disease Control (CDC), the individual State Departments of Health and County Departments of Health regarding COVID-19.

As a reminder, we have listed the steps each of us can take to keep ourselves and others healthy.

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. According to the CDC, these symptoms can appear anywhere between 2-14 days after exposure. 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.** (Please see corresponding illustrations on the proper way to wash your hands)
- ❖ **Visitors:** Employees, who have visitors and/or customer meetings, are asked to send a general communication for meetings to be rescheduled or business to be conducted remotely in the event the visitor or employee is showing symptoms of the COVID-19 virus.

You may review more information regarding the COVID-19 virus on the CDC website:
https://www.cdc.gov/coronavirus/2019-nCoV/index.html